**Workplace Safety Inspections**

Workplace safety inspections should be carried out regularly to make sure that the workplace is safe. They are normally carried out by the responsible manager or delegated employee and where possible accompanied by a trade union safety representative. Once complete, an action plan should be written to agree timescales for completion of remedial actions. The inspection frequency can be determined by risk assessment but as a rule of thumb, once every three months is reasonable. Remedial action updates should then be discussed at health & safety meetings and used to show that local risks are being removed or managed. [Further guidance](https://orb.edinburgh.gov.uk/downloads/file/761/guidance_on_workplace_standards) can be obtained from the Orb, as can the [Checklist](https://orb.edinburgh.gov.uk/downloads/download/159/workplace_inspection_checklist).

In contrast a health and safety audit is a systematic inspection of the management arrangements to comply with corporate policy and local health & safety procedures. It is carried out by the Corporate Health & Safety Team to set a template. It is designed to identify best practice and shortfalls in how health & safety is being managed in the service area and offers recommendations to improve performance.

Normally it will assess which identified non-conformances are the most serious to allow a targeted response to the recommendations.

Audits are normally undertaken on a regular basis with timescales dependant on the risk profile of the area being audited.

**Brief on Audit Programme**

The Corporate Health and Safety Section undertake a rolling programme of establishment audits within Children & Families properties.

 A standard set of audit questions is now used across the whole Council. This ensures that the Council is audited to the same standard. This has been agreed with the Council Management Team and the Children & Families Senior Management team.

The Corporate Health and Safety Section contact selected schools one month prior to the intended audit visit.

Headteachers and Establishment Managers are provided with a copy of the audit questions and suggested evidence sources with the initial correspondence. (Electronic copies are provided following this meeting).

Colleagues involved are asked to answer Health & Safety questions prior to the agreed visit date the completed form is then returned to the Health and Safety Section (Some documents may not be required at PPP schools where Facilities Management is provided by external contract)

The Corporate Health and Safety Adviser will check the evidence during the visit, provide advice and agree an action plan for any areas of weakness that might be identified. It is expected that the audit checklist is used to ensure Health & Safety standards are adhered to.

Further information can be obtained from either:

Bob Howden (bob.howden@edinburgh.gov.uk Tel. 0131 553 8313)) or

Nicola Goveia (Email nicola.goveia@edinburgh.gov.uk Tel 0131 469 3483) or

Alex Jamieson (Email alex.jamieson@edinburgh.gov.uk Tel 0131 469 3341)

The Health & Safety Audit checklist is provided below for information:

|  |  |  |
| --- | --- | --- |
| **Audit ref.** | **Evidence required** | **Comments** |
| 1.1 | Policy statement on display, H&S Law poster, Organisation charts, OH & S arrangements and procedures. Management review meeting minutes. Use of notice boards, advisory notes for field based staff |  |
|  | Evidence of procedures, processes and assessments being made known to Contractors. e.g. Asbestos register |  |
| 1.2 | Objectives set appropriately and monitored. Safety plan developed from audits and available locally. Involvement by Senior Management. Up to date organisation charts, safety meetings, attitude on the shop floor. |  |
| 1.3 | Self explanatory |  |
| 1.4 | Minutes of H&S Committees, team meetings, Tool box talks, Briefings. Posted on notice boards. |  |
| 1.5 | Are staff aware of how to report an accident. First aiders certificates available and in date. First aid kits complete and items in date. |  |
| 1.6 | Induction training process, Training records, Evidence of content of training courses. |  |
| 1.7 | Knowledge of EAP, Occupational Health referral records, return to work interviews, Exit interviews. |  |
| 1.8 | Records of recent safety inspections and action points being addressed |  |
| 1.9 | BSC audit, internal H&S inspection/audit. Action points being addressed. Minutes of monthly meetings. |  |
| 1.10 | ID Badges, Formal meetings, Briefing sessions, Review of performance, Pre-work meetings, Approval system, Questionnaires, Tender documentation. Contractor sign in log.*Authorised access, Inspection of accommodation (if applicable), Suitability – working alongside children for instance, Security issues.* |  |
| 1.11 | Procedures e.g. method statements, SSOW, risk assessments, Risk registers, training documents, clear evidence of ownership, disciplinary measures for non-compliance. |  |
| **Management Control Systems** |
| 2.1 | Look for, up to date maintenance records, inspection sheets, PUWER assessments, Identification and prioritisation of types of work equipment, including the procurement process. | Pay particular attention to vibration and noise analysis |
| 2.2 | Look for valid permits to work, risk assessments and training recordsFor PtW look for concise handover procedures between shifts and outstanding PtW’s clearly displayed. Ensure contractors are being properly managed. |  |
| 2.3 | Systems linked to PtW e.g. lock-off, isolation etc, training on procedures, suitable equipment provided, records maintained monitoring effectiveness and review as necessary. |  |
| 2.4 | Look for, ladder registers, equipment logs, Inspection schedules, Maintenance records. |  |
| 2.5 | Tagging system e.g. ‘scafftag’ WaH training records, maintenance records for fall arrest equipment. |  |
| 2.6 | Check for coding of lifting equipment, tagging, good storage, inspections, issue and control, date for statutory examination, maintenance records, re-test of fixed equipment after re-location, disposal of defective equipment. |  |
| 2.7 | Look for Insurers reports/certificates, identification and marking of pressure/gas lines and valves etc., SWP’s displayed, Flash-back arrestors for portable gas appliances, Modifications identified on the written scheme. Signage. |  |
| 2.8 | Training records, Inspection schedules, Cleaning regimes, use of Mobile phones – driving at work policy –use of hands-free kits, driving licences checksTraining for drivers who do excessive mileage, Medicals for drivers. |  |
| 2.9 | COSHH assessments, substance lists, training records |  |
| 2.10 | Asbestos register, proof of regular inspection, proof of register being passed to contractors as necessary, awareness training (annual). Clearance certificates. |  |
| 2.11 | Legionella: Proof of compliance with L8 (control of legionella bacteria in water systems), risk assessment,  |  |
| 2.12 | Training and medical records, maintenance records |  |
| 2.13 | Training records, maintenance records |  |
| 2.14 | PAT register |  |
| 2.15 | 5 year fixed wiring checks complete, maintenance records complete, SSoW for electrical work |  |
| 2.16 | PPE assessments, records of issue and training |  |
| 2.17 | Noise assessments, training records, PPE issue |  |
| 2.18 | Machinery maintenance records complete with vibration analysis, health surveillance records toStockholm Scales, training of staff on the dangers of vibrating machinery. |  |
| 2.19 | MH Assessments, training records, task analysis. |  |
| 2.20 | Records of training and assessment. Ill health records as a result of working with DSE |  |
| **Fire Control** |
| 3.1 | Delegated people responsibilities should be clearly stated and published, training records should be kept.  |  |
| 3.2 | Records of last fire risk assessment and remedial points actioned and recorded as closed. |  |
| 3.3 | Maintenance/test records, audibility checks,Provision for those with special needs. |  |
| 3.4 | Look for maintenance/test records, registers/lists of FF equipment, are visual checks conducted, what training is done and is it recorded. |  |
| 3.5 | Look for performance checks on emergency lighting e.g. flick tests, discharge tests etc. |  |
| 3.6 | Evacuation drill records, Emergency Fire Evacuation Plan, other training records, de-briefing documents, reports to senior management, liaison with fire authorities.  |  |
| 3.7 | Fire doors securely close from all angles of opening, Inspection/maintenance logs, good signage |  |
| 3.8 | Check signing in procedures, badge/swipe card systems, vehicle control systems, schedules of security patrols. |  |
| 3.9 |  Look for BC plans, training/exercise records, Liaison with emergency services. |  |
| **Measurement and Control Systems** |
| 4.1 | Look for records of maintenance issues, defect reporting and close out, formal reporting structures up and down. Accident/incident reporting procedures. How well are they known. |  |
| 4.2 | Look for damage reports and subsequent investigations and confirm that they are fed up the chain of command and closed off. |  |
| 4.3 | Are accident statistics scrutinised for patterns or trends, if so what is done with the information. |  |
| **Workplace safety** |
| 5.1 | Look for evidence of structural and condition surveys, buildings inspection reports and actions with SLA’s, maintenance records/ programmes, Asbestos survey and management of Asbestos, Legionella assessments, Cleaning regimes. |  |
| 5.2 | Look for building surveys carried out by a competent person, actions from previous surveys closed out, Maintenance programmes including cleaning regimes window cleaning and defect reporting system. |  |
| 5.3 | Adequate toilets, sani-bins, food prep & eating facilities, changing & cleaning facilities if required by job, PPE storage, expectant & nursing mothers facilities as necessary. |  |
| 5.4 | Cleaning signs, other languages if necessary, HASWA poster, Plant and pipelines, properly coded and with Directions of flow. |  |
| 5.5 | Look for demarcation lines, safe refuge, barriers, training and advisory documents, pedestrian crossings, Mobile phone policy, Vehicle management procedures. |  |
| 5.6 | Check for suitability of storage system taking account of what is being stored, the condition and maintenance of the system. Records of damage and maintenance with shelving/cupboards/racking, SWL marked up. |  |
| 5.7 | Look out for poor housekeeping standards and waste piling up. |  |