

The Glasgow School of Art

GSA Procedure for Monthly Departmental Health and Safety Inspections

August 2017

Policy control

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| Approving Bodies | Occupational Health and Safety Committee (September 2017) |
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| Supersedes | Compliance Guidelines for Departmental Health and Safety Inspections (2009) Monthly Premises Health and Safety Inspection Checklist Including Workshop Area (2011) General Inspection Checklist (2012) |
| Supporting policy | Occupational Health and Safety Policy Occupational Health and Safety Policy Arrangements |
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| Benchmarking | Loughborough University; Departmental Safety Inspections Policy Oxford University; Departmental Safety inspections Manchester Metropolitan University; Departmental Health and Safety Inspection Checklist |

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1. Introduction

Within GSA Monthly Health and Safety inspections are an important part of School's or Professional Support Area's system for managing Health and Safety and provide a means for their departments to measure health and safety performance against local procedures. They also serve to identify unsafe procedures and unsafe conditions and provide an opportunity to rectify them before an incident happens and to ensure that other, more specific checks and tests have been made at the appropriate intervals (e.g. fire extinguishers, electrical equipment etc.).

The appendices to this procedure contain further information and tools to assist in its implementation. These are:

Appendix 1: Guidance Notes for Monthly inspections

Appendix 2: Health and Safety Monthly Premises Inspection Checklist

2. Responsibility for Inspection

Heads of Department and their professional support area equivalent are responsible for ensuring that monthly formal Health and Safety inspections are carried out of the areas under their control.

The task can be delegated to other members of staff; however, the outcome should be reported back to them. They should also sign the inspection checklist, although for larger departments it is sufficient for the responsible manager for each area to sign action plans for their area of responsibility

It is the responsibility of the Head of Department and their professional support area equivalent to see that all comments and deficiencies raised in the inspection are actioned within the agreed timescale.

3. Monthly Inspection Checklist

The Health and Safety Monthly Premises Inspection Checklist found in Appendix 2 should be used within departments to ensure adequate controls are in place and to identify any unsafe procedures or unsafe conditions and rectify them before an incident happens. The Guidance Notes for Monthly inspections (see Appendix 1) should assist in completing the monthly inspection.

4. Other GSA Monitoring Inspections

GSA's Active Monitoring Inspection Programme is delivered by the Health and Safety Team. Heads of School and Professional Support Areas should ensure that, within their area of responsibility, academic or professional support departments have made arrangements for regular inspections of areas and work activities.

Planned inspections/walk rounds will also be arranged ahead of any large events such as Degree Show, Postgraduate Degree Show or large installations where there are Health and Safety concerns.

Unannounced Inspections are also carried out throughout the year within Glasgow School of Art.

Appendix 1: Guidance Notes for Monthly Departmental Inspections

The following guidance should assist when carrying out Monthly Departmental Inspections

1. Health and Safety Information

All staff in the area should be aware of how to find Health and Safety information

The following should be displayed in the building/area:

- Health and Safety Law Poster
- Employers Liability Insurance Certificate

2. Induction

All staff should receive a full Health and Safety Induction when they join GSA.

If this is not the case, the member of staff should speak to their line manager to conduct an induction using the Staff Health and Safety Induction Form and Staff Health and Safety Induction Guidance found on GSA's website: <http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/>

3. Fire

All fire evacuation/emergency routes must be kept clear and be unobstructed. Fire doors must be able to open easily and must not be obstructed in any way. Fire doors must not be propped open, as when they are closed they will prevent the spread of fire within the building. There will be a sticker on the extinguisher with the date it was last tested. This must not exceed 12 months.

Fire action notices and fire exit signs should be displayed and visible and all staff should be aware of who the designated fire marshal is in the area.

Aerosols must be stored appropriately and separately from other flammable liquids. For further guidance please refer to *GSA Guide to Safe Use and Storage of Flammable and Combustible Liquids*

4. First Aid

The names and telephone numbers of the local first aiders should be displayed throughout the building. All first aid kits in the area/department should be checked to ensure they are fully stocked and with the contents in date.

Eye wash bottles must be full and the seal must not be broken. Once the seal has been broken, the contents must be disposed of. Eye wash bottles have a use by date stamped on the outside of the container. The contents must not be used after that date. Eye wash containers must be stored in the correct way i.e. fixed to the wall or kept on correct holder etc. If a cylinder type of eye wash is used the pressure on the dial must be at the correct pressure.

5. Accidents

It is a legal requirement that GSA maintains records of any accidents/incidents or near misses which occur on GSA premises or when staff, students or visitors take part in any GSA related activities. If anyone suffers an injury or are involved in an incident/near miss while on GSA premises or during an

off-site activity relating to GSA, it must be recorded in the accident/incident book. Staff in the area should refer to the *Procedure for Reporting Accidents, Incidents and Near Miss Events* which outlines how to report accidents incidents and near misses: <http://www.gsa.ac.uk/media/1243826/GSA-OHSMS-Procedure-for-Reporting-Accidents-Incidents-and-Near-Miss.pdf>

6. Housekeeping

To minimise the risk of accidents all access ways must be unobstructed. Anything that could cause a tripping hazard must be identified, such as worn carpet, loose carpet tiles, lose or missing stairs treads etc. If there are any faults found these should be reported through the Estates Help Desk.

7. Lighting

All lighting should be in working order and free from any flickering. If there are any faults found these should be reported through the Estates Help Desk.

8. Storage

All equipment must be stored in the correct places and not left obstructing pathways/exits.

The storage shelving must not be overloaded and must be in good condition. All items must be stored in an orderly fashion with no glass items stored above head height.

9. Electrical

The use of mains extension cables should be avoided. If their use is unavoidable they must be secured and kept away from walkways. All portable electrical appliances must be PAT tested on an annual basis and have a pass sticker attached.

Make sure there are no trailing leads that could cause a trip hazard in the work place. If used, they must be in a protected cover and that there is the correct amount of plugs in a socket and it is not overloaded by the use of an adaptor. 1 plug per socket.

For further guidance refer to the *GSA Guide to Safe Use of Electrical Extension Systems*.

10. Temperature and Ventilation

The minimum working temperature is around 16°C. There is no upper limit.

For more information on temperature visit the Health and Safety Executives frequently asked questions: <http://www.hse.gov.uk/temperature/faq.htm>

11. Welfare Facilities

Welfare facilities include providing drinking water and having adequate means of washing and drying facilities for hands.

Toilet facilities must be available and with regards to disabled toilets these must comply with the Equality Act 2010 and related regulations and the facilities must be kept clean and well maintained.

Designated smoking areas must be clearly marked and situated away from the entrances with suitable means of safely disposing of the cigarettes.

12. Risk Assessment

Suitable and sufficient risk assessments must be undertaken for all work activities that may pose a significant risk of injury; these must be brought to the attention of all staff and filed in the department.

The *GSA Health and Safety Risk Assessment Procedure* and form can be found on GSA's website: <http://www.gsa.ac.uk/media/1278542/GSA-Health-and-Safety-Risk-Assessment-Procedure-v2.pdf>

13. Hazardous Substances

COSHH assessments should be completed and available for all hazardous substances and up to date with recommendations actioned.

All hazardous substances must be kept in an appropriate storage cabinet and have the correct signage displayed.

The *GSA Control of Substances Hazardous to Health (COSHH) Procedure* and form can be found on GSA's website: <http://www.gsa.ac.uk/media/1410364/GSA-COSHH-Risk-Assessment-Procedure-.pdf>

14. Display Screen Equipment

All members of staff who are defined as "users" are required to complete a DSE Self-Assessment Form. For more information on DSE you should refer to the Display Screen Equipment Procedure: <http://www.gsa.ac.uk/media/1243823/Display-Screen-Equipment-Procedure.pdf>

15. Lifting and Handling

Moving and handling tasks should be avoided where possible and appropriate lifting aids should be used however if this cannot be avoided all manual handling activities must be risk assessed and employees must be trained on safe lifting and handling techniques before starting the task.

For further guidance refer to the *GSA Manual Handling Risk Assessment Procedure* found on GSA's website: <http://www.gsa.ac.uk/media/1359183/GSA-Manual-Handling-Assessment-Procedure-v1.pdf>

16. Work Equipment

Machinery risk assessments should be carried out and available recommendations actioned. You should ensure that the area around the machine is kept free from any rubbish that could hinder the correct use of the machine or contribute to an accident.

Check that all guards that protect people from moving parts are in place and in good condition.

Make sure that there is an emergency stop button fitted to the machine and if it is safe to do so test the button to see if it works correctly.

The correct Personal Protective Equipment should be worn at all times within the workshop.

Any defects should be reported to the team leader (or equivalent) of the area.

17. External (if applicable)

External bins should be secure and kept away from the building to prevent arson. Roads and paths around buildings should be free from defects and outside areas should be clean and orderly and sufficiently lit.

Other

Any other issues/concerns that are not included in the checklist should be raised.

Appendix 2: Health and Safety Monthly Premises Inspection Checklist

GSA's Health and Safety Monthly Premises Inspection Checklist

| | | | |
|----------------------|--|------------------------|--|
| Conducted by: | | Job Title: | |
| Area Covered: | | Date Completed: | |

| Item | Satisfactory (tick) | Item | Satisfactory (tick) |
|---|------------------------|---|------------------------|
| 1. Health and Safety Information | | 9. Electrical | |
| A) Is the Health and Safety Law poster displayed within the department/area? | | A) No overloaded sockets or trailing cables? | |
| B) Employers Liability Insurance Certificate displayed and in date? | | B) No bare wires or obviously damaged electrical equipment? | |
| | | C) Portable electrical appliances PAT tested? | |
| 2. Induction | | 10. Temperature and Ventilation | |
| A) Have all staff received a staff induction? | | A) Reasonable temperature maintained? | |
| 3. Fire | | 11. Welfare Facilities | |
| A) Are fire extinguishers in position, accessible, serviced within the last year and signs displayed? | | A) Hot and cold running water available in wash hand basins and kitchen? | |
| B) At least one trained Fire Marshal's normally present in the department/area and/or arrangements reflect GSA requirements for non-core hours? | | B) Toilet and kitchen area clean including inside of fridge/microwave? | |
| C) Fire action notices and fire exit signs displayed and visible? | | C) Smoking only taking place outside in designated area? And 'No smoking' sign displayed? | |
| D) All flammable waste being regularly removed? | | 12. Risk Assessment | |
| E) Aerosols all stored in a suitable place away from other flammable liquids? | | A) General risk assessments available and up to date with recommendations actioned? | |
| 4. First Aid | | 13. Hazardous Substances | |
| A) At least one trained First Aider normally present in the department/area and/or arrangements reflect GSA requirements for non-core hours? | | A) Are COSHH assessments available for all hazardous substances and up to date with recommendations actioned? | |
| B) First aid box present, complete, no medicines within the box? | | B) Are hazardous substances stored safely (including flammable liquids in a metal container)? | |
| C) First aid items including eyewash, within 'use by' date? | | 14. Display Screen Equipment | |
| D) First aid kit and eyewash station, clean? | | A) All DSE workstations/users have a current self-assessment? | |
| 5. Accidents | | B) DSE workstations setup correctly? | |
| A) Accident book in place, completed forms filed confidentially? | | 15. Lifting and Handling | |
| 6. Housekeeping | | A) Manual handling assessments completed for relevant tasks? | |
| A) No fire, trip or fall hazards due to poor housekeeping? | | B) Trolley available for moving heavy items? | |
| B) Floors in good condition? | | C) Heavier items on lower shelves/racks with lighter/infrequently access items on higher shelves? | |
| 7. Lighting | | 16. Work Equipment | |
| A) Internal and external lighting all working? | | A) Machinery risk assessments available and up to date with recommendations actioned? | |
| 8. Storage | | B) Guards installed on machinery and in good working order? | |
| A) Equipment and materials stored on shelves/racks and shelves securely fixed? | | C) Personal protective equipment (PPE) available as required | |
| | | 17. External (if applicable) | |
| | | A) External bins secured away from building to prevent arson? | |

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|---------------|
| Other: |
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| No. | Action Points | By When | Date Actions Completed (By who & when) |
|-----|---------------|---------|--|
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