

HEALTH AND SAFETY INSPECTION TOURS

PROCEDURE

GEOS-H&S-PROC-001-v1.0

February 2014



THE UNIVERSITY *of* EDINBURGH
School of GeoSciences

1.0 Introduction

Annual Health and Safety Inspection Tours are an essential part of the School of GeoSciences Health and Safety Management System. They provide a periodic, objective view of the state of the facilities and give an indication of the safety management of the areas visited.

2.0 Inspection Process

2.1 Inspection Schedule

An Inspection Schedule for the forthcoming year will be published via e-mail, and on the GEOS Intranet no later than the second last week of December. The inspection schedule will be planned such that every area of the School is formally inspected at least annually.

Following initial publication of the schedule, further reminders will not be sent.

Web Address: https://www.geos.ed.ac.uk/internal/safety/Internal_External_Audits.html

2.2 Inspection Team

The Inspection Team will be made up of the following:

- School Health and Safety Manager (Mandatory)
- Facilities / Technical Support Representative (Mandatory)
- School Health and Safety Committee Representative (Optional)
- Manager / Employee working in the area being inspected (Optional)

2.3 Findings

Findings and observations noted during the inspection tour will be recorded on form GEOS-H&S-FORM-004. Observations of findings representing an imminent risk to health will be dealt with immediately. In the most severe of cases, this may include informing the Corporate H&S Team and / or the School Senior Management Team as appropriate.

Observation forms will be collected in by the School Health and Safety Manager at the end of the tour.

2.4 Reporting

The inspection will be written up from the handwritten observations according to the standard format GEOS-H&S-FORM-006 within 10 working days of the inspection.

2.5 Actions

Actions, with associated timescales for resolution, will be assigned by the School Health and Safety Manager and agreed with the persons to whom they are assigned. Where agreement cannot be reached, actions will be progressed so far as is possible, without agreement. Where the lack of agreement hinders the action being progressed, the proposed action will be referred to the School Health and Safety Committee and / or the Head of School depending on the severity of the risk presented. The decision of the School Health and Safety Committee / Head of School as to how the proposed action is to be handled is final.

Actions will be assigned a reference and progress tracked through to completion by the School Health and Safety Manager.

2.6 Publication

Reports will be sent, by e-mail, to those in control of the areas inspected within 10 working days of the inspection.

All reports completed since the last School Health and Safety Committee will be circulated to committee members prior to the committee meeting for discussion at their next committee meeting.

Two calendar months after the inspection, the report will be updated to show closed actions and published via the GEOS Intranet at the web address noted above. With the exception of 2.5 and 2.7, no further amendments will be made to the published report.

2.7 Reporting Errors

It is acknowledged that Inspection Reports may occasionally contain unintentional errors based on differences in understanding or perception between the person in control of an area and the Inspection Team.

If a person in control of an area notes such an error, they may request that the report be amended. Such requests should be made to the School Health and Safety Manager. Where the report can be clarified and the error is agreed, an amendment to the report will be made and published. Where however, agreement cannot be reached, requests for amendments to reports and actions should be made to the School Health and Safety Committee whose decision is final.

2.8 Analysis

Outstanding actions from inspections will be presented as a standing report at the School Health and Safety Committee.

Following completion of a cycle of inspections, an analysis of the inspections will be presented to the School Health and Safety Committee at their December Meeting.

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