

**TRUST-WIDE NON-CLINICAL POLICY DOCUMENT**

# WORKPLACE INSPECTIONS PROCEDURE

Policy Number:	HS5
Scope of this Document:	All Staff, patients/service users, visitors and contractors
Recommending Committee:	N/A
Approving Committee:	Health and Safety Committee
Date Ratified:	October 2016
Next Review Date (by):	October 2017
Version Number:	2016 – Version 2
Lead Executive Director:	Director of Finance (Deputy Chief Executive)
Lead Author(s):	Senior Safety Advisor

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2016 – Version 2

Quality, recovery and wellbeing at the heart of everything we do

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**WORKPLACE INSPECTIONS PROCEDURE**

**Further information about this document:**

Document name	<b>WORKPLACE INSPECTIONS PROCEDURE (HS5)</b>
Document summary	<b>This procedure has been developed to allow an accurate and up to date assessment to be made of the workplace environment. This will ensure a safe working environment for all staff, patients/service users, visitors and contractors.</b>
Author(s) Contact(s) for further information about this document	<b>Senior Safety Advisor Telephone: 0151 471 2306</b>
Published by Copies of this document are available from the Author(s) and via the trust's website	<b>Mersey Care NHS Trust V7 Building Kings Business Park Prescot Liverpool L34 1PJ Your Space Extranet: <a href="http://nww.portal.merseycare.nhs.uk">http://nww.portal.merseycare.nhs.uk</a> Trust's Website <a href="http://www.merseycare.nhs.uk">www.merseycare.nhs.uk</a></b>
To be read in conjunction with	<b>Health, Safety and Welfare SA07 Risk Management Policy &amp; Strategy SA02</b>
<b>This document can be made available in a range of alternative formats including various languages, large print and braille etc</b>	
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**Version Control:**

		Version History:	
Approved		2015 Version 1	October 2015
Approved		2016 Version 2	October 2016

**SUPPORTING STATEMENTS** – this document should be read in conjunction with the following statements:

### **SAFEGUARDING IS EVERYBODY'S BUSINESS**

All Mersey Care NHS Trust employees have a statutory duty to safeguard and promote the welfare of children and vulnerable adults, including:

- being alert to the possibility of child/vulnerable adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child/vulnerable adult;
- knowing how to deal with a disclosure or allegation of child/adult abuse;
- undertaking training as appropriate for their role and keeping themselves updated;
- being aware of and following the local policies and procedures they need to follow if they have a child/vulnerable adult concern;
- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- participating in multi-agency working to safeguard the child or vulnerable adult (if appropriate to your role);
- ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

### **EQUALITY AND HUMAN RIGHTS**

Mersey Care NHS Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Trust is committed to carrying out its functions and service delivery in line with a Human Rights based approach and the FRED A principles of **F**airness, **R**espect, **E**quality **D**ignity, and **A**utonomy

## HS5. Workplace Inspections

### 1. Introduction

- 1.1. Mersey Care NHS Trust (hereinafter referred to as the Trust) recognises its statutory duties under the Workplace (Health, Safety & Welfare) Regulations 1992 and has developed a workplace Inspection procedure to allow an accurate and up to date assessment to be made of the workplace environment.
- 1.2. The Trust has an obligation to ensure a safe working environment for all of its employees, regardless of who owns the property.
- 1.3. Workplace Inspections are undertaken to determine whether this obligation is attained. There are five key elements which are endemic to workplace integrity: structure (based on function); health; safety; welfare; and hygiene. A workplace is any non-domestic premise available to any person as a place of work, and the Workplace (Health, Safety and Welfare) Regulations 1992 sets minimum standards that must be adhered to.

### 2. Undertaking Inspections

- 2.1. The inspections will be completed at quarterly intervals as indicated in the Safety Partnership Agreement. The local manager shall be responsible for ensuring that Inspections are carried out. The task may be delegated to the local assessor for the area and may include a Safety Representative. Staff undertaking inspections must be competent to do so, and will receive training to that level. Inspections of the workplace are effective tools in the hazard identification process. The purpose of the inspection is to identify and assess the risk associated with hazards in the workplace and recommend actions to be taken to minimise the risk.
- 2.2. There is a flow chart in Appendix 1 that gives guidance in the form of a step by step approach to Workplace Inspections.
- 2.3. The inspection team should consider:
  - a) Workplace Design (i.e. the physical workplace)
  - b) Environment (i.e. heating, ventilation)
  - c) Equipment
  - d) What is the risk?
  - e) What is the risk due to/controlled by?
- 2.4. Where there are uncontrolled risks these should be prioritised to ensure that the highest risks are tackled first.
- 2.5. The Inspection team shall record observations during the course of the inspection using the Workplace Inspection Pro Forma (see Appendix 2). Copies of the workplace inspection form shall be forwarded to:
  - a) Service Manager/Service Line Lead
  - b) Divisional/Service Risk Lead
  - c) Manager of relevant area

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- 2.6. Local Managers are to implement identified actions where appropriate. Some actions may need to be referred up the management structure due to resource implications.

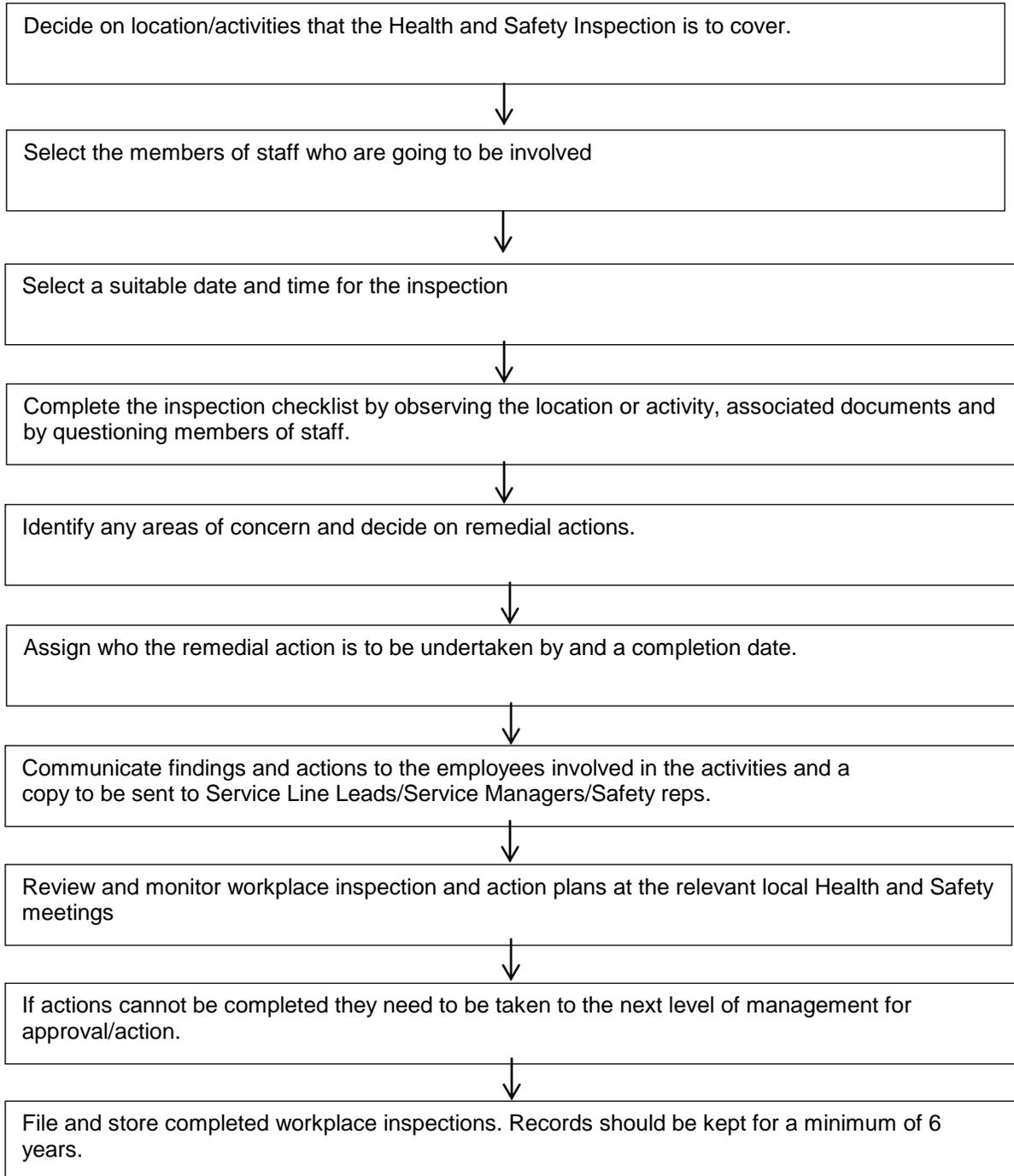
### **3. Monitoring Arrangements**

- 3.1. Service Managers/Service Line Leads are responsible for monitoring inspection reports and the implementation of corrective actions to ensure adequate resources are allocated within recommended times to ensure a safe working environment. Some actions may need to be placed on the divisional risk register, and/or become part of the business plan.
- 3.2. The information obtained from regular inspections should be reviewed by the appropriate Health and Safety Group carefully to identify where immediate corrective action is needed, to monitor program effectiveness and to identify trends.
- 3.3. For example, analysis of inspection records over a period of time may:
  - a) help establish priorities for corrective action
  - b) assist in establishing or improving safe work practices
  - c) identify the need for training in certain areas
  - d) provide insight as to why incidents are occurring in particular areas
  - e) indicate areas, equipment, etc. which may require more in-depth risk assessment.
- 3.4. The SPA is subject to Annual Audits and details of selected Workplace Inspections will be required. On a reactive basis Workplace inspection reports may be required as part of Accident/Incident investigations. Details of such Audits and Investigations will be discussed by the Trust's Health & Safety Committee

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## Appendix 1

### 4. Procedures Flow chart



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## Health and Safety Inspection Form

<b>Business Location:</b>
<b>Report Number:</b> 1
<b>Attendees:</b>
<b>Date of Inspection:</b>
<b>Date due for re-inspection</b>

Checklist	Yes N/A	No	How will you put the findings into action? Remember to prioritise. Deal with those hazards that are high-risk and have serious consequences first.		
			Comments	Action by	When
<b>Electrical</b>					
Has the fixed electrical wiring been tested / examined within the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Has the portable electrical equipment been inspected / tested within the last 2 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Display Screen Equipment</b>					
Have DSE Assessments been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>Welfare</b>					
Is there drinking water on site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Toilets well maintained soap etc. Water – Hot & Cold?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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General Housekeeping	Yes N/A	No	Comments	Action by	When	Done
Are the floor coverings in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are there any potential tripping hazards, incld. trailing cables, broken floor boxes, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are all lights are in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are window blinds working and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are window ledges and/or other ventilation points are kept clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Is there any damaged or worn furniture, including chairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are work stations tidy and free of obstructions i.e. work surface and underneath?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
General storage of materials, are they safely stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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Fire Safety	Yes N/A	No	Comments	Action by	Whe n	Done
Is access to fire fighting equipment clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Is the fire fighting equipment correctly located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are emergency exits routes clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Is access to fire alarm call buttons clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are fire doors wedged open?						
Are there sufficient fire wardens for the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
How is the fire alarm tested? Frequency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
What is the Fire Drill Frequency – Date of Last drill?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

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<b>Control of Substances Hazardous to Health</b>	<b>Yes N/A</b>	<b>No</b>	<b>Comments</b>	<b>Action by</b>	<b>When</b>	<b>Done</b>
Have COSHH Assessment been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Is staff aware of any risks from substances and methods of control/treatment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>First Aid Requirements</b>	<b>Yes N/A</b>	<b>No</b>	<b>Comments</b>	<b>Action by</b>	<b>When</b>	<b>Done</b>
Are first aid boxes properly stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are there sufficient first aiders for the area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Are monthly checks being carried out?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Work Equipment</b>	<b>Yes N/A</b>	<b>No</b>	<b>Comments</b>	<b>Action by</b>	<b>When</b>	<b>Done</b>
Is all equipment in a satisfactory condition e.g. medical devices, access equipment, and office equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Signage</b>	<b>Yes N/A</b>	<b>No</b>	<b>Comments</b>	<b>Action by</b>	<b>When</b>	<b>Done</b>
Certificate of Employer Liability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Information for Employers Poster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

KEY to Boxes

Yes, No, N/A can be either

	<b>Remedial Action Required</b>
	<b>Satisfactory</b>

# Equality and Human Rights Analysis

**Title:**

**HS5 WORKPLACE INSPECTIONS PROCEDURE**

**Area covered: Trust Wide**

**What are the intended outcomes of this work?**

The procedures above are paramount to maintaining the health and safety and welfare of everyone who the Trust interacts with. To do this we need to think about what might cause harm to people and or the environment and to consider the procedures in place to provide this protection.

The Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 impose duties to safeguard the health and safety of those who are not in the employment of Mersey Care NHS Trust, but who may be affected by our activities. These duties also apply to a contractor or sub-contractor on Trust premises, in respect of safeguarding our employees, patients and visitors from their activities.

**Who will be affected?**

**Staff, Patients, Service Users, Visitors, Contractors.**

**Evidence**

<p><b>What evidence have you considered?</b></p> <p><b>The Procedures</b></p>
<p><b>Disability including learning disability</b></p> <p>Risk assessments will consider a range of vulnerable groups including those who have disabilities.</p>
<p><b>Sex</b></p> <p>No issues identified within discussions.</p>
<p><b>Race</b></p> <p>No issues identified within discussions.</p>
<p><b>Age</b></p> <p>Risk assessments will consider a range of vulnerable groups including younger/older people.</p>
<p><b>Gender reassignment (including transgender)</b></p> <p>No issues identified within discussions.</p>
<p><b>Sexual orientation</b></p> <p>No issues identified within discussions.</p>
<p><b>Religion or belief</b></p> <p>No issues identified within discussions.</p>
<p><b>Pregnancy and maternity</b></p> <p>Risk assessments will consider a range of vulnerable people including pregnant women/new mothers.</p>
<p><b>Carers</b></p> <p>Will be covered by the procedures above when visiting the Trust buildings.</p>
<p><b>Cross Cutting</b></p> <p>All groups of people will be subject to health and safety and protection.</p>
<p><b>Other identified groups</b></p> <p>No issues identified within discussions.</p>

<p><b>Human Rights</b></p>	<p><b>Is there an impact?</b> <b>How this right could be protected?</b></p>
<p><b>This section must not be left blank. If the Article is not engaged then this must be stated.</b></p>	
<p><b>Right to life (Article 2)</b></p>	<p><b>Human Rights Based Approach Supported.</b>  <b>The above procedures aim to maintain the health and safety (including life) of all people using /working/visiting the Trust premises.</b></p>
<p><b>Right of freedom from inhuman and degrading treatment (Article 3)</b></p>	<p><b>No Issues identified within Discussions.</b></p>
<p><b>Right to liberty (Article 5)</b></p>	<p><b>No Issues identified within Discussions.</b></p>
<p><b>Right to a fair trial (Article 6)</b></p>	<p><b>No Issues identified within Discussions.</b></p>
<p><b>Right to private and family life (Article 8)</b></p>	<p><b>No Issues identified within Discussions.</b></p>
<p><b>Right of freedom of religion or belief (Article 9)</b></p>	<p><b>No Issues identified within Discussions.</b></p>

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<p><b>Right to freedom of expression</b></p> <p><b>Note: this does not include insulting language such as racism (Article 10)</b></p>	<p><b>No Issues identified within Discussions.</b></p>
<p><b>Right freedom from discrimination (Article 14)</b></p>	<p><b>No Issues identified within Discussions.</b></p>

<p><b>Engagement and involvement</b></p>
<p><b>N/A</b></p>

<p><b>Summary of Analysis</b></p>
<p><b>Eliminate discrimination, harassment and victimisation</b></p> <p>The procedures above all relate to health and safety of all people using/ visiting/working the Trust.</p> <p>Pregnant women/ mothers of new born babies</p> <p>People with Disabilities</p> <p>Younger /older people are identified as vulnerable groups within the procedures.</p>
<p><b>Advance equality of opportunity</b></p> <p><b>N/A</b></p>

<p><b>What is the overall impact?</b></p> <p><b>No negative/adverse impact detected.</b></p>
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**Addressing the impact on equalities**

**N/A**

**Action planning for improvement**

**N/A**

**For the record**

**Name of persons who carried out this assessment:**

**George Shield**

**George Sullivan**

**Anthony Crumpton**

**Date assessment completed: 09.November.2015**

**Reviewed: 09/06/2016**

**Name of responsible Director/Lead Trust Officer**

**Executive Director of Finance (Deputy CEO)**

**Date assessment was signed:**

**November 2015**

## Action plan template

This part of the template is to help you develop your action plan. You might want to change the categories in the first column to reflect the actions needed for your policy.

Category	Actions	Target date	Person responsible and their Division
<b>Other</b>			
<b>Data collection and evidencing</b>			
<b>Analysis of evidence and assessment</b>			
<b>Monitoring, evaluating and reviewing</b>			
<b>Transparency (including publication)</b>			

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