

# Health and Safety Inspections at Work

A guide for UNISON safety reps

## A UNISON guide to workplace inspections

Inspections are an important way of identifying potential workplace hazards before they cause any harm. They are also a good way of meeting and getting to know UNISON members and potential members in a workplace. Inspections can be used to raise the profile of UNISON and the role of the union's health and safety representatives (reps). Members and non-members alike value UNISON's health and safety work so an inspection can be used as an organising and recruitment opportunity.

If a non-member approaches a health and safety rep with their concerns about health and safety, they should be asked to join UNISON. Even if they don't join the issue they have raised may well be a risk to members so the rep may want to raise it in a general way with management.

If a member raises a concern, they should be given individual support and advice and there may be an opportunity to ask them if they would like to get more involved in the union by becoming a UNISON health and safety rep. Alternatively, they may be interested in becoming a steward or just an informal contact if that makes them feel more comfortable.

Carrying out workplace health and safety inspections is therefore one of the health and safety reps most important functions. However, this does not mean it has to be difficult or complicated or that the rep should feel obliged to do more than they are comfortable with. Start small with an occasional inspection and build this up over time and with experience. Ideally this should eventually lead to regular quarterly inspections.

Where possible new safety reps should be accompanied on their first inspection by a more experienced safety rep or perhaps their branch health and safety officer.

The right to carry out inspections comes from the Safety Representatives and Safety Committees

Regulations 1977, otherwise known as 'The Brown Book'. These regulations also make it clear that safety reps are entitled to paid time off for carrying out inspections, as well as for carrying out their other functions.

### Checklist

*Carrying out an inspection will enable the rep to:*

- *identify potential hazards before any harm is caused*
- *raise the profile of their role as a safety rep and of UNISON*
- *meet members, talk to them about their concerns and ask if they would like to get more involved, maybe by becoming a safety rep*
- *meet non-members as issues they raise are also likely to be potential hazards to members and it is an opportunity to recruit them into UNISON.*

## The right to inspect

### Regular inspections

Health and safety reps have a legal right to inspect all the workplace areas they cover at least once every three months, but they must give the employer reasonable notice in writing of their intention. One week's notice should be enough. More frequent inspections may be carried out by agreement with the employer, especially if there are high-risk activities or rapidly changing circumstances.

Safety reps may make an additional inspection if, since the last inspection, there has been a substantial change in the conditions of work, or if new information on hazards relevant to the workplace has been published by the Health and Safety Executive (HSE). Substantial changes to the conditions of work include the use of new machinery, new working methods, or new substances. This right to inspect exists whether or not three months have passed since the last inspection, but the employer should still be consulted first.

The HSE believes that it is good practice for employers and safety reps to agree programmes of formal inspections in advance. The advantage of this is that it makes it clear when each can expect an inspection and fulfills the requirement to give notice. Any changes to the planned timetable must be agreed by both the employer and the safety rep.

The number of safety reps taking part in any inspection should also be agreed and this number will depend on the circumstance and nature of the inspection. Inspections may take various forms and may include a general inspection of the workplace or inspections of specific (and possibly dangerous) activities, processes, or areas.

Employer and rep should also agree the area each inspection covers (whether the whole workplace, or maybe in a large workplace just a department or floor to make it more manageable), whether one safety rep does all the inspections or different safety reps cover different areas and whether the inspections are conducted at the same or different times.

### Checklist

*Regular inspections should be done:*

- *at least quarterly – it's a legal right*
- *more frequently if there is a high risk or frequent changes*
- *following a substantial change*
- *after you have given notice or agreed a schedule*
- *to highlight the role and to enable you to speak to members and non-members – organise and recruit.*

### Inspections following an incident, dangerous occurrence or industrial disease

Safety reps also have the right to carry out inspections if there has been a notifiable incident, disease, or dangerous occurrence, such as those listed under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR). If it is reasonably practicable to do so, notice should be given to the employer before the inspection takes place.

The inspection should only be carried out if it is safe to do so. It may cover the area concerned and any other part of the workplace necessary to find out the cause. It can include examining any relevant machinery, plant, equipment or substance in the workplace.

The HSE says that the main purpose is to investigate the cause to prevent a recurrence. It is therefore important that employers and safety reps take a joint approach and work together whenever possible.

It may also be necessary to make visual inspections and talk to people who are likely to have relevant information and knowledge about the incident or occurrence. However, this does not allow for the interference with any evidence, or for the testing of any machinery or substance if that could disturb or destroy evidence before the appropriate enforcing authority has carried out an investigation.

If it is a particularly serious incident, the area should be treated like a crime scene and left untouched until the enforcing authorities have seen it. If there has been a serious incident, safety reps should get anyone who knows anything about it to write it down while details are still fresh in their minds.

Following an incident or dangerous occurrence, an employer may need to take urgent steps to prevent the risk of further hazards. Any steps taken should be notified to the safety reps and confirmed in writing.

### **Reaching an agreement on inspections**

If an agreement is to be negotiated with an employer, UNISON branches or safety reps may want to include a right to carry out an inspection after any incident or near miss (regardless of whether it is notifiable or not) or whenever a safety rep believes an inspection is necessary in the interests of health and safety.

#### **Checklist**

*After an incident these inspections:*

- *must be done only if it is safe to do so*
- *must be notified to the employer where reasonably practicable*
- *can include visual inspections and examining items*
- *can include discussions with people who might have relevant information*
- *should be done by safety reps and employers taking a joint approach*
- *must not interfere with any evidence or testing prior to an investigation by the enforcing authority.*

## Checklist

*The agreement should cover:*

- *the type of inspection to be carried out*
- *when inspections will be carried out (at least once every three months) and the notice which must be given*
- *the need for more frequent inspections of high risk activities or rapidly changing work areas, after a substantial change or new information, or whenever a safety rep believes it necessary in the interests of health and safety*
- *the need for inspections after an incident, dangerous occurrence or disease, or any other incident or near miss that is notifiable under RIDDOR (see below) and incidents that are not notifiable as well*
- *how large workplaces will be divided between safety reps for inspections*
- *the need to re-inspect after some remedial action has been taken*
- *the use of independent technical advisers and specialists*
- *the right to paid time off for safety reps to carry out inspections.*

*Whatever is agreed, formal inspections should be completed for the entire workplace before the next round of inspections begin.*

## Preparing for an inspection

Safety reps should check with their UNISON branch whether it has reached an agreement on workplace inspections. If it has, ask for a copy of the arrangements. If there is not an agreement, the branch might want to consider negotiating one, but if not, individual safety reps may want to reach an agreement.

If there is no agreement appropriate notice of the inspection should be given to the employer - one week should be sufficient. There is a draft letter towards the end of this guide which may be used. Also consider letting the workers know that you will be doing an inspection – send them an email or put up a notice. There is also a draft notice towards the end of this guide.

A plan of the workplace and information on the type of work will be useful for a health and safety rep who is unfamiliar with the area or the work to be inspected.

Then prepare a checklist or adapt an existing one – you will find one later in this guide. Many of UNISON's guides on specific hazards also contain more detailed checklists so safety reps should also look at those relevant to their workplace. Brainstorming (getting together and thinking out aloud) with other safety reps, members, and workers may also bring up points to check. Also look at the recent accident reports, any RIDDOR reports, and sickness absence statistics.

Enough inspection report forms should be copied so that notes can be taken during the inspection. There is a draft inspection report form available from the HSE (for details see later).

## Checklist

*Before an inspection is carried out:*

- *check whether there is an agreement - if not, should one be negotiated?*
- *give the employer notice unless already covered by an agreement*
- *consider whether a plan or further information on the work area or type of work is needed*
- *produce or adapt a checklist - get members and non-members to help with this as they know their work and workplace best*
- *look at the incident and other reports*
- *make copies of the inspection report form.*

## Carrying out the inspection

Health and safety reps have the right to carry out an inspection at least once every three months. An experienced rep should try to ensure that they do this.

During the inspection, an inspection report form should be completed. A checklist should be used to reduce the chance of missing a potential hazard.

Members and other workers should be asked during an inspection whether they want to raise any issues or problems that they have experienced or witnessed, or they may have another contribution they believe is relevant. Workers often know most about any potential problems. Don't just think about physical hazards – issues such as workload, working time, training, stress, violence and workplace bullying are just as important.

Safety reps normally cover members and non-members for the purposes of an inspection. This is important because any hazard which is a potential risk to a non-member is also a potential risk to a member. In addition, health and safety is a great recruiting tool so having some safety rep and member recruitment materials with you would be beneficial.

Management has the right to be present in the workplace during inspections, but that doesn't mean that they have to accompany safety reps on inspections. Safety reps should always try to meet members and other workers after inspections or at least be contactable by them. They may want to speak in private without the knowledge or presence of their employer or other workers. Safety reps are entitled to private discussions with employees.

If there is a good partnership approach between the UNISON branch and the employer, safety reps might want to carry out the inspections jointly with employers. However, they should still ensure that they have the opportunity to hold independent investigations and private discussion with the workers.

Safety reps should also remember to talk to people who work away from an employer's premises, for example drivers, home carers, or other lone or home workers. They may be experiencing some problems, or could identify some health and safety concerns. Going through a checklist with these workers will help to get them thinking about any potential hazards.

### Checklist

*When carrying out the inspection:*

- *ensure it is done at least every three months*
- *consider a joint inspection with management*
- *use an inspection report form*
- *use a checklist*
- *speak with members and other workers including those working off site or at home (if they want to, make sure they also have the chance to speak to you in private)*
- *don't forget to take recruitment materials with you, including information on how to become a safety rep.*

## The provision of facilities and inspecting documents

Employers must provide any facilities and assistance which safety reps may reasonably need, to allow them to carry out independent investigations and hold private discussions with employees. To enable them to do their job, which includes promoting health and safety at work, safety reps need to be given information over and above that given generally to employees.

After giving employers reasonable notice, safety reps may inspect and take copies of any document relevant to the health and safety of the workplace or the employees that they represent.

One exception to this right is any information on identifiable individuals, unless they give their consent. Without consent, anonymous information may still be given. Other exceptions are information which has been obtained by an employer for use in legal proceedings which, if disclosed, would be against the interests of national security, would contravene a law, or would (for reasons other than its effect on health, safety, or welfare at work) cause substantial injury to an employer's business or to the business of the person who supplied the information.

Relevant information includes:

- the risks to employees that have been identified by risk assessments
- the measures in place to prevent harm and protect the health and safety of the workers
- the procedures to be followed in the event of an emergency
- who the competent person(s) is (are) as required under the Management of Health and Safety at Work Regulations
- risks notified by another employer sharing the workplace

- the plans and performance of the undertaking and any proposed changes that might affect health and safety
- technical information about hazards and the necessary precautions regarding machinery, plant, equipment, processes, systems of work, and substances in use or proposed to be used at work - including information from consultants, designers, manufacturers, importers, or suppliers, and the safety data sheets on all substances used
- details of any incident, dangerous occurrence, or notifiable industrial disease - or any statistics relating to these
- anything which specifically covers employees' health and safety at work including the results of any measurements, eg noise levels
- details of any items, tools, or substances, etc. issued to home workers or other employees off site
- sickness absence statistics.

### Checklist

*Safety reps are entitled to facilities, assistance and documents from their employer including:*

- *information relevant to health and safety beyond that given to general employees*
- *the ability to inspect and take copies of relevant documents (with some exceptions)*
- *other relevant information – see list above.*

## The use of specialists

After inspections, employers' safety officers and specialist advisers may be contacted to give technical advice or explanations, and to answer any queries.

Occasionally, employers and safety reps may wish to seek advice from outside the workplace, for example from an appropriate university. This may be the case if the employer needs to take some sort of specialist measurement, such as monitoring the level of workplace noise or the exposure levels to chemicals.

If as a safety rep you need further technical advice, see the further resources section towards the end of this guide.

## Reporting problems after an inspection

If, during an inspection, a safety rep becomes aware of any health and safety problem or any unsatisfactory welfare arrangement, it is normally best to notify the employer in writing, by perhaps using the draft inspection report form.

It may however be appropriate to give a verbal report in the first instance, such as in the case of a particularly serious hazard where a speedy response is required and an agreement to stop the work immediately might be necessary. Alternatively, the matter may be so minor that a written report is not necessary.

If the initial safety rep inspection was not conducted jointly with management, safety reps may wish to agree with their employers that a joint inspection or tour is carried out after the safety reps inspection, so that any problems can be pointed out and considered jointly.

If a written report is submitted, the employer is normally expected to take action to put things right. If the employer does not believe it appropriate to



take any action, cannot take the action within a reasonable time or takes a course of action that the safety rep finds unacceptable, the employer should give a written explanation of the reasons for their action, inaction, or delay. The draft report form includes a section where management are asked to respond giving details, and it is best to ask for and get a written response for the record, regardless of what action is or is not taken.

If there are several problems, safety reps should agree with employers which should be dealt with first. Watch out for management attempting to resolve those problems which are the cheapest or easiest to deal with, when there might be more serious issues that should be tackled first.

Safety reps should be given the opportunity to re-inspect to check that action has been taken that is adequate and does not create new risks. They should also be given the opportunity to record their views.

If an agreement cannot be reached on stopping work in the case of a serious hazard or on what action should be taken, the matter should be referred to the branch health and safety officer or branch secretary. They may take it to the safety committee, refer it to the UNISON region or the enforcing authority (either the HSE or the local authority), or may advise on raising it within the grievance or disputes procedure.

Regardless of whether a satisfactory response has been taken by the employer locally, it may also be wise to report any problems found to the branch health and safety officer or branch secretary. It may be a branch-wide problem that needs to be brought to the attention of other safety reps or the safety committee.

Members and other workers must also be kept informed about the results of an inspection, any problems found, what action has been agreed with management, and what, if any, action the branch is taking. Copies of the report form could be placed on notice boards, or a meeting could be called. Safety

reps should also remember to let the members and other employees know of any success in getting problems resolved and hazards dealt with. Reporting back to members and other workers will keep them involved and encourage them to contribute in the future, and may encourage non-members to join up when they see how active the UNISON branch is on health and safety.

### **Checklist**

#### *After the inspection:*

- *report any concerns to management – normally in writing, but possibly also or just verbally*
- *ask management for a written response (unless you only gave a verbal report)*
- *consider a joint inspection or tour, if the initial inspection wasn't carried out jointly*
- *if there are several problems, agree with management which should be dealt with first*
- *agree with management what action is necessary*
- *re-inspect to check whether the action has been taken and whether it is sufficient*
- *keep members and other workers informed*
- *if necessary, refer the matter to the branch health and safety officer.*

## UNION INSPECTION NOTICES (UINs)

Some safety reps have negotiated a system known as Union Inspection Notices (UINs) whereby the employer agrees that line managers will respond to any queries within a certain time (such as 14 days). If not, the matter is referred to the employers' safety officer or HR manager for action. Some branches have found this system particularly effective if senior management support it and where local line managers are failing to take health and safety seriously. This system can be linked to workplace inspections, but is not suitable for urgent matters.

For further information on UINs, see UNISON's information sheet on the subject.

### Checklists

An inspection should cover all aspects of the working environment, work methods and work conditions.

A checklist will help to ensure that no potential problem is missed. A general checklist is given below. The answer to all the questions should be 'yes'. If the answer is 'no', there may be hazards in your workplace which require further action. Not all of the questions will be relevant to all workplaces, so those that aren't should be ignored.

These questions are not exhaustive; there may be others that you should consider. Many of UNISON's guides on specific hazards also contain more detailed checklists. Safety reps might want to have a look at these if they are appropriate to any particular concerns in their workplace.

Safety reps may also want to brainstorm with other safety reps, members, and workers to create a checklist specific to their workplace. When doing this, any problems that members or workers may have brought up in the past should be included.

## General checklist

Please adapt or amend this checklist to suit the circumstances of your workplace.

### Asbestos

Have all areas containing asbestos been identified, marked and an up-to-date record kept? Yes  No

Is all the asbestos in good condition/sealed in and monitored? Yes  No

Has the risk of exposure to asbestos dust and fibres been assessed and an up-to-date written record kept? Yes  No

Are there arrangements in place to inform contractors about asbestos within the building? Yes  No

Is there a plan for specialist removal of asbestos where there is a risk of exposure? Yes  No

### Chemicals

Are all containers clearly labelled with contents, hazards warnings and the precautions to be taken? Yes  No

Are there safety data sheets for all the chemicals used including cleaning materials? Yes  No

Is training provided in the safe use of chemicals and on what to do in an emergency (spillage, poisoning, splashing etc.)? Yes  No

Do staff have any complaints about possible symptoms of exposure? Yes  No

### Cleanliness

Are work surfaces, walls and floors kept tidy and regularly cleaned? Yes  No

### Electrical safety

Are all electrical equipment, fittings and tools regularly checked and maintained? Yes  No

Are staff trained in their safe use? Yes  No

Is there a procedure for reporting faulty equipment and for taking it out of use until repaired or replaced? Yes  No

Is access to live high voltage equipment restricted to authorised people only? Yes  No

### Fire precautions

Are there separate storage arrangements for flammable materials? Yes  No

Are bins regularly emptied and rubbish safely disposed of? Yes  No

If smoking is allowed somewhere on site or just outside, is there provision for disposing of cigarettes and matches separately from other rubbish? Yes  No

Are clear fire instructions displayed throughout the workplace? Yes  No

Have sources of ignition been identified (portable fan heaters, etc.) and where possible replaced with safer alternatives? Yes  No

Are fire drills carried out regularly and often enough? Yes  No

Are fire alarms and smoke detectors checked and tested regularly and often enough? Yes  No

Are the alarms capable of warning employees throughout the building? Yes  No

Are there other forms of fire warning for the hearing-impaired? Yes  No

Are all employees given information, instruction and training on fire risks and precautions, as well as what to do in the event of a fire or fire alarm? Yes  No

Is emergency lighting provided and tested regularly? Yes  No

Are fire escape routes clearly signed, kept clear and wide enough to prevent a crush and do they lead quickly and directly to a safe area? Yes  No

Are fire doors and exits clearly marked, kept clear on both sides at all times, never left open and do they open easily and quickly in the direction of escape and lead quickly to a safe area? Yes  No

### First aid, incidents, and illnesses

Is there a first aid box and is it fully equipped and accessible to staff? Yes  No

Is there a trained first aider or appointed person on the premises? Yes  No

Is it clear who the first aider(s)/appointed person(s) is/are and how they may be contacted? Yes  No

Are travelling first aid kits provided if necessary? Yes  No

Is a clean and properly equipped first aid room available? Yes  No

Are all incidents, near misses and illnesses caused by work reported and recorded in an accident book? Yes  No

### **Gas safety**

Are gas appliances regularly checked and serviced by qualified people? Yes  No

Are staff trained to use gas appliances safely? Yes  No

Do staff know what to do if there is a gas leak? Yes  No

### **Lighting**

Is the lighting bright enough, especially over workstations? Yes  No

Are stairs and corridors etc properly lit? Yes  No

Are light bulbs replaced promptly? Yes  No

Are light shades and diffusers clean and in good repair? Yes  No

Are windows clean on both sides and free from obstructions? Yes  No

### **Lifting and manual handling**

Is mechanical equipment used whenever possible, have staff been trained in its use and is there enough space to use it? Yes  No

Where mechanical assistance is not possible, are staff trained in safe lifting techniques, and is there enough space to use them? Yes  No

Have all staff who are at risk from lifting or moving been trained in manual handling? Yes  No

Are there sufficient rest breaks to allow staff to recover from physically demanding work? Yes  No

Can work routines be changed to spread physically demanding work more evenly between staff and shifts? Yes  No

Are heavy items stored at a convenient or adjustable height to suit the user? Yes  No

Is the weight of loads known and clearly marked and are they small and light enough? Yes  No

Are unbalanced, uneven, slippery, sharp loads or that are too hot or cold avoided? Yes  No

Are loads securely packed to avoid them shifting or spilling? Yes  No

Are work surfaces at a comfortable or adjustable height to suit the user and at compatible heights to reduce lifting from one to another? Yes  No

Is frequent or prolonged stooping, stretching or reaching above shoulder height, or sideways twisting of the body avoided? Yes  No

Are lifting and handling needs included in patient/client care plans? Yes  No

Are staff warned about particular handling problems (for example if a patient/client is confused, potentially violent or injured)? Yes  No

Are patients/clients given information so they can assist as much as possible? Yes  No

Is there an agreed procedure if a patient/client falls? Yes  No

Do uniforms, protective equipment and other clothing that is provided allow easy movement? Yes  No

### **Machinery and equipment**

Are all staff trained to use, clean and adjust equipment safely? Yes  No

Is all equipment regularly inspected and maintained? Yes  No

Is there a procedure for reporting faulty equipment and for taking it out of use until repaired? Yes  No

Are all guards in place on machinery? Yes  No

Are dangerous machines only operated by properly trained staff aged 18 and over? Yes  No

### **Noise**

Are noise levels below the recommended maximum? As a rough guide, you should be able to talk with someone a metre away without shouting. Yes  No

Have the causes of noise been tackled? Yes  No

As a last resort, are earmuffs or plugs provided, and are they regularly checked, cleaned and maintained and stored in a clean and safe place? Yes  No

### **Overcrowding**

Is there enough space for staff to work safely? Yes  No

### **Protective clothing**

Is proper and appropriate protective clothing provided free of charge? Yes  No

Is it effective, comfortable and well fitting? Yes  No

Is it replaced as soon as it is worn out or damaged? Yes  No

Is it used only as a last resort? Yes  No

Is it and any other clothing/uniforms provided regularly cleaned? Yes  No

### **Slips, trips and falls**

Are floors and stairs in good condition, free from obstructions and non-slip? Yes  No

Are spills cleared up immediately? Yes  No

Is non-slip footwear provided where needed? Yes  No

Do all staircases have securely fixed handrails? Yes  No

Are trailing leads and cables secured? Yes  No

Is there enough storage space? Yes  No

Are steps or stools provided if needed and are these in safe condition? Yes  No

Has a risk assessment been done on all work from heights and are the measures required being used? Yes  No

### **Stress**

Do risk assessments include stress? Yes  No

Has the employer done a stress audit? Yes  No

Are there measures in place to avoid or minimize the risk? Yes  No

Has the employer introduced the HSE Stress Management Standards? Yes  No

### Temperature (working indoors)

Is the temperature comfortable all year? Yes  No

Does the temperature reach at least 16°C within one hour of starting work? Yes  No

Can breaks be taken away from hot areas? Yes  No

### Temperature (working outdoors)

Is warm clothing provided in cold weather? Yes  No

Are there facilities for warming up and making hot drinks when cold? Yes  No

In hot conditions, is cool drinking water provided and can breaks be taken in the shade? Yes  No

Can the work be organised so that it takes place in the shade or not during midday when the sun is at its strongest? Yes  No

### Toilets, wash and rest facilities

Are there enough toilets, and are they clean, and in good repair? Yes  No

Are washing facilities (hot water, soap and towels) provided? Yes  No

Are sanitary disposal facilities provided in women's toilets? Yes  No

Are lockers (or something similar) provided for staff? Yes  No

Is there a rest room or somewhere else that staff can rest undisturbed, and is it clean, properly lit and ventilated? Yes  No

Are there suitable facilities for pregnant and nursing mothers to rest? Yes  No

Are there facilities for workers to eat meals? Yes  No

### Ventilation

Are fumes, steam and stale air removed? Yes  No

Is there a supply of fresh air without draughts? Yes  No

Are special precautions taken when working in confined spaces? Yes  No



## VDUs (computer users)

Are workstations and seating fully adjustable and are staff trained and encouraged to make adjustments? Yes  No

Does seating give proper back support? Yes  No

Are footrests provided where needed?

Is furniture and equipment checked and maintained regularly, with faulty items taken out of service and replaced? Yes  No

Can users easily read screens and are they flicker and glare free? Yes  No

Is the pace of work comfortable and can breaks be taken? Yes  No

Are users offered full eye tests? Yes  No

Are reports of aches, pains, numbness, or tingling in limbs investigated? Yes  No

Is the work free from awkward postures, movements and very repetitive work? Yes  No

Is training provided about the use of equipment, methods of work and how to avoid repetitive strain injury (RSI)? Yes  No

## Violence

Have workers experienced violence or the threat of violence (physical, verbal abuse or intimidation)? Yes  No

Are they encouraged to report all incidents, including intimidation? Yes  No

Has a risk assessment been carried out? Yes  No

Are there preventive measures in place to avoid or minimise the risk? Yes  No

Is there anything else that can be done to avoid or minimise the risk?

As a last resort and if needed, are there panic buttons, do they work and are they quickly and reliably responded to? Yes  No

If name badges are worn are only forenames given? Yes  No

Is there a policy and procedure for home visits, lone working and community based working, including emergency and contact procedures and is this work avoided if it is unsafe? Yes  No

Is information about potential incidents or clients which may present a risk passed on? Yes  No

Do team discussions about clients consider health and safety? Yes  No

Are clients given information so that employees are not held responsible for delays or the way things are done? Yes  No

Can public waiting areas be improved to reduce tension and stress? Yes  No

Can appointments be arranged to avoid long waiting times? Yes  No

Do interview rooms allow easy escape while giving privacy to the client? Yes  No

Are members of the public prevented from wandering about? Yes  No

Are staff trained in what to do and how to diffuse potentially/violent situations? Yes  No

Is counselling and support for the victims and witnesses of violence provided? Yes  No

### **New and expectant mothers**

Employers must include risks to new and expectant mothers within their risk assessments and do what is reasonably practicable to control any hazards identified. During inspections safety reps should check that any risks to new and expectant mothers have been identified and appropriate control measures are in place to prevent injury.

### **Other hazards (please specify)**



## HEALTH AND SAFETY INSPECTION

To: Name:  
Manager or Health and Safety Officer

Location:

From: Name:  
UNISON Health and Safety Representative

Location:

Date:

Dear

### **RE: NOTIFICATION OF HEALTH & SAFETY INSPECTION**

I write to inform you that I will be conducting a health & safety inspection of

..... on (date) ..... at (time) .....

I request that you also attend.

I also intend posting a notice to staff advising them of the inspection and requesting that they raise any health and safety concerns with me.

Yours sincerely

Name .....

UNISON Health and Safety Representative



# HEALTH & SAFETY INSPECTION

**UNISON will be conducting a formal health and safety inspection of this location on:**

Date:

**If you have a health and safety concern, please contact your local UNISON health and safety rep before, during or after the inspection.**

Your health and safety rep is:

**Not a member of UNISON?**

**Join online today at [unison.org.uk/join](https://unison.org.uk/join)**

**or call 0845 355 0845**

## Sources of further information

### UNISON

We Take Your Health and Safety Seriously... so should you. Health and safety recruitment form. Stock number 2729.

Make Your Workplace Safe. Safety rep recruitment leaflet. Stock number 1682.

Make Your Workplace Safe. Safety rep recruitment poster. Stock number 1681.

The Health and Safety 'Six Pack'. A guide to the main health and safety regulations. Stock number 1660.

Safety Representatives and Safety Committees. The Brown Book – the safety rep and safety committees regulations, approved code of practice and official guidance. Stock number 1819.

Health and Safety Representatives' guide. Gives the basics on the role of a safety rep. Stock number 1684.

Risk assessment: a guide for UNISON safety reps. Stock number 1351.

Union Inspection Notices – UNISON information sheet.

These and a vast range of other health and safety materials are available at: [unison.org.uk/safety](http://unison.org.uk/safety). Some job or sector specific materials are produced by and available from the relevant national department. Hard copies of items with a stock no. can be ordered online from the Communications Catalogue at: [unison.org.uk/resources/index.asp](http://unison.org.uk/resources/index.asp).

### OTHER

The Health and Safety Executive ([hse.gov.uk/index.htm](http://hse.gov.uk/index.htm)), the TUC ([tuc.org.uk/h\\_and\\_s/index.cfm](http://tuc.org.uk/h_and_s/index.cfm)), and Hazards Magazine ([hazards.org](http://hazards.org)) all include a vast range of materials on health and safety, from an A – Z of hazards, to guidance for safety reps and on conducting inspections.

Safety representatives draft inspection report form – <https://www.hse.gov.uk/forms/incident/f2533>

Safety representatives inspection form – <https://www.hse.gov.uk/forms/incident/f2534>





