



## Health and Safety Inspection Policy

<b>Name</b>	Health and Safety Inspection Policy
<b>Summary</b>	The purpose of this policy is to set out the Board arrangements for undertaking Health and Safety Inspections.
<b>Associated documents</b>	Annual H&S Inspection Form; Quarterly H&S inspection form
<b>Target audience</b>	All staff of the NWTCB
<b>Version number</b>	Version 0.2
<b>Date of this version</b>	8 <sup>th</sup> December 2019
<b>Review date</b>	8 <sup>th</sup> December 2020
<b>Name of Board</b>	The Golden Jubilee Foundation
<b>Approving committee/group</b>	<b>Health and Safety Committee</b>
<b>Document author</b>	<b>David Wilson Health and Safety Manager</b>
<b>EQIA for relevance</b>	

# **Health and Safety Inspection Policy**

## **1. Introduction and policy statement**

The Golden Jubilee Foundation (GJF) believes that effective implementation of our health and safety procedures are essential for successful health and safety management. It is the intention therefore to ensure that periodic health and safety inspections are undertaken within all areas and departments of the GJF.

## **2. Scope**

This policy applies to all staff of the GJF.

This policy has been written taking into consideration the needs of all diversity groups.

## **3. Inspection Format**

There are two types of Health and Safety Inspections referred to in this policy document:

### **3.1 Annual Health and Safety Audit & Inspection (Appendix 1)**

This inspection must be undertaken by the Health and Safety Department where every department will be subject to this inspection at least once within a financial year. A timetable of these inspections will be agreed at the beginning of the financial year by the Health and Safety Committee.

Additional inspections may be necessary where there has been a substantial change to the working environment or work activities since the previous inspection.

The inspection process will normally include the Department Manager or suitable deputy, i.e. sufficient seniority to be able to discuss, implement or delegate any recommended action.

The inspection will involve a combination of a 'walk through' the department, general discussion with the local manager(s) and/or safety representative and/or department staff members followed by completion of the inspection documentation.

The inspection will start with a summary of action points noted within the inspection.

Where a significant risk has been identified, a separate written risk assessment must be undertaken in accordance with the Board's Risk Assessment Policy.

During the inspection, responsibility for each action will be agreed and recorded on the inspection report. Actions must be implemented or delegated by the relevant manager or designated person for that department.

A copy of the inspection will be submitted to the relevant Department Manager within 20 working days from the date of the inspection.

If no practical agreement can be reached regarding the results of the inspection of the department or about remedial action to be taken on identified hazards and associated timeframes, the Health and Safety Manager will consult further with the relevant Department Manager. Any unresolved actions must be escalated as appropriate if they cannot be resolved locally.

Any significant contraventions will be discussed at the Health and Safety Committee meetings as a standard agenda item.

### **3.2 Quarterly Health and Safety Audit & Inspection (Appendix 2)**

This inspection must be undertaken on a quarterly basis by a nominated representative for each department. This person will be nominated by the Department Manager and will normally be the Health and Safety Representative for that department who has received suitable and sufficient information, instruction and training for that role.

Completed inspections must be sent to the Department Manager and held on file for a minimum of three years. The Department Manager must be notified of any significant issues immediately and should request the assistance of the Health and Safety Manager where required.

## **4. Roles and responsibilities**

### **4.1 The Chief Executive** is responsible for:

- Overall accountability for ensuring that responsibility for health and safety management is properly assigned, understood and accepted at all levels.

### **4.2 The Health and Safety Committee** are responsible for:

- Ensuring that a health and safety inspection schedule is in place;
- Discussing significant issues identified following the inspection process.

#### **4.3 The Health and Safety Representatives** are responsible for:

- Participating in the planning and completion of health and safety inspections and drawing to the attention of managers anything likely to impact on health, safety, welfare or well-being.

#### **4.4 The Health and Safety Manager** is responsible for:

- Arranging and undertaking the Annual Health and Safety Inspections;
- Providing advice and assistance on all elements of the health and safety inspection process.
- Updating and revising this policy in line with legislation, guidance and best practice.
- Seeking assurance that actions identified following the Health and Safety Inspections have been completed.

#### **4.5 The Department Managers** are responsible for:

- Ensuring that staff members under their control who have been nominated to carry out health and safety inspections are provided with information, training and instruction to enable them to undertake Health and Safety inspections as identified by their training needs analysis.
- Allowing staff members sufficient time off from their normal duties to carry out inspections.
- Encouraging their staff members to contribute towards a positive health and safety culture.

### **5. Monitoring and review**

The annual Health and Safety Inspection reports will be retained electronically by the Health and Safety Manager for a minimum of three years.

The Quarterly Health and Safety Inspection Checklists will be held locally by each department; however, completion of these checklists will be monitored via the annual inspection process.

The Health and Safety Committee shall ensure that this policy is reviewed annually and after:

- a) Any significant changes in working practices
- b) Any changes in statutory legislation or Board requirements
- c) An incident occurs that requires improvement in practice

Note: Annual and Quarterly Inspection forms are located within HR connect.