

EXAMPLE HEALTH AND SAFETY INSPECTION REPORT

The purpose of a health and safety inspection is to find out whether the arrangements which the local health and safety policy requires to be in place are actually in place and whether staff and students in the School or Support Service are doing what the policy requires of them.

An inspection should be much more than an examination of the physical workplace. It should look at what people are doing and it should also look at any written records which are required to be kept.

A report on an inspection should include not only details of what is wrong and needs improvement but also details of what is right and in full accordance with the requirements of the policy. Reports should be produced principally for the Head of School or Support Service and should be one of the means by which he/she is informed about health and safety performance in the School/Support Service. Following the issuing of a report, actions should be agreed with the Head of School/Support Service to remedy any deficiencies.

The example below is a report on an inspection of the (imaginary) School of Classical Studies at the University of Aberdeen. The main activities of the School are based in offices and teaching rooms on campus. There are also some trips for students to off-campus locations. The health and safety issues here are relatively straightforward ones. Schools with a wider range of activities will clearly need to produce more detailed reports which cover the full range of their activities. They may however choose to limit the scope of individual inspections to particular matters and cover the full range of activities over several inspections. If the scope of an inspection is limited, this should be clearly stated in the report on the inspection.

The report below is just an example. The format is not prescriptive. The findings of an inspection can be documented in many different ways. Some Schools/Support Services may wish to produce briefer reports consisting of bullet points and short notes rather than a narrative. Some may choose simply to make notes on a pre-prepared checklist. However the key points for any report are:

- Find out if the requirements of the local health and safety policy are being met;
- Note what is right as well as what is wrong;
- Go beyond a physical examination of the workplace; look at records and find out if people are doing what they should be doing;
- Agree any remedial actions which are required.

SCHOOL OF CLASSICAL STUDIES HEALTH AND SAFETY INSPECTION REPORT

The inspection was carried out by Mrs A Person (School Safety Adviser) and Dr B Anyone on 14th March 2007.

PREVIOUS INSPECTIONS

All the concerns identified during the last inspection have been addressed

POLICY

The School's health and safety policy was last reviewed in December 2007. No changes were made. It is available on the School's intranet and all staff and postgraduate students

have been reminded where to find it (e-mail sent December 2007). New members of staff have been provided with a paper copy as part of induction.

DISCUSSION OF HEALTH AND SAFETY MATTERS

Health and safety has been a standing item at staff meetings four times per year and staff have been encouraged to raise any health and safety concerns between meetings with the School Safety Adviser.

TRAINING

New members of the academic staff receive a copy of the School Health and Safety Policy and are expected to read it. Records are kept where staff must sign to acknowledge receipt of the policy and confirm that they have understood it. Administrative staff are taken through formal health and safety induction as part of the School's induction programme. Records have been maintained of induction.

FIRST AID

There are three qualified first aiders in the School and two among other occupants of the building. Notices are displayed listing the first aiders. The stock in the first aid boxes has been checked regularly.

ACCESS TO HEIGHTS

All staff have ready access to kick stools or step ladders. The ladder in Room G50 was seen to be damaged and was taken out of use. The quarterly inspections of ladders have not been taking place.

Action: Ladder inspections to be reinstated - CP

SLIPS AND TRIPS

Floor surfaces were generally in a good condition and no trailing cables or obstructions were seen. Several staff reported concerns that there were spillages near the Costa Coffee outlet at the entrance.

Action: AP to discuss problem of spillages with University Safety Adviser.

COMPUTER WORKSTATIONS

There are two workstation assessors. There are records of assessments for 83 of the 88 staff in the School with all assessments having been reviewed in the past 36 months.

Action: Assessors to carry out remaining assessments by end May 08

ELECTRICITY

Portable electrical equipment inspected by Estates in Jan 2007.

FIRE

Fire notices displayed in corridors

Last fire drill Nov 2007 - prompt evacuation of the building

Corridors clear of obstructions

All stairwells clear of obstructions and storage of combustible material

All fire doors kept closed

Large number of empty cardboard boxes in G52.

Action: CP to tidy G52

ACCIDENTS

Two accidents during the last 12 months (C People and G Citizen). Both reported to University Safety Adviser.

STUDENT TRIPS AWAY FROM ABERDEEN

Staff driving minibuses have all undergone additional training. Lists of staff and students attending trips submitted to the School office prior to departure.

OTHER HEALTH AND SAFETY CONCERNS

During the inspection several staff expressed concern that strangers have been seen in the building at evenings and weekends and the doors to the building are sometimes found open.

Action: AP to discuss security concerns with College Office.