



Leicester Event Medical LTD

Workplace Inspection Procedure

DOCUMENT PROFILE

Purpose of the document:

To ensure the Leicester Event Medical(LEM) comply with the provisions and duties contained within the Workplace (Health, Safety and Welfare) Regulations 1992, and to ensure that all LEM premises provide a safe and healthy environment for its staff. Additionally, to ensure that all LEM premises are inspected with regards to security to minimise the risk of crime.

Author/Reviewer: C.Johnston. To be reviewed by January 2020.

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2. Scope

2.1. This procedure applies to all premises owned, rented or used on a regular basis by Leicester Event Medical(LEM). The procedure is intended to apply to any hazard within the workplace.

3. Objectives

- To ensure the Leicester Event Medical(LEM) complies with the Workplace (Health, Safety and Welfare) Regulations 1992;
- To ensure that all LEM premises provide a safe and healthy environment for its staff.

4. Responsibilities

4.1. GSM / Workshop Manager / Departmental Manager:

4.1.1. To carry out inspections of their premises on a quarterly basis, recording the findings on a Workplace Premises Inspection Form (Workshops are to be inspected using the Workshop Premises Inspection Form). This inspection must be conducted with a representative of a recognised union, or if that is not possible with a representative from the workforce who use the site;

4.1.2. To record all hazards and to notify Estates of any works required as soon as is reasonably practicable;

4.1.3. To submit the completed forms to:

- The Health, Safety and Security (HSS) Department
- The Estates Department

4.1.4. To chase groups delegated to provide remedial works to ensure that actions designed to reduce the risk of a hazard are completed within timescales appropriate to the risk;

4.1.5. If remedial works are not completed within the agreed time scales, to escalate Director of operations (or equivalent) and enter it onto the local risk register.

4.2. **Directors / Assistant Directors:**

4.3.1. To keep aware of workplace inspections to ensure that responsible managers are undertaking inspections quarterly, and that risks are being managed

4.3. **Estates Department:**

4.3.1. To arrange for the maintenance, repair or other corrective works as required to reduce the risk of hazards identified during inspections. The timescale will vary depending on the risk, but under normal conditions it should be expected for works to be completed within 1 month.

4.4. **Health, Safety and Security (HSS) Department:**

- To collate the returned premises inspections and keep the register of completed inspections up to date;
- To submit summaries and analysis of returned inspections to the Corporate Health and Safety Committee;
- To provide specialist advice when required during the inspection process;

5. Definitions

5.1. **Workplace**

Any office, ambulance station, garage, workshop, control suite or other premises owned or operated by Leicester Event Medical (Please note this list is not exhaustive).

5.2. **Hazard**

Something which has the potential to cause harm.

5.3. **Premises:** The buildings and sites in which staff and professionals work, carrying out the business of LEM.

5.4. **Assets:** Materials and equipment used for carrying out the business of LEM in delivering healthcare and in supporting the delivery of healthcare. An asset can be any piece of equipment, building, vehicles owned by the company.

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5.5. **Security Incident:** Any occasion where property is stolen, damaged or compromised.

5.6. **Theft:** The dishonest appropriation of property belonging to another with the intention of permanently depriving the other of it.

5.7. **Criminal Damage:** Without lawful excuse, destroys or damages property belonging to another intending to destroy or damage such property, or being reckless as to whether such property is destroyed or damaged.

6. Security Arrangements

6.1. The Company follows the Secretary of State's Directions issued to Health bodies and manages security issues via a Non-Executive Director, an Executive Director appointed as the Security Management Director (SMD) and a Local Security Management Specialist (LSMS). The SMD leads on security issues and is supported operationally by the LSMS, however it is a responsibility of all employees of LEM to assist in the effective management of security. Where appropriate, assistance will be sought from other bodies (including but not limited to the Police).

6.2. the Health, Safety and Security Department will undertake separate full security assessments and audits in line with their Security Management Workplan.

7. Records Management

7.1. A copy of the completed workplace inspection form should be retained by local Managers and copies forwarded to both the Health, Safety and Security and Estates Departments.

7.2. The Health, Safety and Security Department will maintain a database on the corporate shared drive of all completed workplace inspection forms submitted to them and monitor compliance on a quarterly basis.

IMPLEMENTATION PLAN	
Intended Audience	For all LEM staff
Dissemination	
Communications	Available to all staff on salus
Training	

Monitoring:				
Aspect to be monitored	Frequency of monitoring	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Duties and compliance with the procedure	Quarterly Premises Inspection Reports Quarterly review of casus incident reporting data Annual feedback from RIDDOR – learning and obtaining guidance on risk management within the workplace, from reported incidents related to injuries, disease and dangerous occurrences	Health, Safety and Security Department report to the Corporate Health and Safety Committee	Risk Compliance and Assurance Group	Dissemination of lessons via various mechanisms including recommendations from Corporate Health and Safety Committee, Health and Safety Bulletins, local risk registers and action plans, etc

