

Summary Overview – Health and Safety Monitoring (Inspections) ESSL

This summary is intended only to provide an overview of the key messages from the [\(full\) guidance document](#).

GENERAL

- Health and safety inspections are a key part of the “active” monitoring requirement of health and safety management systems.
- An inspection is different to a risk assessment; it is essentially a hazard spotting exercise, involving a physical examination of the workplace, work-related activities and local health and safety management arrangements.
- A positive approach is recommended where good practices are also identified.
- As a minimum all Schools should carry out an annual inspection (“formal annual inspection”); supplemented where necessary by additional in house inspections.
- The Faculty of ESSL agrees a broad schedule for the formal annual inspections on an annual basis at the first Health and Safety Committee of each academic year.
- An aide-memoire has been developed to assist those involved in the inspections it should be used flexibly and not simply as a tick box exercise.

FORMAL ANNUAL INSPECTIONS

- Heads of School are responsible for organising, planning, and leading the inspection and importantly ensuring that any necessary actions are taken
- It should be a team approach with Trade Union Reps, Health and Safety Co-ordinator and Manager and other relevant specialists’ full involvement.
- Immediate action should be taken by the Head of School if significant risks are identified.
- Following the inspection a summary report and action plan (HSM and HOS involvement) should be completed and formally reviewed as a minimum 6 months after the date of inspection.
- The main findings should be formally reported to School and Faculty Health and Safety Committees.
- Information about other health and safety monitoring activities are provided in the attached main document.

ANNUAL HASMAP AUDIT REVIEW

- Each July an audit review (essentially desk top) will be completed by the HSM and the Head of School; outcomes are reported to the University Health and Safety Committee.