



LSE Workplace Safety Inspection Procedure

1. Introduction

- 1.1. The purpose of this Procedure is to set out the London School of Economics (LSE) arrangements for undertaking Health and Safety Inspections. This Procedure forms part of the suite of procedures which contribute to the overall objectives of the School's Health & Safety Policy.
- 1.2. The LSE recognises the importance of undertaking regular inspections of workplaces as part of a proactive monitoring process. Health & safety inspections are a periodic checking mechanism to ensure that the general workplace is in a fit and healthy state and does not present a risk to the health, safety or welfare of anyone using School premises. The purpose of an inspection is to identify any potential hazards and unsafe conditions and take appropriate remedial action.
- 1.3. Managers are responsible for ensuring that the LSE's procedures for undertaking workplace inspections are implemented within their areas of control.

2. Scope

- 2.1. This Procedure applies to all organisational departments (Departments, Divisions, Research Centres, Institutes or other units), within the School. The procedure does not apply to areas of the School that are subject to statutory inspections, or inspections carried out for fire safety.
- 2.2. The procedure does not apply to the LSESU.

3. Definitions

- 3.1. A workplace inspection is a planned event in which the workplace is inspected to identify potential hazards. It is the best way of proactively identifying hazards before they have the ability to cause an injury. Once hazards have been identified, they can be acted on/managed.
- 3.2. Department refers to all Academic Departments, Institutes, Centres and Professional Service Divisions.

4. Duties Under The Law and Good Practice Guidance

- 4.1. The LSE as an employer has duties and responsibilities under the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999.
- 4.2. Section 2 of the Health and Safety at Work etc. Act requires that, as far as reasonably practicable, a place of work is maintained in a condition which is safe and without risks to health.
- 4.3. Regulation 5 of The Management of Health and Safety at Work Regulations 1999 places a legal duty on employers to have arrangements in place to monitor and review health and safety.
- 4.4. Proactive monitoring is also a requirement of HSE Guidance document HSG65 'Managing for Health and Safety'.
- 4.5. Safety inspections are a requirement in the Leadership and Management of health and safety in higher education institutions.
- 4.6. In accordance with the Safety Representatives and Safety Committees Regulations 1977, Trades Union Safety Representatives are entitled to undertake inspections of the workplace following reasonable notice in writing of their intention to do so. This procedure does not in any way restrict this legal entitlement or place any duties on Safety Representatives.
- 4.7. The requirement to undertake in-depth inspections and thorough examinations of a range of work equipment and work places is also laid down in other legislation.

5. Responsibilities

Academic Departments and Units and Administrative Areas

- 5.1. HODs and Service Leaders are charged with ensuring that workplace inspections are carried out within their area of responsibility, and that remedial actions are taken.

Line Managers

- 5.2. Implement the Workplace Inspection Procedure within their area.
- 5.3. Ensure inspections are undertaken at regular intervals as required.
- 5.4. Maintain a record of inspections undertaken.
- 5.5. Take appropriate remedial action regarding findings of the workplace inspection.
- 5.6. Contact Estates Department using the normal reporting system if defects to the fabric of the building are identified.

Employees

- 5.7. Co-operate with and assist managers as requested during the inspection process.
- 5.8. Report all hazards associated with defects to the premises, work equipment or systems to their line manager.

Health and Safety Team

- 5.9. Provide guidance and information on workplace inspection procedures to the School and its employees.

6. Implementation

- 6.1. The inspection should cover all physical parts of the premises and equipment that is in use.
- 6.2. To obtain a true picture of conditions and practices of the working environment, where appropriate, inspections should be undertaken when workplaces are occupied by staff and students.

Frequency of inspections

- 6.3. The frequency at which formal workplace inspections should be carried out is dependent on the associated risk of the area. Inspections may be required on a more frequent basis depending on local conditions, use of the area and any local arrangements for informal or statutory checks.
- 6.4. For low risk areas such as offices, departmental student rooms, libraries and teaching rooms an inspection should take place at least once per year.
- 6.5. For higher risk areas such as workshops and plant rooms the frequency of inspections should be at least every six months.

Persons undertaking inspections

- 6.6. Line Managers are responsible for instigating and planning workplace inspections within their area of control and responsibility. They may choose to request the assistance of Health and Safety Coordinators or other employees when undertaking this task.

Format of inspection

- 6.7. The inspection should start with a review of the action points from the previous inspection. Any unresolved issues should be noted in the comments/observation section of the inspection form for actioning or resolution.
- 6.8. The inspection should involve:
 - A 'walk through' of the department/area with the inspection form.
 - Where appropriate discussion with workers within that area.

Inspection forms

- 6.9. The inspection checklist can be found at Appendix A.

7. Monitoring

- 7.1. Performance will be measured using active and reactive monitoring techniques against this Procedure.
- 7.2. Heads of Academic Departments and Service Leaders should monitor and review the implementation of this Procedure within their management area at least on an annual basis.

8. Audit and Review

- 8.1. Arrangements within this Procedure will be subject to audit as part of the internal auditing programme governed by Audit Committee.

8.2. This procedure will be reviewed on a 3 yearly basis by the Health and Safety Team or where there is material change.

Workplace Inspection Checklist

(Common Areas, Teaching Rooms, Libraries and Offices)

Building(s)	
Department	
Inspection date	
Inspection carried out by	

Instructions:

- This inspection form applies to areas such as; lecture theatres, teaching rooms, libraries, offices, staff kitchens and common rooms, corridors and reception spaces.
- If the item is not relevant for that particular area, write NA (Not Applicable) in the no action required check box.
- If there are no problems under a particular item, tick the 'check' box (✓) for no action required.
- If there is a problem, put a cross in the relevant check box (X) and in 'Comments' a brief description what is wrong.
- If you do sort the issue out immediately, still describe the problem and what you did and tick the relevant box if further action is required
- Please retain a record of the inspection.

Item		No Action Required <i>Green</i>	Action Required <i>Amber</i>	Urgent Action Required <i>Red</i>	Comments
Slips Trips and Falls					
1	Floors and stairs in good condition and have even surfaces (no cracks or holes; nosings on steps are secure)				
2	Carpeting is securely fitted, with no loose ends				
3	Area is generally tidy and the floor free of clutter				
4	Are spills cleaned up immediately by everyone				
5	Do water machines/machinery leak				
6	Are there any trailing leads that pose a trip hazard				
7	Walkways, landings and corridors clear of obstructions and trip hazards (e.g. cables)				
8	Is there enough storage space and shelving is available				

9	Are waste disposal facilities suitable for the area				
10	Do stairwells have securely fixed handrails				
Equipment		No Action Required <i>Green</i>	Action Required <i>Amber</i>	Urgent Action Required <i>Red</i>	Comments
11	Projection screens are securely fixed to the wall/ceiling				
12	In general electrical equipment bears a current inspected/ tested label and is not obviously damaged (including extension leads)				
13	Microwave ovens bear a current inspected for leaks label (as well as electrical test label)				
14	Extension leads are not overloaded or "daisy chained" (multiple leads linked together)				
15	Equipment (Stepladders, Kickstools) used to access equipment is in good working order, labelled and stored correctly				
16	All staff who use Display Screen Equipment have assessed their workstation using the online software				
17	There is no unwanted (obsolete or damaged) equipment				
18	Manual handling aids (trolleys, sack trucks etc.) are in good condition, inspected and labelled				
Item		No Action Required <i>Green</i>	Action Required <i>Amber</i>	Urgent Action Required <i>Red</i>	Comments
General areas					
19	Is lighting adequate and operational?				

20	Sufficient plug sockets. Broken sockets or overloaded				
21	Heating is adequate for the area and use within the area				
22	Windows are suitable and not draughty. Closures and safety catches are working correctly				
23	Blinds are fully functional and not broken or missing sections				
24	Layout of furniture area is adequate and allows sufficient space for movement				
25	Shelving and storage is sufficient. Shelving is not too high, overloaded and is stable				
26	The doors are fully functioning. Door furniture intact and fully operational				
27	Are noise levels adequately controlled to protect hearing?				
28	Ceiling tiles missing or damaged, showing signs of dampness or mould				
29	Walls showing damage, dampness or mould				
30	Waste removal adequate. Recycling bins provided				
31	Accommodation for external clothing. Suitable lockers, hangers, coat racks etc. provided				
32	Furniture is stable and undamaged				
33	First Aid kit is fully stocked and in good condition				

Review schedule

Review interval	Next review due by	Next review start

Version history

Version	Date	Approved by	Notes
1.0	June 2018		

Links

Reference	Link
Health and Safety Policy	https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/heaSaf.pdf
Health and Safety at Work etc. Act 1974	https://www.legislation.gov.uk/ukpga/1974/37
The Management of Health and Safety at Work Regulations 1999	http://www.legislation.gov.uk/uksi/1999/3242/contents/made
<i>USHA Leadership and Management of Health and Safety for Higher Education Institutions.</i>	http://usha.org.uk/images/stories/files/guidance-documents/USHA-Leadership-and-Management-in-Health-Safety-in-Higher-Education-Institutions.pdf
The Safety Representatives and Safety Committees Regulations 1977	https://www.legislation.gov.uk/uksi/1977/500/contents/made
<i>HSG65 Managing for Health and Safety</i>	http://www.hse.gov.uk/pUbns/priced/hsg65.pdf

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