**Introduction**

All workplaces, including offices, workshops and large or small operations, should have regular inspections carried out by managers. These inspections should be recorded in the most appropriate manner.

**Definition**

A health and safety inspection is a formal examination of a workplace that aims to identify and correct deficiencies relating to physical conditions and working practices that create unacceptable risks to health and safety.

**Scope**

Each establishment Headteacher/responsible person within KCC should develop and implement arrangements for carrying out 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 are inspected at intervals appropriate to the health and safety risks associated with them.

Typical areas of inspection include the workplace itself, fire safety, electrical safety, machinery/equipment maintenance, hazardous substances, housekeeping, 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.

The following guidelines are recommended:

* decide how frequent your inspections will be. This will involve looking at the kind of operations taking place and the risks arising from those operations
* consider who should undertake the inspections and whether or not someone should accompany them (e.g. a local trade union representative). It is good practice for managers to inspect someone else’s area, as a fresh pair of eyes and ears are likely to identify hazards which are familiar to, or accepted by, staff who normally work there
* consider the size and complexity of the area and divide it into manageable areas and agree with those carrying out the inspection in order to prevent confusion

**Frequently asked questions**

**Who should carry out a health and safety inspection?**

Local managers, officers in charge of premises and Headteachers are responsible for ensuring that health and safety inspections are carried out. Union appointed safety representatives or school Governors will often accompany the local manager/officer in charge/Headteacher during an inspection.

**Why is there a need to carry out 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 many inspections do I need to carry out each year?**

Non-school premises should normally undertake health and safety inspections at least quarterly or six monthly as appropriate, although once a year is enough for very low risk areas. School premises must undertake inspections at least 3 times per year.

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

Yes, inspection records should be kept on the premises and must be available for audit purposes.

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 rectified immediately. All other unsatisfactory conditions should be rectified as soon as is reasonably practicable. Inspection reports should be discussed at local meetings and any health and safety issues communicated to all staff.

**Example inspection checklist**

In the example inspection checklist below, the first column lists the items to be inspected, while the second gives details of what to look for. Those in charge of premises may need to adapt or modify the checklist to suit their use.

**1. External areas:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Area | What to look at (not exhaustive) | Satisfactory | Unsatisfactory | Comments |
| (a) External areas | 1. missing or obviously displaced bricks |  |  |  |
|  | 1. cracks in brickwork |  |  |  |
|  | 1. bulging or leaning walls |  |  |  |
|  | 1. rotting timber supports or cladding boards |  |  |  |
|  | 1. damaged cladding tiles or roof sheets |  |  |  |
| (b) Roofing (ground level inspection) | 1. slipped or missing tiles, slates or roof sheets (also consider if there is evidence of broken tiles or slates on the ground) |  |  |  |
|  | 1. cracked or leaning chimneys |  |  |  |
|  | 1. damaged or leaking roof lights or guttering |  |  |  |
|  | 1. gutters or downpipes blocked or leaking |  |  |  |
|  | 1. excessive sagging of flat roofs, with poor water run-off and/or leaks |  |  |  |
|  | 1. fragile roofs not properly marked as ‘fragile’ |  |  |  |
|  | 1. no easy access to roof areas |  |  |  |
|  | 1. tv and other aerials not firmly fixed |  |  |  |
| (c) Fire escapes | 1. treads, balusters or handrails worn, loose, broken and free from damage 2. fire escape doors and panic bolts working properly |  |  |  |
| (d) Fire hydrants | 1. hydrants on or near the site not accessible |  |  |  |
|  |  |  |  |  |
| (e) Paths and other hard surfaces | 1. paving slabs which rock or are not level with adjacent paving to an extent that is likely to cause a tripping hazard 2. potholes in pedestrian areas, roadways or car parks |  |  |  |
|  | 1. slippery surfaces |  |  |  |
|  | 1. areas covered with water that affects access or use |  |  |  |
| (f) Steps | 1. loose, crumbling or badly worn steps 2. faint paint edgings (if appropriate) 3. Insecure/ damaged handrails |  |  |  |
| (g) Drains, etc | 1. broken, raised or sunken drain or inspection covers |  |  |  |
|  | 1. blocked drains causing pollution or causing excessive surface water |  |  |  |
| (h) Fences and walls | 1. loose or projecting wire, particularly at eye or foot level and adjacent to paving |  |  |  |
|  | 1. rotten fence posts or netting |  |  |  |
|  | 1. fences or walls leaning over footpaths |  |  |  |
|  | 1. cracked or bulging walls |  |  |  |
|  | 1. missing or displaced bricks or rocks |  |  |  |
| (i) Gates | 1. rotten or decayed framework or supports |  |  |  |
|  | 1. difficult to open/close or secure |  |  |  |
| (j) Mobile classrooms | 1. structure sitting unevenly or moving on supports 2. loose or damaged steps or handrails (including emergency exit steps) |  |  |  |
|  | 1. steps covered in moss or otherwise slippery |  |  |  |
| (k) Lighting | 1. site lights all working |  |  |  |
| (l) Oil tanks | 1. inside of bund (spill retaining) 2. area around the tank is free from rubbish 3. no overgrown vegetation |  |  |  |
| (m) Propane gas supplies | 1. area and apparatus kept clean and tidy |  |  |  |
| (n) Goal posts | 1. not firmly fixed in ground or rotten |  |  |  |
|  | 1. crossbars not properly fixed |  |  |  |
| (o) Sand pits | 1. play and jump pits not checked before use for sharp objects or dog mess 2. covers are in good condition |  |  |  |
| (p) Trees | 1. obviously loose branches, etc |  |  |  |
|  | 1. tree branches and bushes overhanging paths or reducing sight lines between pedestrians and vehicles |  |  |  |
| (q) Glasshouses | 1. broken or loose glass |  |  |  |
|  | 1. structure unsound |  |  |  |
| (r) Stores | 1. hazardous equipment or substances not properly locked away/inadequately stored |  |  |  |
|  | 1. entrances to things such as underground air-raid shelters not firmly locked 2. restricted access |  |  |  |
| **2. Swimming pools** |  |  |  |  |
| Area | What to look at (not exhaustive) | Satisfactory | Unsatisfactory | Comments |
| Swimming pools | 1. pool and surround not clean |  |  |  |
| (outdoor or indoor) | 1. not disinfected to recommended standard |  |  |  |
|  | 1. cracked walls or damaged tiles |  |  |  |
|  | 1. loss of water which would indicate a leak |  |  |  |
|  | 1. fences, where fitted, unsound 2. appropriate covering (if applicable) |  |  |  |
| **3. Internal areas** |  |  |  |  |
| Area | What to look at (not exhaustive) | Satisfactory | Unsatisfactory | Comments |
| (a) Ceilings | 1. obvious bulging of plaster |  |  |  |
|  | 1. loose or damaged tiles |  |  |  |
|  | 1. cracks |  |  |  |
| (b) Walls | 1. obvious bulging of plaster |  |  |  |
|  | 1. cracks |  |  |  |
|  | 1. loose or badly cracked tiling |  |  |  |
|  | 1. loose skirting |  |  |  |
|  | 1. loose wall board, e.g. pin, notice, black or white boards |  |  |  |
| (c) Partitions | 1. not securely fixed |  |  |  |
|  | 1. cracked or loose plaster |  |  |  |
|  | 1. holes |  |  |  |
|  | 1. broken or cracked glass or similar panels |  |  |  |
|  | 1. folding screen tracks not functioning properly |  |  |  |
| (d) Windows | 1. loose, cracked or broken glass |  |  |  |
|  | 1. missing, broken or loose hinges or casement stays |  |  |  |
|  | 1. broken or worn sash cords |  |  |  |
|  | 1. loose, rotting or rusting frames 2. unable to open/close |  |  |  |
| (e) Doors | 1. missing or loose hinges |  |  |  |
|  | 1. broken or damaged handles or push-bars |  |  |  |
|  | 1. missing screws from kick plates (along bottom face of some doors) |  |  |  |
|  | 1. defective door closers (especially on fire resisting and smoke stop doors) which do not close doors properly, or which allow them to slam, or which are over resistant |  |  |  |
|  | 1. doors (especially fire/smoke doors) which jam open or which have been wedged open |  |  |  |
|  | 1. loose security fittings, e.g. locks, catches, bolts |  |  |  |
|  | 1. cracked or broken glass 2. unable to open/close |  |  |  |
| (f) Floors | 1. badly worn floor surfaces or carpets |  |  |  |
|  | 1. unintentional differences in floor levels |  |  |  |
|  | 1. missing or loose tiles or wood blocks |  |  |  |
|  | 1. slippery floor surfaces |  |  |  |
|  | 1. tripping hazard caused by mat well being too deep for doormats |  |  |  |
| (g) Stairs | 1. loose nosings (i.e. on front edges of steps) |  |  |  |
|  | 1. loose or missing tiles, torn carpets or other damage to treads |  |  |  |
|  | 1. slippery steps |  |  |  |
|  | 1. loose, damaged or missing balusters or handrails |  |  |  |
| (h) Shelving | 1. fixed and movable shelving and racks not secure 2. overloading which may cause a falling hazard |  |  |  |
| (i) Temperatures | 1. areas not heated to reasonable, or at least minimum, standards |  |  |  |
| (j) Lighting | 1. not sufficient and/or suitable |  |  |  |
|  | 1. not working properly |  |  |  |
|  | 1. items stored close to hot lamps |  |  |  |
|  | 1. emergency lighting not tested regularly 2. ceiling lights have the appropriate protective coverings |  |  |  |
| (k) Power points | 1. insufficient or in the wrong place |  |  |  |
|  | 1. not firmly fixed |  |  |  |
|  | 1. supply cables damaged |  |  |  |
|  | 1. malfunctioning |  |  |  |
|  | 1. overloaded |  |  |  |
|  | 1. multi-way adaptors not fused or used other than where really necessary |  |  |  |
|  | 1. hazardous trailing cables |  |  |  |
|  | 1. residual current devices (earth leakage circuit breakers) not regularly tested where fitted |  |  |  |
| (l) Fire alarms | 1. not regularly tested/insufficient recording of tests made |  |  |  |
|  | 1. bells, etc., not audible everywhere |  |  |  |
|  | 1. call points obstructed |  |  |  |
|  | 1. fire notices not up-to-date and/or inaccessible |  |  |  |
|  |  |  |  |  |
| (m) Fire fighting  equipment | 1. insufficient or unsuitable |  |  |  |
|  | 1. poor general condition |  |  |  |
|  | 1. not regularly maintained |  |  |  |
|  | 1. hose reels not periodically run out for checking |  |  |  |

**4. Sanitary Accommodation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Satisfactory | Unsatisfactory | Comments |
| 1. Wash basins   and baths | 1. cracked or unclean 2. inadequate supply of hot and cold or warm water 3. outlets blocked |  |  |  |
| (b) WCs | 1. cracked pans or seats 2. unclean pans or cubicles 3. cistern not firmly fixed 4. disused WCs not sealed against vermin |  |  |  |
| (c) Urinals | 1. cracked bowls or troughs 2. outlets blocked 3. unclean, including surrounding floor 4. flushing mechanism not working properly 5. cistern not firmly fixed |  |  |  |
| (d) Showers | 1. cracked or unclean base 2. extraction fans (where fitted) not working 3. any separately recommended routines to prevent Legionnaires Disease not being carried out |  |  |  |
| (e) Drinking fountains | * dirty * not working properly |  |  |  |
| (f) Pipework | * corroded or leaking |  |  |  |
| (g) Hot water | * excessively hot |  |  |  |
| (h) Soap, towels, | * toilet paper not readily available |  |  |  |

**5. Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Satisfactory | Unsatisfactory | Comments |
| (a) Electrical | 1. leads not properly fixed into appliance and plug (coloured conductors should not be visible) |  |  |  |
|  | 1. frayed or knotted cables or cables with temporary joints |  |  |  |
|  | 1. items not inspected (and, if appropriate, tested) at least annually by someone competent to do so (inspection should include removing cover and checking polarity, tightness of connections, clamping of outer cover and rating of fuse (13A plugs) 2. exposed conductors on mains equipment 3. exposed conductors on laboratory equipment rated at above 50 volts 4. fuse boards left open 5. switch rooms and lift motor rooms used for storage or left unlocked |  |  |  |
| (b) Pressure cookers/autoclaves | 1. corrosion 2. annual statutory inspection |  |  |  |
| (c) Lifting gear/hoists | 1. poor condition |  |  |  |
|  | 1. loads left suspended |  |  |  |
|  | 1. statutory inspections not carried out |  |  |  |
| (d) Fume cupboards | 1. poor condition of cabinet |  |  |  |
|  | 1. sash not working |  |  |  |
|  | 1. condition of services |  |  |  |
|  | 1. air flow not checked in the last 14 months |  |  |  |
| (e) Dust extractors | 1. unsuitable for particular use |  |  |  |
|  | 1. not tested in the last 14 months |  |  |  |

Housekeeping

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Satisfactory | Unsatisfactory | Comments |
| (a) Tidiness | 1. areas not clean and tidy 2. gangways not clear 3. trailing cables or hoses 4. fire exits obstructed |  |  |  |
| (b) Overcrowding | 1. are areas overcrowded? |  |  |  |
| (c) Food | 1. food left to rot in bins 2. eating in workshops, laboratories or toilet areas |  |  |  |
| (d) Rubbish | 1. accumulations of dirt and rubbish not removed at least daily from floors and benches 2. biological wastes and sharps not kept separately 3. rubbish sacks not stored tidily and/or protected from animals and vandalism |  |  |  |
| (e) Spills/leaks | 1. spills or leaks, especially oil or other slippery materials, not properly dealt with |  |  |  |
| (f) Car parking | 1. vehicles not parked properly in designated place, preferably away from pedestrian areas 2. access for emergency vehicles blocked 3. no designated access for delivery vehicles |  |  |  |
| (g) Visitors | 1. no clear notices for visitors showing where they should report |  |  |  |