

Health and Safety Management and Inspection Procedure

Version – v2 – May 2022

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Procedure Owner – Vice Principal (Finance and Infrastructure)

Parent Policy Statement – Health and Safety Policy Statement

Public Access or Staff Only Access – Public

Version – Version 2 – May 2022

Changes and Reason for Changes – Department Name Change



HEALTH AND SAFETY MANAGEMENT AND INSPECTION PROCEDURE

INTRODUCTION

The aim of this procedure is to reinforce and clarify the requirement for Health and Safety Management referred to in the University's Health and Safety Policy.

The procedure sets out a proportionate approach to health and safety inspections whereby higher risk areas such as science labs, workshops or kitchens will be subject to more frequent inspections than lower risk areas such as offices. The procedure also sets out requirements for local arrangements to oversee the management of health and safety within each School and Department.

The inspection proforma at Appendix A applies to all areas but will require to be supplemented with local rules and inspection regimes for workshops, laboratories, kitchens and other hazardous areas and processes.

RESPONSIBILITIES

Deans and Heads are responsible for all health and safety within their School or Department and therefore must:

- Ensure routine health and safety inspections take place, are documented, and are acted upon.
- A Health and Safety committee or equivalent is in place to consider relevant issues and drive health and safety locally.

Health, Safety and Wellbeing Champions act as the focal point for health, safety and wellbeing within their School or Department and as such must:

- Coordinate inspections within their School/Department. Any urgent concerns should be raised with the Dean of School / Head of Department immediately.
- See that inspection reports are shared with the School/Department health & safety committee or management meeting as appropriate.
- Share inspection reports and minutes of health & safety meetings with healthandsafety@uws.ac.uk
- Coordinate a School/Department health & safety return to the University Health & Safety Committee.

All Staff

- All staff must cooperate fully with health & safety inspections and any resultant recommendations or actions that arise.

PROCEDURE

Where applicable each local School/Department Health and Safety Committee will meet shortly after the inspection of its area of responsibility to discuss any appropriate H&S matters, including the results of the inspection, and send a copy of the inspection and a minute of the meeting to the Health and Safety Manager.

In lower risk Departments that do not have a health and safety committee, discussion of these matters should be a standing agenda item at Management meetings.

The routine Health and Safety Inspection of Schools and Departments is carried out on the basis of risk assessment. Those areas that are classified as being of higher risk, e.g., laboratories, plant rooms and workshops, are routinely inspected on a more frequent basis than those areas classified as being of lower risk, e.g. staff offices, reception desks, computer laboratories, teaching spaces. Where there is any doubt about the risk level, the Health & Safety Team must be consulted.

Health and Safety Inspections and Committee Meetings should take place **at least three times per year in higher risk areas**, and **at least annually in lower risk areas**.

Inspection of lower risk areas must be as formal and structured as that of higher risk areas (eg laboratories, workshops) but need not necessarily take up as much time. There must be a formal report of the findings of the inspection.

The inspection must be carried out prior to the School Health & Safety Committee to allow its findings to be discussed at that meeting, and any health and safety issues identified during must be followed up during or prior to the next inspection period.

The Health and Safety Committee should be composed from all groups within its area of oversight (academic, administrative, support, technical and student representatives as appropriate).

The University's Health and Safety Team are *ex officio* members of each Health and Safety Committee and must be invited to each meeting and sent a copy of the report of every inspection and the minutes of every meeting. The Health and Safety Team will seek to attend at least one inspection or meeting per annum.

As part of their auditing and monitoring role the Health and Safety Team may carry out inspections of any area within the University, at any time and without notice, to ensure that health and safety within those areas is appropriately managed.

Health, Safety and Wellbeing Champions are required to submit a pro-forma Health and Safety Return to HealthandSafety@uws.ac.uk prior to the Health and Safety Committee. This addresses the health, safety and wellbeing activities of the School or Department during the previous period, and will give details of:

- Any accidents occurring within their area of responsibility during that period
- Any actions taken as the result of such accidents
- Any matters that have given rise to concern without actually resulting in an accident, e.g. dangerous occurrences or dangerous conditions
- Any remedial actions that have been recommended by the Manager, the Health and Safety Committee or the Health and Safety Team but which have not been implemented, with an explanation of why they have not been implemented
- Any Health & Safety training given to staff/students
- A record of those staff and postgraduate students who have completed a Display Screen Equipment Assessment on the Awaken e-learning site
- The dates of all Health and Safety Committee meetings or Management Meetings held in that reporting period
- Any other relevant information concerning Health & Safety.

Appendix A

Inspection Date:

Staff Present:

Rooms Inspected: _____

Campus:

General Environment	YES	NO	N/A	ACTION REQUIRED	Additional Comments (including room number if appropriate)
Are all corridors adequately lit and clean?				If No , report to Estates & Buildings via "Helpdesk"	
Are all offices tidy and corridors free of excessive amounts of paper, e.g. on wall-mounted pinboards?				If No , "weed out" unnecessary paper or identify what other action is required	
Is there sufficient shelving or cupboard space in all offices?				If No , contact Estates & Buildings to Determine what action is possible.	
Do any offices contain excessive amounts of loose paper or other flammable materials?				If Yes , then reduce fire loading by removal of excess or use of appropriate storage	
Are all floors free of trip hazards, broken tiles, frayed carpets, loose materials, trailing cables etc.?				If No , tidy, re-route cables or report to Estates & Buildings via "Helpdesk" as appropriate.	

Are staff required to access high level storage and, if so, do they have safe access, eg step-stool, short ladder, etc?				If No , either remove requirement to access such storage or provide a safe means of access	
<p><i>N.B. The following items are general questions that relate to working conditions during the bulk of the year. They are not directed at the identification of temporary breakdowns in the relevant systems which should be dealt with by contacting Estates through the University Portal > Estates Helpdesk at the time of breakdown.</i></p>					
Are offices and working areas adequately ventilated heated lit and free of excessive draughts?				If No , then report to "Helpdesk" & the Resilience and Safety Team	
Is the atmosphere in any office or working area excessively dry?				If Yes , then report to "Helpdesk" & the Resilience and Safety Team	
Display Screen Equipment	YES	NO	N/A	ACTION REQUIRED	
Have all display screen equipment users carried out a self assessment within the last 3 years				If not , identify why not and remedy	
Has equipment identified in risk assessments as required for individual workstations been provided?				If not , then identify priorities and formulate a program for provision	

Are all workstations accessible and free of clutter and obstructions				If not , then workstations should be tidied and obstructions, especially those under the desk, removed.	
Electricity	YES	NO	N/A	ACTION REQUIRED	
Are all portable electrical appliances (eg any piece of equipment with a 13 amp plug fitted) on an inventory and subject to portable appliance testing as required by the Electricity at Work Regulations 1989?				If No , then obtain current inventory from Estates & Buildings. The Health and Safety Manager must ensure that this inventory is brought up-to-date. (This is a legal requirement)	
Are offices free of faulty or broken plugs and sockets or worn, discolored, embrittled or damaged electrical cables?				If no , remove or have repaired any faulty or damaged items	
If cable splitters or multi-block power leads are used, has advice been taken that the building electrical system and/or individual sockets have not been overloaded by their use (eg too many power appliances operating				If no , contact Estates & Buildings to seek advice	

at one time)? <i>(Please note such items of equipment are regarded as portable appliances and are therefore subject to portable appliance testing and inventory)</i>					
Are all ventilation slots or holes on equipment free from obstruction by other equipment, papers, etc?				If not , clear away all obstructions and ensure that user is aware of fire hazard from obstruction	
Are all uplighters, desk lamps, etc free from contact with flammable materials, eg paper?				If not , then remove flammables from contact and prevent reoccurrence	
Fire	YES	NO	N/A	ACTION REQUIRED	
Re there sufficient Fire Wardens within the department?				If not , then contact the Resilience and Safety Team to arrange such training	
Have all staff and post-graduate students attended a University Fire Safety training session within the last 2 years?				If not , then contact the Resilience and Safety Team to arrange such training	
Are any fire extinguishers noticed that do not bear a University of the West of Scotland label (as				If Yes , then either note locations & fault type on inspection report And contact	

distinct from any other fire engineering company) signed and dated as proof of service within the last 18 months or which have tamper-proof tags which are broken. (A tamper-proof tag is a plastic “beaded” tag which is threaded through the handle and safety pin of the fire extinguisher to indicate that it has not been activated since its last service)				University Fire Safety Officer to report fault.	
Are any doors marked “Fire Door” or which are fitted with a self-return or automatic closing mechanism not closing correctly or routinely wedged open, compromising the fire integrity of the building				If Yes , then report faulty doors to both “Helpdesk” & Univ. Fire Safety Officer. Report wedged doors.	
Are any fire call points noticed which are obstructed or are obviously defective					
Are all corridors, stairs and emergency exits free of obstructions and not used for the storage of flammable				If No , then either remove obstructions or materials or report to University Fire Safety Advisor	

materials?					
Is there any storage of flammable materials (solids, liquids, etc) within offices, storerooms etc				If Yes then ensure storage is reduced to a minimum & seek advice from University Fire Safety Advisor	
Is adequate security provided, eg locks, to prevent unauthorised access to such areas?				If No , then contact Estates & Buildings	
Work Equipment	YES	NO	N/A	ACTION REQUIRED	
Are all items of work equipment suitable for purpose, safe to use and properly guarded (e.g. guillotines)?				If No , then remove unsuitable items from service	
Are all items of work equipment adequately maintained as appropriate?				If No , then the Health and Safety Manager must ensure appropriate maintenance program	
Noise	YES	NO	N/A	ACTION REQUIRED	
Do staff experience any difficulties as the result of excessive noise levels in the workplace from, eg fan motors, neighbouring rooms etc?				If Yes , contact the Resilience and Safety Team	
COSHH (Control of Substances)	YES	NO	N/A	ACTION	

Hazardous to Health)				REQUIRED	
Have all chemicals, including cleaning materials, within the workplace been subject to risk assessment?				If No , then LHSM must ensure assessments are carried out by implementing the University's COSHH Procedure	
Young Persons <i>The University Procedures "Procedure for Access of Children to the University of the West of Scotland" and "Procedure for Placement of Children and Young Persons for Work Experience Within the University of the West of Scotland" apply to any child or young person under the age of 18 years of age or vulnerable adult who is working in the University, whether they are on an official placement or not.</i>	YES	NO	N/A	ACTION REQUIRED	
Are there any employees in the workplace who are under 18 years of age?				If Yes , then Contact the Resilience and Safety Team to ensure compliance with legislation	

Are children or vulnerable adults on work experience placements from schools (or under any other arrangements) allowed to work in the workplace?				If Yes , insure compliance with University Procedure on Work Experience	
Staff & Student Information	YES	NO	N/A	ACTION REQUIRED	
Have all new staff & post-graduate students received an induction talk or talks on safety?				If No , then arrange for such training to be received	
Have all staff and students been made aware of those University Policies which apply to them, eg policies concerned with Display Screen Equipment, First Aid, Accident Reporting, Access of Children to the University, carrying out of Risk Assessments, New and Expectant Mothers? <i>(This list is not exhaustive.)</i>				If No , then LHSM must ensure access to this information	
Are all staff and students able to obtain access to copies of local health & safety committee minutes and inspection reports?				If No , then LHSM must ensure access to this information	
Other pertinent details following inspection:					