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For latest information from DCYP please visit:

<https://www.gov.uk/government/groups/directorate-children-and-young-people>.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

#### **LEAFLET 11 TO PART 3 TO SHEF MANUAL**

### **WORKPLACE INSPECTIONS**

1. It is MOD policy that **all** workplaces are subject to workplace health and safety inspections at intervals not exceeding 6 months. The requirement exists to meet compliance with relevant aspects of the Management of Health and Safety at Work regulations (MHSWR), the Workplace Health and Safety at Work regulations (WHSWR) and the general duties under the Health and Safety at Work etc Act 1974 (HASWA).

2. In schools the responsibility for ensuring workplace inspections are conducted sits with the Headteacher although the task can be delegated to other members of staff. It must be remembered however that within each 6 month time frame every section of the school must have been inspected.

3. In all other SCE establishments the responsibility for ensuring workplace inspections are conducted sits with line managers for their areas of control. Communal areas are to be inspected by the local SHEF co-ordinator, or other employees if designated by the senior line manager responsible for SHEF in that building. Where SCE employees are utilising part of a shared building the responsibility for inspection of shared areas must be agreed after consultation with other users and documented.

4. The aim of the inspection is to look for hazards or potential hazards to reduce the risk of accidents, injury and ill health. Some of the hazards to be considered during the inspection come to mind easily, eg poor housekeeping standards which are the root cause of thousands of accidents each year or unhygienic toilet areas leading to ill health, but consideration must also be given to the less obvious aspects. Documentation must be examined eg risk assessments to ensure they are being raised and current, machinery records to ensure maintenance is being recorded and inspections conducted to schedule etc.

5. All workplace inspections must be recorded and have recommended remedial action identified. Where an action requires review or alteration to the health and safety management system (or any element of it) this should be identified on the local SHEF management plan as an action and cross referenced to the inspection aide-memoir. E.g. If it is identified that a first aid needs assessment does not exist or requires review this would need to be added as an action on the SHEF management plan. However, if a broken light fitting is noted this would be annotated on the aide-memoir with action progress shown in the appropriate column. All inspection records, including the action plan, must be held on file for 5 years and be available for audit on request. It is emphasised that good working practises should be highlighted as part of the inspection report as well as the areas found to need improvement. This will improve moral and encourage good health and safety standards.

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6. An aide-memoir can be found at Annex A to this leaflet but it is important that this is seen as a guide and does not limit the scope of the inspection.