

Appendix 4 Guidance for managing, undertaking and reporting SHE inspections (SHE Tours)

SHE Inspections, commonly referred to as Safety Tours, form a critical component of the STFC's SHE monitoring regime and focus upon the adequacy of the physical working environment in which staff and others work.

In establishing the inspection programme consider the following factors:

- Geographic areas – *all areas should be subject to an inspection at least every 2 years* – particular areas may warrant inspection at a greater frequency until they are considered under control - in general sites/estate areas outside of areas occupied will be addressed by the inspection programmes of the site estates teams but this should be confirmed where there is uncertainty. At RAL areas immediately outside Departmental buildings would be covered by Departmental inspections;
- Document the programme assigning inspection numbers, inspection leaders and approximate time frames over which the tours should be undertaken;
- Consider the hazards present in particular areas - while offices are by comparison low hazard areas that could be inspected once every 2 years higher hazard areas for example workshops should be inspected more frequently;
- Review the injury and near miss data for particular buildings/areas would this direct particular attention to any given workshop or laboratory; and
- Review the results of previous safety inspection or audits to determine any areas of concern that may warrant higher frequency inspection.

When establishing inspection/tour teams consider the balance of experience available within the team:

- Employ staff who have undergone training detailed in Appendix 1;
- Ensure that at least one team member is independent of the areas to be toured. It is recommended that 'swops' are made between Departments or Divisions to encourage the sharing of learning between Departments and bringing 'a fresh pair of eyes' to particular areas;
- Offer places on the team to locals Trade Union (TU)/employee safety representatives. TUs have legal rights to undertake safety inspections and involving them in an established programme minimises the impact of safety inspections on staff;
- Ensure that one member of the team takes a lead and is responsible for ensuring that the inspection report is completed and issued in a timely manner; and
- Inspections should involve one member of the Corporate SHE team to ensure standards and good practices are shared between Departments.

When conducting and reporting safety inspections/tours consider the following:

- In preparation for the inspection:
 - confirm scope of areas to be inspected/toured;
 - find copies of the last inspection – to check whether previously identified issues are still a problem;
 - find copies of the fire safety plans for areas to be audited from SHE Group showing fire doors, fire alarm call points, fire detectors points and fire extinguisher locations that can be checked; and
 - as appropriate utilise the checklists in this appendix for offices, workshops and/or laboratories. While the use of checklists can be helpful they should not become the focus of attention as any checklist will inevitably not address all issues in all circumstances.
- Consider using digital cameras/phone cameras to take photos of area that require attention, rooms, cupboards etc this is often a far more effective way of describing an issue than using words. Ensure you have some means of recording the location of each image recorded.

- Actively take time to talk to staff and others during inspections to check their understanding of the SHE Management system, for example check they:
 - know how to report incidents and near misses;
 - know about the SHE codes and where to find them;
 - know what to do in the event of a fire or fire alarm;
 - know where the Risk Assessments for their work are located and their content;
 - have received sufficient training to undertake their role safely; and
 - have discussed safety objectives and safety training needs as part of their APR.
- When talking to staff and others make sure to give positive feedback to those who are managing safely well and consider when documenting the safety inspection's findings recording such in the report and/or recording an action to give such feedback to relevant management such that it can be relayed to those seen during the inspection and managers responsible for the area toured.
- Care should be taken when undertaking SHE inspections to ensure that the focus remains on SHE issues – an untidy office, laboratory or workshop is not necessarily a SHE issue. SHE inspections should focus on SHE issues for example fire hazards from accumulated combustible materials or a trip hazards from material stored on floor hindering access or egress rather than an unsubstantiated comment about an untidy office.
- Document the findings of safety inspections as soon as practicable after the event, ideally within 1 working week. Record problems identified and recommended actions, and praise/commendation for areas well controlled and managed. If specific actions have already been agreed with local management as the tour proceeded, then these should be recorded. The reports should be forwarded to relevant responsible management for acceptance or otherwise. Suggested report structure and content is presented below.
- Responsibility for assigning resource to complete actions and completion dates resides with line management. Where possible all actions should be completed within 3 months of the audit.
- Record the audit report in Evotix Assure where the actions can also be set up to facilitate monitoring their completion. Evotix Assure will also allow standard progress reports for safety inspection actions to be set up.

Suggested structure of Inspection Report:

From: Lead inspector

To: Management responsible for area(s) inspected

Cc: SHE Group, inspection team, chair(s) of Departmental safety committee(s), Trade Union safety representatives and Departmental Safety Contact(s)

Inspection Report title

Inspection tour reference YYYY/01

Summary of areas inspected

Date(s) tour conducted

Name of lead inspector and inspection team

Inspection report recipients: management responsible for the areas audited

1. Summary including an overall tour score

Inspection tour scores

| Score | Descriptor | Commentary |
|-------|---------------------------------|---|
| 1 | Unsatisfactory | Serious hazards identified requiring immediate shutdown of area and Departmental Director notified. The area is only to be reopened when the faults are corrected, and the area made safe and authorisation given by the Department Director. Areas receiving a score of 1 should be re-toured prior to re-opening and after three months. |
| 2 | Significant Improvements Needed | A high number of faults / hazards identified. The department head of an area scoring a two is to be notified and sent the tour report which will include a list of faults. Areas receiving a score of 2 should be re-toured shortly after the three month correction period has expired. |
| 3 | Moderate Improvements Needed | Numerous faults / hazards identified. Areas receiving a score of 3 should be re-toured shortly after the three month correction period has expired. |
| 4 | Minor Improvements Needed | Two or three minor faults / hazards identified. Areas receiving a score of 4 should be re-toured as planned in the next round of annual tours. |
| 5 | Satisfactory | One minor fault / hazard identified. Areas receiving a score of 5 should be re-toured as planned in the next round of annual tours. |

2. Recommendations – presented in tabular format to facilitate their consideration by relevant line management, suggested format below and pro forma attached

| Area | Room/Lab/Workshop | Problem identified and recommended action(s) | Mgmt. accepted YES/NO | If NO basis for this decision If YES action(s) planned | If YES | |
|--------|-------------------|--|--------------------------|---|--------------------------------------|------------------------|
| | | | | | Responsibility for action completion | Action completion date |
| Area 1 | Room Nos | | | | | |
| | Room Nos | | | | | |
| | Room Nos | | | | | |
| Area 2 | Room Nos | | | | | |
| | Room Nos | | | | | |
| | Room Nos | | | | | |

Example safety inspection/tour checklists

Inspection/tour checklists should be employed with care while helpful when inspection members are new to their role, excessive use can result in a 'blinker' approach to inspections/tours and failure to 'stand back' and observe major deficiencies.

The attached example inspection checklists should be considered as examples to be tailored to suit particular applications.

Examples have been developed for typical examples of the following environments:

- Offices;
- Laboratories; and
- Workshops

Example inspection checklist for Offices

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| 1 | Floors and stairs are well maintained, have non-slip surfaces; & corridors are clear of obstacles to allow easy movement of people and equipment under normal circumstances and in the event of an emergency. |
| 2 | Toilets are clean and adequately illuminated with functional wash basin(s) and hand drying facilities. |
| 3 | Working temperature is suitable for working, above 16°C and provided with windows in hot weather. Where portable electric heaters etc are present are they properly wired & maintained? |
| 4 | Swing doors provided with vision panels. |
| 5 | Fixtures & Fittings must be suitable for purpose; free from splinters & sharp edges. |
| 6 | Scissors, knives, pins, razor blades, sharp items are suitably stored and used safely. |
| 7 | Filing cabinets are fitted with 'pull out stops' to prevent toppling when more than one draw opened. |
| 8 | Computers, desks & seats should be free from wear/tear & require DSE assessments , Has computer equipment been PAT tested? Is it in date? |
| 9 | Kick stools/step ladders should be provided for reaching high levels, are they in good order? |
| 10 | Is shelving overloaded? If heavy materials are stored above head height is there suitable access – kick stools? |
| 11 | Kitchen areas: has crockery etc been washed; spillages wiped up, no accumulated food wastes, where cookers are present are there fire blankets/extinguishers? Are they in date? |
| 12 | Is there a Risk Assessment for the area, is it up to date? Is it posted locally, do staff know about it? |
| 13 | Electrical machines etc. should be tuned off or powered down when not in use. |
| 14 | Are electrical plugs etc in good repair – no bare wires, broken pugs etc; is the use of extension cords limited where possible, no 'daisy chaining' of extension leads or multiple adaptors, to prevent overloading circuits, no trip hazards from trailing cables. |
| 15 | All portable appliances are within PAT test dates & those that are directly wired to the mains system on an annual basis. |
| 16 | Do staff and visitors know their fire drill – location of nearest fire glass break point, how to report a fire x2222 , where the nearest fire extinguisher is, location of fire assembly areas etc |
| 17 | Staff have unrestricted escape routes to fire doors without trip hazards, do the fire doors open? |
| 18 | Check that the type & number of fire extinguishers are present & in date; have the workforce been trained; are there sources of ignition? |
| 19 | Keep fire doors closed; escape routes should be marked & free from obstruction. Can fire exits be easily opened in emergency? Are smoke detectors free from obstruction that may hinder their effectiveness? |
| 20 | Is the fire alarm audible everywhere? |

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| 21 | Are all employees/visitors aware of their respective First Aiders. |
| 22 | Has a manual handling assessment been carried out for any significant manual handling tasks? |
| 23 | Are employees & visitors instructed in the proper lifting techniques ? Have they been trained? |
| 24 | Wastepaper bins, skips, etc. particularly in photocopier rooms, should be provided and emptied regularly to prevent the accumulation of combustible materials. |

Example inspection checklist for Laboratories

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| 1 | Floors, stairs, corridors etc. are well maintained, well lit, provided with non-slip surfaces & free of detritus. All work areas should be left neat & tidy. |
| 2 | Ceilings, benches, shelves etc. should be clean, clear of equipment & waste materials when not in use. Liquid chemicals are stored below shoulder height . |
| 3 | There should be no tripping hazards ; doors are fitted with obstruction vision panels . |
| 4 | Fridges, freezers etc. used for storing samples are clearly labelled; no food or beverages stored in alongside samples |
| 5 | Mechanical pipetting devices must be used. |
| 6 | Flammable liquids segregated from ignition sources; and oxidising materials & clearly labelled. Chemicals stored correctly. |
| 7 | An inventory for flammable liquids (flash pt. >60.5°C) and Combustible liquids (f.p.<60.5°C). |
| 8 | Computers, desks, chairs, etc. DSE risk assessments should be carried out. |
| 9 | Heavy machines having pulleys, belts, "pinch points" etc; are protectively guarded; if a guard is removed then unit must not energise. Electrical plugs are disconnected when not in use. |
| 10 | Airborne hazards contained in glove-boxes or fume cupboards, such equipment should be registered and inspected at least 14 monthly. |
| 11 | All laboratory workers must be familiar with SDS sheets for the materials they are working with ; accessible through the SHE website. |
| 12 | An inventory of all chemicals used in the lab (e.g. SDS) and their suppliers is available? |
| 13 | Are COSHH assessments carried out? What is the washing procedure for flasks, etc? should chemical showers be available? |
| 14 | All liquid chemicals stored in drums/IBCs shall be labelled; in designated bunded areas. |
| 15 | Separate containers must be made available for broken glass, metals, oil & batteries. |
| 16 | Ensure that waste cultures are autoclaved . Decontaminate/clean area at the end of the working day. |
| 17 | A chemical spill-kit available for each lab; calcium gluconate should be used for hydrofluoric acid, mercury spill kit for mercury. |
| 18 | Acids must be separated from caustic chemicals and poisons from acids. Chemicals are stored & used away from eating/drinking/smoking areas; storage areas must be labelled. |
| 19 | PPE, safety shoes and gloves, etc. provided, worn & stored correctly. Staff understand the use and limits of the PPE they use. No open-toed sandals worn. |
| 20 | Hearing protection for noisy areas; |
| 21 | Work surfaces are free from clutter/equipment; spillages/accidents cleaned up promptly. |
| 22 | Employees/visitors familiar with fire instructions, location and types of fire extinguishers – in date extinguishers. Fire exits; risk assessments; available? |
| 23 | Keep fire doors closed; escape routes should be clearly marked & free from obstruction. |
| 24 | Alarm audible everywhere? Fire exits should be easily opened, identifiable & well lit. |
| 25 | First Aid kit; & eyewash unit are available; everybody knows their individual First Aiders. |

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| 26 | Temporary cables are covered where a tripping hazard occurs. Water in proximity? |
| 27 | Are electrical plugs etc in good repair – no bare wires, broken pugs etc; is the use of extension cords limited where possible, no 'daisy chaining' of extension leads or multiple adaptors, to prevent overloading circuit.. |
| 28 | All portable appliances are within PAT test dates & those that are directly wired to the mains system on an annual basis. |
| 29 | Overloaded circuits, incorrect use of adapters etc. may require use of an extension bar. |
| 30 | Operators of waste-controlled areas remove waste & provide adequate work bins/skips. |
| 31 | Are heavy loads shared; ensure direction is visible; which if any, lifting aids is provided? Have manual handling assessments been carried out? Are employee/visitors trained? |
| 32 | Have risk assessments been carried out for each type of machine? Are staff aware of them, have actions been completed? |
| 33 | Any machine areas are suitably marked; & kept free of waste, materials & hazards. |
| 34 | Are laboratory sink drains marked to indicate what can be placed in them? |
| 35 | Is signage present at the area entrance, indicating anything which may pose a risk to members of security and emergency services entering the area in an emergency (possible oxygen depletion, high voltage, radiation source etc.)? |

Example inspection checklist for Workshops

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| 1 | Floors/stairs, ceilings, walls, benches, shelves etc. free from debris, etc. & wear/tear. |
| 2 | No non-slip surfaces ; no tripping hazards; swing doors have restricted vision panels. |
| 3 | No obstructions - wastes; & suitable width for easy movement of people/equipment . |
| 4 | Lighting is free of glare/poor lighting, windows can open. |
| 5 | Heating is satisfactory; if seated persons exposed to a minimum of <16°C after 1 st hour. |
| 6 | Fixtures & fittings are suitable for the purpose; free from splinters & sharp edges. |
| 7 | Flammable liquids away from ignition/electrical sources (flash pt. >60°C); clearly labelled; shower & eyewash unit available; inventory should be carried out & displayed. |
| 8 | Liquid or fluid chemicals should be stored below 4 litres (by volume); stored below shoulder height; & signage is required for gases/flammables. |
| 9 | Computers, desks, chairs, etc. – they must have DSE risk assessments for their users |
| 10 | Heavy machines having "pinch points" etc. are protectively guarded; if a guard is removed then unit must not energise. Machines turned off/power down when idling. |
| 11 | Limited access/exclusion zones are clearly marked; hazardous emissions only within the capture zone of hood ; LEVs regularly tested; warning notice should be displayed. |
| 12 | Ensure that method statements (& risk assessments.) for contractors ; safe systems of work ; work permits ; & hazard warning labels ; are completed by the manager. |
| 13 | A notice board with the person's name on it; emergency first aid; & fire arrangements. |
| 14 | Ensure road markings, speed limits and all traffic routes are explained & understood. |
| 15 | Are protective guards available to the pillar drills; grinders; lathes; CNC machines etc.? |
| 16 | Are risk assessments carried out for each type of machine? Is PPE necessary? |
| 17 | Is access to alarms; stop/plant controls; & safety equipment unobstructed? |
| 18 | Drains are marked on plans (trade waste-blue; surface water-green; ponds; & canals). |
| 19 | Are environ/safety emergency control equipment in place; showers/spillage containment? |
| 20 | The SDS must be available. Are COSHH risk assessments carried out? |
| 21 | Evaluate all labels & ensure chemicals/biological samples are correctly stored. |
| 22 | Liquid chemicals to be stored in drums, tanks & Intermediate Bulk Containers (IBCs), labelled & placed in bunded areas. |

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| 23 | Storage areas should be labelled for usage & fire purposes. Flammables (solvents) are separated from oxidising materials & acids/caustic chemicals from poisonous materials. |
| 24 | Ensure laboratory equipment is safely operated, stored & maintained and experiments in extract hoods should be labelled & unobstructed . Chemicals are kept to a minimum vol. |
| 25 | Vacuum pumps are equipped with a pulley guard and should be discharged outside. |
| 26 | Lab coats, safety glasses/goggles, thermal & hearing protection, prescriptive shoes etc. should be worn . No open toed shoes or sandals etc. are allowed. |
| 27 | Respiratory wearers should be fitness tested, personalised & registered with the lab. |
| 28 | Employees/visitors/contractors are familiar with fire instructions (training); & aware of assembly points? Keep fire doors closed & escape routes marked & free of obstruction. |
| 29 | Is fire alarm audible; fire exits marked & easily opened; know a klaxon from a fire drill ? |
| 30 | Fire extinguishers & First Aid kits are readily available and in date; smoking available in workshops? |
| 31 | Are flammable materials stored in a metal cabinet; is waste removed regularly? |
| 32 | Electrical cords, plugs, etc. – broken, in bad repair? On a regular maintenance service ? |
| 33 | Portable electric heaters, etc. - properly wired with appropriate earthing devices; circuit breakers; & three prong plugs; put through a portable appliance test (PAT). Out-of-date ? |
| 34 | Directly wired appliances to the mains system are placed on an inventory checklist. |
| 35 | Any overloaded circuits; damaged cables ; worn leads; or the incorrect use of adapters . |
| 36 | Fixed equipment are hard wired to the mains system; computers use an extension bar. |
| 37 | Any waste shall be removed in a controlled manner and decontaminated prior to disposal? |
| 38 | Adequate bins/skips for areas should be provided and emptied on a regular basis. |
| 39 | A risk assessment been carried out for manual handling task? Are heavy loads shared? |
| 40 | Is signage present at the area entrance, indicating anything which may pose a risk to members of security and emergency services entering the area in an emergency (possible oxygen depletion, high voltage, radiation source etc.)? |