1. **OBJECTIVE AND SCOPE**

Health and Safety Standard Workplace Health and Safety Inspections is one of a number of documents forming East Ayrshire Leisure’s Health, Safety and Wellbeing Policy written arrangements in compliance with the general duties under Section 2 of the Health and Safety at Work etc. Act 1974.

These arrangements relate specifically to management inspections of Trust premises; offices, depots, workshops etc. The implementation of this standard demonstrates active monitoring of safety standards within the workplace.

East Ayrshire Leisure are responsible for the management of a range of venues on behalf of East Ayrshire Council and must follow the guidance set out within this standard.

1. **RESPONSIBILITY**

Development Managers will ensure arrangements are in place to ensure full compliance with this standard. Premise Managers will ensure workplace health and safety inspections are carried out for premises under their control, including the co-ordination of inspection in multi- occupied establishments where required.

**CONTENTS**

1. **INTRODUCTION 2**
2. **WORKPLACE HEALTH AND SAFETY INSPECTIONS 4**

**3 CONTACT INFORMATION 10**

**APPENDIX1**: Workplace Health and Safety Inspection **11**

# 

# 1. INTRODUCTION

* 1. This Standard has been developed to provide Premise Managers with the necessary information to carry out a programme of workplace safety inspections within East Ayrshire Leisure premises.
  2. The *Workplace Inspection* form will enable Premise Managers/Line Managers to accurately inspect the health and safety management arrangements in place *and* carry out a general safety tour of the premises, recording the results in one comprehensive inspection report **Appendix 1 - Workplace Health and Safety Inspection.** [**Workplace Inspection**](http://leisurenet/documents/136-safety-and-quality-review-checklist/)
  3. The reporting format provides clear instructions on how to complete each question and includes hyperlinks to the relevant health and safety intranet page, where the person carrying out the inspection can access further information.

1. **WORKPLACE HEALTH AND SAFETY INSPECTIONS**
   1. A health and safety inspection of every East Ayrshire Leisure workplace should be carried out each **April and October** by the Premise Manager or other employee(s) designated by the Premises Manager.
   2. Alternative health and safety inspection frequencies apply for sports pavilions, which should be carried out each **July.**
   3. Each inspection must include a walk round of the premises to ensure that all questions applicable to the workplace are considered.
   4. Whilst the responsibility to carry out the workplace inspection rests with the Premises Manager, it is recommended that any local Trade Union safety representatives or other key members of staff are involved in or consulted as appropriate, for their input and support during all or part of the inspection process.
   5. Where an inspection question requires confirmation that a process or procedure is being implemented within the workplace, the person carrying out the inspection should question a sample of employees during the inspection to confirm that they are involved in and understand the process or procedure in question.
   6. Where there is more than one employer or service on site i.e. a multi-occupancy location, the nominated Premises Manager shall co-ordinate the inspection to ensure they are completed within the specified time period by each occupant service. This should assist in co-ordinating any identified remedial action, especially where communal areas, systems or the fabric of the building are affected and avoid duplication of effort.
   7. Some services may have in place other local health and safety inspection reports which are specific to the service they provide e.g. catering facilities. Where this is the case, it is recommended that the local inspection is completed prior to the workplace health and safety inspection and a copy of the local inspection report submitted to the Premises Manager, for consideration within the overall workplace inspection.
   8. In all cases where specific service inspections are required, the Premises Manager must be informed of the outcome to ensure that a consistent and co-ordinated approach to workplace inspection is achieved.
   9. Following the inspection tour, the report should be accurately completed detailing any actions required, the person responsible for carrying out the actions and appropriate timescales for completion.
   10. Completed electronic copies of the inspection report should be submitted to the Council’s Health and Safety Team at [HealthandSafety@east-ayrshire.gov.uk](mailto:HealthandSafety@east-ayrshire.gov.uk) **no later than the end of April and the end of October each year (end of July in respect of sports pavilions).**
   11. The Health and Safety Team will pass the report on to Property Management to upload onto the Technology Forge asset management system.
   12. The original copy of the inspection should be retained on site for two years following the satisfactory completion of all remedial action. Reports may then be suitably disposed of.
   13. **East Ayrshire Council Health and Safety Advisors will audit a 10% representative sample of all completed inspections within each six month period.**

* 1. The workplace inspection report is contained as an Appendix to this Standard. A Word version of the inspection form is available at: [**Workplace Inspection**](http://leisurenet/documents/136-safety-and-quality-review-checklist/)

1. **CONTACT INFORMATION**

Health and Safety Working Group, East Ayrshire Leisure

Telephone: 01563 554057

E Mail: [EALHealthandSafety@eastayrshireleisure.com](mailto:EALHealthandSafety@eastayrshireleisure.com)

Intranet: [Health & Safety](https://leisurenet/admin-docs/health-safety/)

Health and Safety Section East Ayrshire Council

Tel: 01563 554825

E Mail: [healthandsafety@east-ayrshire.gov.uk](mailto:healthandsafety@east-ayrshire.gov.uk)

EAC Intranet:[Health and Safety](http://eacintranet/Services/HealthandSafety/HealthandSafety.aspx)

# Appendix 1

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** |  | **Section** |  |
| **Address/ Location** |  | **Date of  Inspection** |  |
| **Inspected by (Premise Manager or designated personnel)** |  | **Premises  Manager** |  |
| **Others involved in the inspection process e.g. Service Managers, Safety Reps, employees** |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Safety Management Procedures** | **Yes** | **No** | **N/A** | **Comments** |
| 1.1 | Do health and safety notice boards display all required information? [Health and Safety Notice Board](http://eacintranet/Services/HealthandSafety/NoticeBoard.aspx) |  |  |  |  |
| 1.2 | Is a copy of the most up to date safety policy clearly displayed on notice boards? [Health and Safety Policy](https://leisurenet/media/1454/health-and-safety-policy.docx) |  |  |  |  |
| 1.3 | Is the Master Safety File up to date with reviewed standards in place? [Health and Safety Standards](https://leisurenet/admin-docs/health-safety/) |  |  |  |  |
| 1.4 | Are COSHH assessments available for any hazardous substances used within the premises? |  |  |  |  |
| 1.5 | Is the fire register up to date with all relevant fire safety checks carried out and recorded? [Fire Safety Standard](https://leisurenet/media/1737/fire-safety-standard.docx) |  |  |  |  |
| 1.6 | Has the online Fire Risk Assessment portal been updated when actions are progressed or completed? [FRA Actions](file:///Z:\People%20and%20Finance\Ext%20Mgt\Health%20and%20Safety\Fire%20Risk%20Assessments) |  |  |  |  |
| 1.7 | Are there means to notify people who may require assistance in the event of an emergency evacuation, of the arrangements in place? [Assisted Evacuation Template](https://leisurenet/media/1341/fire-safety-assisted-evacuation-notice.docx) |  |  |  |  |
| 1.8 | Is there a procedure in place for controlling visitors/ contractors? i.e. signing in/ site induction |  |  |  |  |
| 1.9 | Is the asbestos register for the premises up to date with an induction process in place for any contractors working in the building? [Asbestos Management Standard](https://leisurenet/media/1730/asbestos-management.docx) |  |  |  |  |
| 1.10 | Is the water hygiene log book for the premises for the control of Legionella available and up to date?  [Legionella Control](http://eacintranet/Services/HealthandSafety/MasterSafetyFileStandardReviews/Legionella-Control.pdf) |  |  |  |  |
| 1.11 | Are copies of statutory inspections available for inspection?  I.e. gas boiler, electrical inspections. If not held on site, copies should be accessible through Property Management / [Property Portal](http://eacintra02/pp/) |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.12 | Is there a system in place for reporting any defects of  equipment, plant or premises? i.e. report to line manager, property management |  |  |  |  |
| 1.13 | Are health and safety arrangements effectively communicated? i.e. team meetings, JCCs, toolbox talks etc. |  |  |  |  |
| 1.14 | Are new employees given a health and safety induction when starting in the premises? |  |  |  |  |
| 1.15 | Are there trained fire wardens within the premises? |  |  |  |  |
| 1.16 | Are there trained first aiders/ appointed persons within the premises? |  |  |  |  |
| 1.17 | Are there trained risk assessors within the premises/ Section? |  |  |  |  |
| 1.18 | Are there trained Display Screen Equipment (DSE) assessors within the premises/Section? |  |  |  |  |
| **2.** | **Workplace (general inspection)**  Carry out walk round of the workplace, include any  external areas | **Yes** | **No** | **N/A** | **Comments** |
| 2.1 | Is general cleanliness and housekeeping to a good standard? i.e. no accumulation of waste, inappropriately stored items, tripping hazards etc. |  |  |  |  |
| 2.2 | Are fire evacuation plans/fire action notices displayed throughout the building? |  |  |  |  |
| 2.3 | Are all fire escape routes free of obstructions?  Check routes leading to fire exits and exit clear externally |  |  |  |  |
| 2.4 | Are floors clean, dry and free from slip/ trip hazards? |  |  |  |  |
| 2.5 | Where a defibrillator is present, are the pads and battery within the stated expiry date? Has the unit been checked  regularly and checks recorded? |  |  |  |  |
| 2.6 | Has PAT testing been carried out for electrical appliances? Check dates on sample of appliances. |  |  |  |  |
| 2.7 | Are electrical cupboards kept locked and free of combustible materials as far as is practical? |  |  |  |  |
| 2.8 | Are hazardous substances kept in designated, secured areas? I.e. Flammable liquids, gases, chemicals, cleaning  products |  |  |  |  |
| 2.9 | Is COSHH information available in designated storage areas? |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| 2.10 | Are the lighting levels reasonable? Too dark/ too bright to work comfortably. |  |  |  |  |
| 2.11 | Is the temperature within the workplace generally comfortable? Optimal temperature for building is **21˚C.** Thermometers should be available for indoor areas. |  |  |  |  |
| 2.12 | Is there adequate ventilation and maintenance of  any air conditioned/extraction systems? |  |  |  |  |
| 2.13 | Is housekeeping in staff welfare/changing areas satisfactory? i.e. no accumulation of waste,  cleanliness etc. |  |  |  |  |
| 2.14 | Are washing facilities and toilets to an adequate  standard? |  |  |  |  |
| 2.15 | Is hygiene within food preparation areas to a good standard? i.e. clean surfaces/appliances/fridges etc. |  |  |  |  |
| 2.16 | Are first aid boxes kept in accessible locations and suitably stocked? |  |  |  |  |
| 2.17 | Are security arrangements for the premises adequate? |  |  |  |  |
| 2.18 | Are vehicle traffic routes around the premises satisfactory with appropriate advisory signage in place? |  |  |  |  |

Health & Safety Standards: Manual Handling I Pg 11

## **REMEDIAL ACTIONS SHOULD BE ENTERED ON THE TABLE BELOW.**

**Each action should be allocated to a responsible person and the due date entered.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Action Required** | **Action By** | **Date Due** |
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### **NOTES FOR COMPLETION**

**Safety Management Procedures**

* 1. Health and Safety notice boards should display information as detailed in Safety Standard ***Health and Safety Information.*** The hyperlink provided shows the recommended layout and content of the notice board. Copies of the documents which should be displayed on the notice board can also be downloaded from this page. [Health and Safety Notice Board](http://eacintranet/Services/HealthandSafety/NoticeBoard.aspx)
  2. The Health, Safety and Welfare Policy Statement must be displayed on notice boards and within the Master Safety File. The hyperlink directs the user to the page where the most recent revision of Easy Ayrshire Leisure’s Policy is held. [Health & Safety Policy](https://leisurenet/media/1454/health-and-safety-policy.docx)
  3. The premises Master Safety File should contain the corporate and local arrangements for the management of health and safety. The hyperlink directs the user to the current corporate standards and index page. [Health and Safety Standards](https://leisurenet/admin-docs/health-safety/)
  4. COSHH (Control of Substances Hazardous to Health) assessments should be in place for any substances within the premises which are classified as hazardous. These would normally be found within chemical storage areas. Assessments are generated for each substance and each Section should have nominated and trained staff in place to manage the COSHH procedure at a local level.
  5. The fire register for the building should be checked, ensuring that a copy of the most up to date fire risk assessment is available and that all fire safety checks, including weekly checks of the alarm system, fire drills, contractor maintenance etc. are being carried out. For more information go to [Fire Safety Standard](https://leisurenet/media/1737/fire-safety-standard.docx)
  6. The online Fire Risk Assessment portal should be updated when actions arising for the fire risk assessment for the premises are progressed or completed [FRA Actions](file:///Z:\People%20and%20Finance\Ext%20Mgt\Health%20and%20Safety\Fire%20Risk%20Assessments)
  7. Arrangements should be in place within public buildings to notify people who may require assistance to leave the building in the event of an evacuation that help is available. This may include information posters, evacuation route maps etc. A customer information template is available at: [Assisted Evacuation Template](https://leisurenet/media/1341/fire-safety-assisted-evacuation-notice.docx)
  8. All premises should have a signing in procedure in place for visitors/ contractors.
  9. The asbestos register should be available for inspection in all public buildings. It is recommended that this should be kept in the same location as the fire register. More information on the control of asbestos can be found in the [Asbestos Management Standard](https://leisurenet/media/1730/asbestos-management.docx)
  10. The water hygiene log book for the building to control the risk of Legionella should be available for inspection. ***Note: It is recommended that this is kept in the same location as the fire register and asbestos register however, in some smaller premises; the water hygiene log book may be kept at a central location.*** More information on the control of Legionella can be found at [Legionella Control](http://eacintranet/Services/HealthandSafety/MasterSafetyFileStandardReviews/Legionella-Control.pdf)
  11. A visual check of the gas boiler/electrical equipment which is subject to statutory inspections should be carried out. The date of last inspection will normally be found in a prominent position on the equipment. Where this is not obvious, records can be checked on the [Property Portal](http://eacintra02/pp/) and any queries directed to Property Management.
  12. All employees should be aware of the reporting procedures in place to notify management of any health and safety related issues or defects within the workplace.
  13. Health and safety information can be communicated through DMTs, JCCs, team meetings, training, toolbox talks and the notice board as appropriate.
  14. Site/ service inductions should be carried out in addition to the corporate induction.

1.15/16 There should be an appropriate number of trained fire wardens and first aiders/ appointed persons within each premises.

1.17/18 A sufficient number of staff should be trained as risk assessors and DSE assessors however, there is no requirement to have them based within each premises provided there are a sufficient number of staff trained within the Section.

**General Safety**

A walk round of the entire premises should be carried out by the Premises Manager, including any associated buildings such as stores, workshops and surrounding external areas.

2.1 This action relates specifically to trip hazard. A visual inspection is required to ensure uneven walkways are clearly marked and that floor areas are clear of debris, clutter and obstacles.

2.4 This action relates specifically to slip hazards. A visual inspection is required and where a hazard is identified ensure the appropriate signage is in place until the hazard has been removed.

2.5 A visual check of the unit and inspection records are required.

2.9 Posters and COSHH assessments should be easily accessible to employees and available for inspection.

2.11 The optimal temperature for all Council buildings is 21˚C. Premise Managers should monitor temperatures by checking thermometers and thermostats and resetting where possible. Where this temperature cannot be maintained due to building related issues this should be reported to Property Management.

2.16 A visual inspection should be undertaken to ensure that the minimum stock of first aid items are being held and the contents of first aid kits are being checked frequently, stock replenished and expired sundries removed. Further information can be found at [First Aid at Work](https://leisurenet/media/1736/first-aid-at-work.doc)

Workplace inspections must be carried out by the Premises Managers or designated personnel every April and October.

Some premises may require additional input from Service Managers, Trade Union Representatives or employees.

Completed assessments should be emailed to [healthandsafety@east-ayrshire.gov.uk](mailto:healthandsafety@east-ayrshire.gov.uk)

**Health and Safety Advisors will audit a 10% sample of all completed inspections within each six month period**