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.