

## Code of Practice for Workplace Inspections

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## 1. Overview

Workplace inspections are an important monitoring tool to help ensure that workplace hazards are controlled and that risks to employees and others are eliminated or minimised. The monitoring and review of preventative and protective measures is a requirement of the Workplace (Health, Safety and Welfare) Regulations 1992 for which routine workplace health and safety inspections are to be conducted to check that such measures are in place and effective.

## 2. Purpose

The main purpose of Formal Workplace inspections is to:

- Obtain a true picture of working conditions and practices.
- Prevent work related accidents and ill health by ensuring regular observations are made and potential hazards identified.
- Check that the current preventative control measures are implemented and effective.
- Ensure ongoing legal compliance is met.
- Record findings and monitor recommendations of improvements.
- Provide information to individuals responsible for participating in workplace inspections.
- Provide information on who will undertake remedial actions, and any time scale agreed.

## 3. Scope

This code of practice covers staff offices, kitchens, laboratories (including student computer laboratories), workshops, teaching rooms and plant rooms occupied by the University of Greenwich.

Workplace inspections should be carried out regularly; the people carrying out the inspections must be competent to do so with all formal inspections recorded as evidence of legal compliance. The inspection should cover all physical parts of the premises and include relevant documentation, for example legally required tests and examinations on equipment such as Portable Electrical Appliance Testing (PAT), Fire extinguisher examinations, any other equipment and devices that may cause risk to health, safety, or welfare.

Workplace Inspections should be conducted when workplaces are occupied by staff and students. The most current template should be used and are available to download from the University staff services portal. When completing inspections, you should include notes on the observations made and must state any hazards identified. The report must include recommendations made to eliminate or minimise risk, and information on who will complete remedial actions with a time scale noted on the inspection checklist.

## **4. Roles and Responsibilities**

### **4.1. Senior leadership (Faculty Operating Officer/Head of School/Director of Service)**

- Ensure that suitable and sufficient resources are available for workplace safety inspections.
- Ensure that workplace safety inspections are scheduled and carried out at the required frequencies.
- Agree and ensure that any remedial work required for issues discovered during inspections are acted upon in a timely manner depending on the degree of risk and resources required.
- Arrange relevant training for individuals where required.

### **4.2. Health and Safety Managers**

- Collaborate with the Faculty Operating Officer, Head of School, or Director of Professional Service to plan and schedule regular workplace inspections.
- Ensure that the inspection schedule covers all areas occupied by the Faculty, School, or Directorate.
- Work with the Faculty Operating Officer, Head of School, or Director of professional Service to appoint competent individuals to conduct inspections, ensuring they have the necessary skills and knowledge.
- Oversee training records to ensure all appointed key health and safety role holders have attended relevant training provided by the University.

### **4.3. Health and Safety Local Officers**

- Carry out scheduled workplace inspections of all areas within their jurisdiction.
- Involve Display Screen Equipment Assessors (DSEAs) in office inspections, particularly where proposed actions may affect workstations.
- Advise staff on actions they can take for immediate improvements.
- Bring any problems or issues discovered during the inspection to the attention of Supervisors, Line Managers or Faculty Operating Officer or Director as required.
- Keep records of progress and completion of remedial actions.

### **4.4. All staff**

- Keep their own work areas free from hazards which may harm themselves or others.
- Report hazards such as blocked escape routes, damaged furniture, failed lights, or faulty equipment to their Line Manager, Supervisor or Health & Safety Local Officer.
- Cooperate with Health & Safety Local Officers and others carrying out inspections of their area.
- Carry out recommended remedial actions such as tidying their work areas.

### **4.5. Health and Safety Services**

- Provide advice and guidance on workplace safety inspection requirements.
- Provide workplace safety inspection training on request.
- Review and revise University workplace safety inspection procedures as necessary to ensure compliance with University policies and current legislation

## 5. Procedure

### 5.1. Frequency of Formal Inspections

The frequency at which formal workplace inspections should be carried out is dependent on the associated risk of the area. The minimum frequency for each area is given below but inspections may be required on a more frequent basis depending on local conditions and use of that location, as well as any local arrangements for informal checks.

**Low risk** areas such as offices, libraries, and computer laboratories – A formal inspection must take place at least once per year.

**Medium to High-risk** areas such as chemical and biological laboratories, engineering workshops that are used for teaching, research or maintenance, and campus catering kitchens – A formal inspection must take place at least every six months and preferably once per term.

**Regularly visited and inspected for maintenance** areas such as plant rooms – A formal inspection must be carried out at least once per year.

A suitable program for annual inspections should be arranged by each Faculty or Directorate, ensuring that inspections fall within the reporting period of 1<sup>st</sup> August to the 31<sup>st</sup> July, for inclusion within the Health and Safety self-assessment checklist which is due for submission 6 weeks from the end of the reporting period.

### 5.2. Local arrangements for Informal Checks/Inspections

It is recommended that in addition to formal workplace inspections, Faculties/Directorates/Departments should have local arrangements for day-to-day checks of areas and equipment and a process in place for staff to report hazards that are spotted.

#### Examples are:

- A local code of practice to ensure technical staff check equipment for damage or faults before use in teaching sessions, and again before returning to store.
- A daily checklist or guidance document for 'Front of house' staff to assist with carrying out walk-throughs and checks of public access areas before they are opened each day.
- Local Hazard reporting slips or trackers emailed to the Health & Safety Local Officer (HSLO) for attention.
- Near misses to be reported through the accident and incident reporting system [Assure - Portal \(sheassure.net\)](https://sheassure.net).
- Hazards reported should also be in a standing H&S agenda item at team meetings.

### 5.3. Workplace Inspection Checklists

There are various templates available for workplace inspections, these can be found on the University staff services portal within the health & safety arrangements of the [Health & Safety Policy](#). Within the arrangements for [Workplace Inspections](#), templates for different types of areas have been provided, each template sets out the key requirements to be considered within each type of location.

After selecting the appropriate workplace inspection template, refer to its first page for instructions on how to effectively use the checklists:

1. Consider getting a team together, the team should be limited to four people.
2. Carry out inspections in manageable chunks by dividing up your areas.
3. Use one checklist per office/lab/workshop/room, clearly referencing each area at the top of the page.
4. Record details of faults or weaknesses discovered on inspection in as much detail as possible.
5. Report any faults or weaknesses found to your Faculty Operating Officer/Director of Professional Service with details on the actions you have taken and/or recommendations made. (Ensure you include a time scale for completing any actions).
6. Keep a copy of all completed inspection checklist and record actions taken to correct the faults you have reported.

## 6. Further Guidance

### 6.1. Related Legislation:

In addition to the general duties contained in the Health and Safety at Work etc Act 1974, other, more specific sets of Regulations and guidance may apply.

Links to these and further general guidance on Workplace Inspections can be found on HSE web pages;

- <https://www.hse.gov.uk/involvement/inspections.htm>
- <https://www.hse.gov.uk/pubns/indg244.pdf>
- [Workplace health, safety and welfare - L24](#)

### 6.2. Related University documents:

- [Workshop Inspection Checklist](#)
- [Teaching room inspection checklist](#)
- [Office inspection checklist](#)
- [Lab inspection checklist](#)
- [Kitchen inspection checklist](#)
- [Plant Room Inspection Checklist](#)
- [Student computer lab inspection checklist](#)

## 7. Document History

This document will be reviewed at least annually.

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
24-01-2025	Anastasia Liasides – Health & Safety Advisor	Revision V.25.1 - Updated template for branding purposes, Procedures for frequency of inspections and where to find inspection checklists have been included. Accessibility checked and approved.
dd-mmm-yy	Name / Role	
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