

KCC Health and Safety Procedure

Health and Safety Premises Inspection



Introduction

All KCC workplaces and environments should have regular premises health and safety inspections carried; these inspections should be recorded with a comprehensive action plan put in place. Inspections are a formal examination of the workplace or environment that aims to identify and correct deficiencies relating to physical conditions and working practices that create unacceptable risks to health and safety.

Scope

Each responsible KCC service manager or school leader should develop and implement arrangements for carrying out premises health and safety inspections.

The why, what and how

The arrangements for carrying out health and safety inspections are designed to ensure that all workplaces and environments are inspected 3 times per year.

Typical areas of inspection for the workplace and environment (inside and outside) include: pathways, fencing, fire, and electrical safety, machinery and equipment, hazardous substances, housekeeping, storage, building issues, personal protective equipment, first aid and welfare facilities. This list is not exhaustive as there may be other issues that arise or are specific to a particular location that will also require inspection.

Why is there a need to carry out premises health and safety inspections?

The 'responsible person' for the premises has a responsibility to ensure the health, safety and welfare of all its employees, volunteers, contractors and visitors to the site and should therefore routinely monitor the condition of those premises, as well as the condition of fixed and portable equipment.

How often are premises health and safety inspections required?

Premises health and safety inspections should be carried out 3 times per year. Consider the size and complexity of the workplace and environment, you may need to divide it into manageable areas and agree with those carrying out the inspection in order to prevent confusion.

Who should carry out a health and safety inspection?

Local managers, and staff responsible for the premises must ensure premises health and safety inspections are carried out. Consider who should undertake the inspections and whether or not someone should accompany them (e.g. premises manager, school governor). It is good practice for managers to inspect someone else's area or use different members of staff; a fresh pair of eyes are likely to identify hazards which are familiar to, or accepted by, staff who normally work there.

Do I need to keep a record of my inspection reports?

Yes, the HS010 Premises Health and Safety Inspection Checklist and Action Plan should be adapted and used by services. Records should be kept on the premises and must be available for audit purposes.

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What action do I need to take after an inspection?

If an inspection reveals a condition that may result in serious personal injury, it must be recorded on the Action Plan and rectified immediately. All other unsatisfactory conditions should also be recorded on the Action Plan and rectified, in order of priority, as soon as is reasonably practicable.

Inform staff of your findings and arrange for any areas of concern or equipment to be removed (disposed of appropriately) or securely cordoned off with suitable hazardous signage. All actions must be completed; KCC services must log a task with Skanska by emailing kenthelpdesk@skanska.co.uk Schools need to complete actions by using their own staff (if competent), commission a competent contractor or contact Skanska to arrange.

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