

MONITORING HEALTH AND SAFETY

Active monitoring provides essential feedback on both performance and standards. Its primary purpose is to measure success and compliance with those standards for which a person has responsibility. By adopting a pro-active approach to health and safety management it is possible to reduce accidents, ill health and other business losses. There are various forms and levels of monitoring which can include:

- # Managers indirectly monitoring by checking quantity and quality of monitoring activities delegated to other staff.
- # Setting objectives and receiving written reports or feedback within set timescales.
- # Carrying out an in-house systematic inspection of workplaces.
- # Inspections by safety representatives.
- # Use of external monitoring or auditing.
- # Direct observation of work practices by managers or supervisors
- # Random observation or carrying out unannounced spot checks.

Although managers are likely to use a combination of these methods, the formal workplace inspection is an activity that should be carried out on a regular basis. Inspections must be undertaken by persons who are competent to identify the relevant hazards and risks and assess the conditions found.

Low risks can often be dealt with by means of general inspections covering a wide range of common issues such as general condition of premises, welfare facilities and equipment provided. High risks and specialist tasks are likely to require more detailed inspections and closer examination of control measures and work methods. Monitoring activities should be concentrated in areas where they produce the most benefit and lead to the greatest control of risk.

The use of inspection forms can help in planning and initiating remedial action by requiring those undertaking the task to list deficiencies and remedial action. The inspection forms can then be analysed for common features or trends, which reveal underlying weaknesses in the health and safety management system. The general risk assessment document should also be re-examined after completing an inspection tour to ensure that it is up to date.

The 8-page document that follows is intended to be used as a general inspection checklist. As with all standard forms, users should be able to adapt documents to suit their own needs since it is not possible to produce one checklist that will cover all workplaces. A blank sheet has therefore been included for this purpose.

As a managers understanding of the workplace risks and their control develops, the frequency and depth of inspection may require changing to improve the monitoring process. This may involve the redesign of inspection regimes, inspection forms and check lists. In certain cases, particularly those of high risk, other inspection or check lists might be required to supplement the form, for example where plant and machinery maintenance is concerned.

Active monitoring should provide the basis for decision making about improvements as well as providing a basis for rewarding good health and safety performance. Such reinforcement increases

motivation to achieve continued improvements in performance.

Reactive systems generate information which can be used to monitor accidents, ill health and incidents. Managers can cross reference records by checking against first aid treatment, sickness absence, insurance claims and health surveillance regimes. Near miss incidents and other losses are more difficult to substantiate but can reveal inadequacies in standards or disparity between the standards and reality. The collection of this historic information can provide the basis for identifying certain known risks and introducing future preventative strategies.

HEALTH & SAFETY INSPECTION CHECK LIST HS2.24

Workplace/Location:..... Name of person inspecting:..... Date of Inspection:.....

HEALTH & SAFETY INSPECTION CHECK LIST	Yes/No or N/A	If No, State Recommended Action	Date Action Completed
1. GENERAL			
1 Is the Health and Safety Law poster prominently displayed?			
2 Is there a thermometer in the workplace?			
3 Is the temperature reasonable (at least 16°C)?			
4 In hot weather can ventilation be adequately increased?			
5 Are air conditioning systems cleaned, tested and regularly maintained?			
6 Can windows be opened safely for ventilation?			
7 Are windows or glass partitions (at or below waist height) of safety material or protected against breakage?			
8 Is the lighting sufficient and suitable (natural lighting when appropriate)?			
9 Is the workplace kept sufficiently clean? (Workplace includes furniture furnishings, fittings)			
10 Are there suitable receptacles for waste materials?			
11 Is waste disposed of regularly?			
12 Is there sufficient room to avoid overcrowding (11 cubic metres-person)?			
13 Is the best possible use of space being made?			
14 Is suitable seating, and where appropriate, a footrest provided?			
15 Is readily accessible, clean and wholesome drinking water available together with appropriate drinking vessels?			
16 Are all storage areas tidy, safe and free from precarious stacking?			
17 Are shelves securely fixed and not overloaded?			

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18 Are heavy items stored at a lower level?			
19 Are suitable steps available for access to high level shelves?			
20 Is the area free from tripping hazards?			
21 Are floor surfaces kept free from slippery substances?			
22 Are there suitable and sufficient sanitary conveniences?			
23 Are sanitary conveniences adequately ventilated?			
24 Are they adequately lit?			
25 Are they in a clean and orderly condition?			
26 Are hot water, soap and hand drying facilities provided in the immediate vicinity of the sanitary convenience?			
27 Are there suitable places for keeping clothes?			
28 Are there suitable places for drying out clothes?			
29 Are suitable and sufficient facilities provided for eating meals (This may include desk if clean)?			
30 Is there a suitable rest area for persons unwell or pregnant women?			
31 Are staff protected from the discomfort of tobacco smoke?			
32 Is the workplace free from high levels of noise?			
33 Has the noise level been assessed?			
2. OUTSIDE AREAS			
34 Is there adequate segregation of traffic and pedestrians?			
35 Are suitable road markings and warning signs provided?			
36 Are routes suitable for wheelchair users?			

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37 Are ramps provided, where necessary, for access doors?			
38 Are exits and car parks adequately illuminated?			
39 Are steps and changes in ground level marked where necessary?			
40 Are protection measures in place where windows project into an area where collisions might occur?			
3. STAFF/VISITOR SECURITY AND SAFETY			
41 Does the reception/waiting area provide suitable visual and verbal communication facilities?			
42 Is access to staff areas adequately restricted?			
43 Is there a record of who is in the building at all times?			
44 Do staff have easy and immediate access to panic button or similar, in interview rooms?			
45 Are all panic buttons and other systems tested regularly and records kept?			
46 Are there glass panels in all office doors where interviews take place?			
47 Is each office laid out to enable escape of officer in event of threatened violence?			
48 Is the work area free from objects that could be used as weapons?			
49 Are there procedures for overseeing interviews between officers and clients?			
50 Are other members of staff made aware when potentially dangerous client is to be interviewed?			
51 Are these procedures known, rehearsed and practiced regularly?			
52 Is there adequate cover in the office: a) during normal office hours b) outside of those hours?			

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53 Are suitable safeguards in place for staff undertaking visits outside the office, including transporting clients?			
54 Is there a nominated person who is responsible for ensuring that the workplace is safe and secure at the end of the working day?			
4. FIRE SAFETY PROCEDURES			
55 Are all FIRE EXITS and escape routes clearly marked and kept free from obstruction?			
56 Are all staff aware of the Evacuation Procedures?			
57 Are staff evacuation procedures displayed?			
58 Have Fire Drills been carried out recently, if so, when?			
59 Are all fire-stop doors kept closed?			
60 Is the fire alarm tested regularly (how often)?			
61 Can the fire alarm be heard throughout the workplace?			
62 Is suitable fire-fighting equipment: a) provided? b) regularly maintained? c) accessible to all staff? d) wall mounted? e) regularly inspected by nominated persons?			
63 Have staff been trained in the use of this equipment?			
64 Do staff know the location of alarm buttons?			
65 Is there a nominated Fire Marshall and Deputy? (Give name(s))			

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5. ELECTRICAL. ETC			
66 Are all work areas free from trailing cables?			
67 Are there sufficient electrical sockets?			
68 Are appliances, plugs and cables visually inspected before use?			
69 Are all portable appliances regularly checked by a competent person?			
70 Are all portable appliances tested in accordance with recommended timescales?			
71 Are fixed appliances regularly maintained on a maintenance schedule?			
72 Are staff trained in the use of equipment?			
73 Are photocopiers sited in well ventilated areas?			
74 Are staff trained to deal with paper jams/			
75 Is there a system for reporting faults and taking items out of use?			
6. HAZARDOUS SUBSTANCES			
76 Are all hazardous substances clearly marked and used with the proper precautions?			
77 Are all employees informed and trained on the use of any hazardous substances which they use in the workplace?			
78 Are all waste substances and products disposed of safely?			
79 Is protective clothing and equipment provided where necessary?			
80 Are all storage facilities properly protected and sited in a safe place?			
81 Has a COSHH Risk Assessment been carried out?			
82 Are copies of the Risk Assessments available in your workplace including Data sheets?			
83 Have risks to infections, diseases and dusts been assessed?			

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84 Are extraction systems regularly maintained?			

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85 Are filters changed/emptied frequently?			
86 Are LEV systems formally tested every 14 months?			
7. FIRST AID			
87 Are there sufficient trained First Aiders or appointed person available?			
88 Do all staff know who the First Aider or appointed person is or where to find them?			
89 Do all staff know the location of First Aid equipment?			
90 Is the first aid box clearly identified?			
91 Are the contents suitable and sufficient?			
92 Is there a contents list inside the box?			
93 Is someone nominated to regularly check and stock the box (es)?			
8. INCIDENTS/ACCIDENTS/DANGEROUS OCCURRENCES			
94 Does the workplace possess and incident/accident Report Book and is its whereabouts known to all staff?			
95 Is there a supply of the different types of report forms?			
96 Are staff aware of the procedures for reporting major injuries and over 3 day absences?			
9. LIFTING AND HANDLING			

97	Are all staff who lift and carry aware of the correct methods?		
98	Have they all received basic lifting training?		
99	Has consideration been given to using mechanical aids where practical?		
100	Where applicable have staff been trained in using these aids?		
101	Have manual handling and risk assessments been completed?		

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102	Have staff been made aware of the risks and precautionary measures to adopt?			
10. DISPLAY SCREEN EQUIPMENT				
103	Have users been identified and have they received training?			
104	Have DSE assessments been completed?			
105	Is appropriate seating provided (incl. footrest where required)?			
106	Where necessary have document holders been provided and do staff use them?			
107	Do layout of workstations provide the best available environment for the user?			
108	Do staff adjust workstations before use, particularly where a shared arrangement exists?			
109	Are regular breaks from activity built in routine?			
110	Are screen cleaning materials available and regularly used?			
11. INDUCTION AND TRAINING				
111	Are health and safety training needs reviewed annually and included in budgetary provision?			
112	Have all staff (including new part time and temporary staff) been inducted and trained in safety procedures?			
113	Is refresher training provided periodically to ensure continued competence?			
12. HEALTH AND SAFETY MANAGEMENT				

114	Has the health and safety policy statement been reviewed in last 12 months?			
115	Has a general risk assessment been undertaken and is it kept up to date?			
116	Are safety representatives consulted on health and safety matters?			