**Health and Safety Inspection**

**Guidance for Managers**

**Inspection Goals**

The process of inspection is intended to assist managers to discharge their responsibilities for monitoring standards of Health and Safety within their area of control. It also provides an opportunity, in the long term, for the County Council to collate information so that resources can be effectively targeted in the areas of greatest need.

**How Long Will It Take?**

This will depend on the nature of the operation and the level of risk involved. Some inspections will take half an hour, others several days. The estimated time will be discussed when the appointment is made.

**What Will Be Covered?**

The inspection will take a standard format. It will focus on the management systems in place to provide a safe and healthy working environment, together with an appraisal of the way the higher risk activities are operated in practice. In some cases, particular issues may require more detailed advice and a separate meeting may need to be arranged in addition to the general inspection.

There will be an element of the inspection which will include reference to property issues. However, the Council Help Desk remains the appropriate contact for reporting defects in buildings.

**What Sort of Preparation Should Be Necessary?**

In order to maximise the benefit of the inspection the following documentation should be available, where applicable;

* Health and Safety Policy (if one has been produced) and other guidance
* Risk assessments
* Inspection Records e.g. Portable electrical equipment, Hoists
* Training records
* Accident forms and investigations
* Any other statutory required records.
* Safe working procedures
* Emergency procedures

In addition, it would be a good idea to discuss any current safety concerns with staff members prior to the inspection so that they may be raised during the course of the inspection.

**Who Should Be Involved?**

The inspection should normally be carried out with the operational line manager for the establishment. If this is delegated to other members of staff, a period of time should be set aside at the beginning and the end of the inspection to discuss the safety management issues with the site manager. In larger establishments, (such as schools) it may also be necessary for departmental heads to be available at the time of the inspection to discuss their specialist areas.

Trade union Safety Representatives and Safety Co-ordinators (where appropriate) should be made aware that the inspection is scheduled and should be involved in the inspection if possible.

**What Happens After The Inspection?**

A written report, including a management action plan will be sent following the inspection, so that appropriate measures can be taken by the manager. Where necessary, a summary report will also be left with the manager at the time of inspection, highlighting any dangerous activities or processes which require immediate action. To comply with the team’s internal audit protocols appropriate monitoring of the above Action Plan will be carried out.

 ***The Health and Safety Team are always available to advise on any aspect of the content of the report.***