

## What to expect from a health and safety inspection

The Health and Safety Directorate (HSD) will soon be undertaking a H&S inspection of your School / Institute / Directorate. Inspections are intended to be supportive and aim to help proactively identify any issues before they cause injury, ill health or damage. They also provide an indication as to the effectiveness of the local H&S management systems in place.

Inspections undertaken by the Faculty H&S Advisor and/or Manager will be carried out in conjunction with the local Safety Coordinator(s) who will be more familiar with the work area, activities and personnel based there. They may also be accompanied by a local manager and, if available, a Union representative. Inspections may also be carried out periodically by the local Safety Coordinator, local managers or other employees,

The inspection will involve a visual check and assessment of the physical condition of the workplace and equipment. Consideration will be given to a range of aspects such as trip hazards, access and egress routes, condition and maintenance of equipment, signage, emergency arrangements and lighting. The inspection team may also want to see documentation such as risk assessments, training records and servicing and maintenance records. In addition, they may need to speak to local staff to obtain further information. If this is required, it will be purely to gauge a better understanding or clarify certain points. Evidence of both positive findings and areas of improvement may also be required so the inspector may be required to take photographs and/or obtain copies of documents for their records.

Feedback regarding findings or recommended actions may be given at the time to any local staff based there. Where this feedback is required to be given by a member the HSD, it will be done in a friendly and professional way and they will be happy to discuss the reasons for making these suggestions. If the suggestions are not deemed suitable, they will be able to work with you to explore other potential alternatives which may be more practical to your work environment whilst still achieving an improvement in the safety arrangements.

Following the inspection, recommended actions will be uploaded to the MySafety system. Any actions identified will need to be monitored by the local Safety Coordinator(s) to ensure they are progressed and closed off once completed. It is recommended that senior managers receive regular updates of progress made to ensure that they are aware of the outstanding items as well as any issues that may prevent or delay the action being completed. It is also helpful if general findings from the inspection are shared with staff in all areas so everyone is aware of the inspection outcomes.

For more information regarding inspections, please see the Audit and Inspection Standard available from <http://www.hsd.qmul.ac.uk/a-z/audit-and-inspection/>. Alternatively, please contact us as below.

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