**HEALTH AND SAFETY ARRANGEMENTS FOR WORKPLACE INSPECTIONS**

<table>
<thead>
<tr>
<th>This instruction applies to:-</th>
<th>Reference:-</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPS Occupied Offices</td>
<td>PI 02/2019</td>
</tr>
<tr>
<td>Approved Premises</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Effective Date</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 June 2019</td>
<td>20 June 2019</td>
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</table>

Issued on the authority of: Operational Policy Sub-Board

For action by (who is this instruction for):
- All staff responsible for the development and publication of policy and instructions (Check in box as appropriate)
  - HMPPS HQ
  - Public Sector Prisons
  - Contracted Prisons*
  - National Probation Service (NPS)
  - Community Rehabilitation Companies (CRCs)
  - Other Providers of Probation and Community Services
  - Governors
  - Heads of Groups
  - HMPPS Rehabilitation Contract Services Team

Instruction type: Health and Safety Management System and Legal Compliance

For information: All staff in NPS

Provide a summary of the policy aim and the reason for its development/revision:
This is a new arrangement specifically for the NPS which sets out the minimum requirements for workplace and health and safety inspection and review. The aim of the policy is to introduce a consistent system of inspection which will allow all locations to ensure the provision of a healthy and safe working environment.

Contact:
For further information about this PI contact
Policy lead: Paul Hughes North East Health Safety and Fire Divisional Lead.
Tel: 07542 945059
Email: paul.hughes1@justice.gov.uk

Associated documents:
- PI 18/2015 - Health and safety arrangement for risk assessment
- PI 11/2016 - Health and safety arrangement for the management of fire safety in probation premises
- PI 13/2015 - Health and safety arrangement for the management of accident reporting, recording and investigation

Replaces the following documents which are hereby cancelled: None

Introduces amendments to the following documents: None
**Audit/monitoring:** Compliance with this instruction will be monitored via:
- Regularly completion of KPI reporting to HSF team (reported via SLT and HSF Committee in each division and quarterly to National HSF Committee)
- Divisionally via minimum of 10% dip sampling of completed compliance checks by the HSF teams.
<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Relevant to</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Executive summary</td>
<td>All staff</td>
</tr>
<tr>
<td></td>
<td>Background</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Desired Outcomes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Application</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mandatory Actions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Resource Impact</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Operational Instructions</td>
<td>All staff</td>
</tr>
<tr>
<td></td>
<td>Routine Workplace Inspection (WPI)</td>
<td></td>
</tr>
<tr>
<td>Annex A</td>
<td>Workplace Inspection Template</td>
<td>All managers</td>
</tr>
<tr>
<td></td>
<td>Glossary / Abbreviations</td>
<td>All staff</td>
</tr>
</tbody>
</table>
1. **Executive Summary**

**Background**

1.1 This instruction is one of a number of Probation Instructions which forms part of HMPPS’ Health and Safety Management Arrangements as required by the Health and Safety at Work Act and subsidiary legislation. All arrangements can be accessed via the “Policies and Resources” section of the HMPPS Intranet. Related guidance and safe operating procedures are available via Single Operating Platform and the “My People Online” section of the “Communities” tab on the HMPPS Intranet. It is a legal requirement for these arrangements to be brought to the attention of all employees.

1.2 The Health and Safety at Work Act 1974 and associated legislation/guidance, require that employers implement appropriate measures for managing Health, Safety and Fire (HSF). This includes the monitoring and review of preventative and protective measures. It is an integral part of a manager’s role to manage HSF systems, which includes the regular inspection of the work area for which they are responsible to ensure that hazard control measures are maintained. This Instruction sets out national policy for the routine inspection of workplaces with a view to providing a safe working environment.

1.3 A system of workplace inspections is a proactive measure, designed to monitor existing hazards and control measures and identify new hazards within the workplace before such hazards cause harm to staff, offenders and visitors. It also identifies remedial actions in relation to existing control measures and additional control measures which can be introduced to improve and maintain the safety of those working in and visiting the premises. This is an integral part of any HSF risk management system.

1.4 As well as managing HSF risks, a systematic approach to health and safety inspection helps to ensure that HMPPS is meeting its duty of care owed to staff and third parties.

**Desired Outcomes**

1.5 Work-related injury and ill health amongst staff, offenders, contractors and visitors is reduced and controlled.

1.6 HSF Risks are meaningfully assessed and proportionately controlled and monitored.

1.7 Staff and their trade union/staff representatives are consulted on matters of HSF

1.8 Incidents and hazards are accurately and promptly reported and recorded

1.9 All NPS sites operate a robust, demonstrable workplace inspection system.

1.10 The approach to inspecting workplaces is consistent across the estate.

1.11 Heads of LDU, managers and staff are aware of the benefits to be gained from implementing an efficient system of workplace inspection and the place of such a system within good overall management of the HSF risk.

**Application**

1.12 Workplace inspection carried out by managers / staff ensure the work carried out in their areas is being conducted safely and that any hazards are identified and control measures put in place. managers and staff, however predominately managers should be alert to hazards at all times, and respond appropriately by introducing control measures. This could take the form of staff instruction or reporting equipment and premises faults in a timely manner.
1.13 The purpose of formal workplace programmed inspections is to ensure that HMPPS has a systematic means of checking its workplaces, recording and acting on hazards as they arise. This will provide evidence of appropriate local management ownership of HSF.

1.14 Section 2 of this Instruction is concerned with formal workplace inspection and describes a system for carrying out inspections on a routine basis.

**Mandatory actions**

1.15 Heads of LDU's must ensure that all staff are made aware of this Instruction. They must put in place measures to ensure that a programme of inspections is developed and maintained.

1.16 Relevant line and function managers must ensure that inspections are undertaken in line with the agreed programme.

1.17 HSF Key Performance Indicators (KPIs) must be reported via the divisional HSF team on the agreed basis in order to monitor compliance and provide organisational assurance, local managers must ensure there is a robust process in place to ensure this is undertaken within agreed timescales.

1.18 All staff must be familiar with Section 2 of this Instruction and understand the mandatory nature of Workplace Inspections.

1.19 Heads of LDUs must follow the processes set out in Section 2 in ensuring an appropriate system of proactive Workplace Inspections is in place and that managers in particular, are aware of their obligation for the implementation of such a system.

**Resource Impact**

1.20 Most NPS sites will already be undertaking some form of inspection programme in various parts of the organisation. The introduction of a more consistent and systemic approach to workplace inspections should therefore not have any significant resource implications.

(Approved for Publication)

Dave Mann
Director of Human Resources, HMPPS
2. **Operational Instructions**

2.1 All staff must be made aware of the contents of this section and the system of workplace inspections within their workplace. This must form part of local staff information services and particularly local induction and familiarisation training.

2.2 All staff have a statutory duty to co-operate with their employers’ systems for managing health and safety and this extends to reporting, and / or acting on, hazards as they arise in the workplace.

2.3 Managers in particular, must ensure the work areas for which they are responsible, are inspected regularly in line with this Instruction or local inspection programmes devised under it.

**Routine Workplace Inspection System**

2.4 Managers are responsible for ensuring there is a system for routine inspections within their work areas. A schedule of workplace inspections must be compiled, in consultation with other relevant staff and/or agencies i.e. CRC, Court Management, TU’s etc.

2.5 Workplace inspections will usually be conducted during normal working hours, but it may be worth varying this in work areas that work different shifts or where operational circumstances vary considerably out of hours i.e. checks on external lighting before the onset of winter.

2.6 Managers must ensure that workplace inspections are completed and recorded electronically on the HSF management Tool. See annex A for inspection template.

2.7 Approved Premises (APs) must have in place a daily system of health safety and fire checks. Health safety and fire daily checks to include HSF items, physical building feature and emergency equipment and are recorded on the AP daily checks template on EQuiP.

2.8 Records of the inspections/checks must be sufficient to show that all areas of the workplace are covered in line with the relevant frequencies and that any hazards in the work area would be identified.

2.9 Managers are responsible for ensuring their areas are inspected as per the inspection schedule. It is good practice to involve other managers where applicable and to invite staff or trade union safety representatives in the process and to seek specialist HSF advice where required.

2.10 All inspections of the workplace are to be led by the appropriate manager relevant to the site being inspected. *Local trade unions safety representatives must be included by invitation to participate.* (This does not preclude TU safety representatives from undertaking independent inspections, however these should be agreed with local management in advance).

2.11 It is the manager’s responsibility to record any significant findings and to ensure that both immediate and any underlying problems are addressed appropriately. This may involve one or more levels of action. Below is a simplified example of this: -
Simple example: Wet floor

- Remove hazards immediately (e.g. ask someone to mop the floor).
- Ascertain why the floor is wet. Does it happen regularly, or is it an isolated incident? (E.g. the suitable cleaning regime may not be being used).
- Address any management issues (e.g. appropriate supervision, training issues).
- Consult other departments (e.g. FM contractor or landlord if there is a building issue).
- Formally report to Head of LDU where problems cannot be easily resolved.

2.12 It is the lead persons responsibility to ensure that any necessary remedial actions identified as a result of workplace inspections in their area are implemented and then to monitor the effectiveness of measures that are introduced. The relevant manager must have an oversight or be directly involved in all outstanding actions.

This can be achieved within the NPS by the use of established LDU Health and Safety Groups who are able to escalate issues via the Divisional HSF Committee. Also, estate relating findings can be raised and monitored at the Divisional Estates Boards.

2.13 It is NOT the role of the HSF committee to “resolve” individual items arising from inspections. Items raised should be dealt with by normal business processes such as FM requests or internal instructions e.g. to clear rubbish etc. However, where inspections raise regular themes or persistent problems, the HSF committee should be informed and be the forum to address these.

2.14 Evidence of a robust, effective workplace inspection system will also be required for Audit and Assurance purposes.

Frequency of inspections/checks

2.15 Due to the high risk within APs, each AP must complete HSF daily checks throughout the property and record them on a daily basis. This can be completed by any staff member on duty but must be signed off by responsible manager each week.

2.16 Workplace inspections in APs and all other offices where NPS staff are based must be led by the responsible manager and/or senior administration officer on site. The inspections must be completed quarterly in all properties. These inspections must to pre-organised and all relevant parties (Trade Unions, Staff Representatives, Court staff, CRC staff) must be made aware of the date of inspection.
### Workplace Inspection, Q1 - NPS

**LDU Building**

**Date of inspection**

01 April 2019

**Names of Inspectors**

Approved Premises Only

<table>
<thead>
<tr>
<th>Fire Safety</th>
<th>Compliant?</th>
<th>Comments / Action to resolve</th>
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<tbody>
<tr>
<td>Fire risk assessment available and recommendations enforced</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Fire exits/routes clearly marked</td>
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**Housekeeping**

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<th>Comments / Action to resolve</th>
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<tbody>
<tr>
<td>Yes</td>
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Clear entrance and exit routes

Yes |  |

Manageable background noise

Yes |  |

General cleanliness

Yes |  |

Door and window opening safety

Yes |  |

Effective blinds to reduce glare

Yes |  |

Facilities for new and expectant mothers

Yes |  |

Furniture and equipment undamaged

Yes |  |

Heating to acceptable levels

Yes |  |

Lighting operating correctly

Yes |  |

Safe Storage (PPE not damaged)

Yes |  |

Objects not stored above head height

Yes |  |

Safe working procedures – documented and available

Yes |  |

Storage of combustible materials managed appropriately

Yes |  |

Storage of equipment in suits

Yes |  |

Storage of chemicals and Other Hazardous Materials

Yes |  |

Slip and Trip Hazards: Clear walk-ways/ access

Yes |  |

Office is free from trailing cables

Yes |  |

Personal belongings out of way

Yes |  |

Floor Surfaced: clean, dry

Yes |  |

Storage luxex floor obstruction and damage in staff areas

Yes |  |

Door locks: unlocked and secure

Yes |  |

Ventilation available

Yes |  |

Working space well managed

Yes |  |

Workplace-risk assessments available

Yes |  |

H&S at work Poster prominently sited

Yes |  |

Egress area safe

Yes |  |

First Aid

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<th>Compliant?</th>
<th>Comments / Action to resolve</th>
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<td>Yes</td>
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Personal alarm available (no testing)

Yes |  |

Effective alarm procedure in place

Yes |  |

First Aiders/ Appointed Persons identified and names displayed

Yes |  |

Defibrillator - Pads in date/Battery check

Yes |  |

Two way radios - Awareness of safe system of work/Evidence of use.

Yes |  |

Contractors

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<tr>
<th>Compliant?</th>
<th>Comments / Action to resolve</th>
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<td>Yes</td>
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Sign in/s out procedure

Yes |  |

Personal alarms issued and understood

Yes |  |

Visitors: log book, instructions, identification badges

Yes |  |

Defibrillator - Pads in date/Battery check

Yes |  |

Emergency/evacuation/escape systems, availability and operation

Yes |  |

Equipment and Machinery

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<tr>
<th>Compliant?</th>
<th>Comments / Action to resolve</th>
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<td>Yes</td>
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Cables in good order

Yes |  |

Electrical distribution - earthed, earthing identified and locked

Yes |  |

Electrical equipment checked, staff i.e. PAT testing in date

Yes |  |

Comments / Action to resolve

*. Please ensure all areas have been covered in this section.

**Workplace Inspection, Q1** to be completed between:

25 April 2019

and:

25 June 2019

NPS, 0, 0

Workplace Sampling

Front Page
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSF</td>
<td>Health, Safety and Fire</td>
</tr>
<tr>
<td>WPI</td>
<td>Workplace Inspections</td>
</tr>
<tr>
<td>KPI</td>
<td>Key Performance Indicators</td>
</tr>
<tr>
<td>NPS</td>
<td>National Probation Service</td>
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<tr>
<td>HMPPS</td>
<td>Her Majesty's Prison &amp; Probation Service</td>
</tr>
<tr>
<td>LDU</td>
<td>Local Delivery Unit</td>
</tr>
<tr>
<td>CRC</td>
<td>Community Rehabilitation Company</td>
</tr>
<tr>
<td>AP</td>
<td>Approved Premises</td>
</tr>
<tr>
<td>FM</td>
<td>Facilities Management</td>
</tr>
<tr>
<td>PP</td>
<td>Public Protection</td>
</tr>
<tr>
<td>SWP</td>
<td>Safe Working Practice</td>
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