



Conducting Bi – Monthly Health and Safety Site Inspections using 365 forms Procedure

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Procedure for conducting Health and Safety Site Inspections

1 Statement of aims and objectives

- 1.1. SECAMB maintains a large estate of over 120 premises consisting of operational Make Ready Centres, Ambulance Stations & Ambulance Community Response Posts. There is also a large Headquarters building at Crawley incorporating Emergency Operations Centre (EOC) West. The East EOC & NHS 111 are located within the Medway MRC facility. There are also Ambulance Community Response Posts throughout the Trust.
- 1.2. The purpose of this procedure is to provide supporting guidance for those staff tasked with undertaking Health and Safety site inspections across the Estate.
- 1.3. A link to the Bi – Monthly Health & Safety site inspection 365 form appears as appendix 1.
- 1.4. The Trust has identified the need to conduct suitable and sufficient site inspections as an essential element of health and safety audit and monitoring.
- 1.5. This procedure establishes the defined protocol and communication system for escalating and disseminating the findings of the site safety inspections.
- 1.6. All inspection findings are communicated promptly to the appropriate staff and required actions are implemented within expected timescales.
- 1.7. The implementation of items and actions escalated is closely monitored by the respective Health & Safety sub-groups and the overarching Central Health and Safety Working Group.

2 Definitions

- 2.1. This paper establishes a clear procedure for conducting Health and Safety Site inspections within the Trust.
- 2.2. Site inspections should be conducted by the Responsible Person for the site. The Make Ready Centre Manager has been delegated this role. Responsible Persons must be nominated for each site that the Trust operates. The Responsible Person may delegate responsibility for completing health and safety site inspections to competent staff where it has been formally agreed that they have the authorisation, time, and support to do so.



- 2.3. The site health and safety inspection templates are accessible on the Trust's intranet and will be e (electronically)-enabled to be accessible on Trust I Pads. A link to the bimonthly 365 inspection form appears as appendix 1

3 Reporting and escalation procedure

- 3.1. The Operating Unit Manager, Operations Manager, Operational Team Leader, and Make Ready Centre Manager should meet to discuss the site inspection, as soon as possible following its completion.
- 3.2. Any issues stemming from the inspections should be escalated to the Health & Safety Team and, if appropriate, our Estates Team to undertake remedial actions
- 3.3. Local Health & Safety Managers will monitor the completion of Bi – Monthly Inspections and through respective sub-groups, will maintain an action log of risks/issues, working collaboratively with Operating Unit Management Teams to resolve them. Escalating if necessary to the Central Health & Safety Working Group.

4 Accountability

- 4.1. **The Central Health and Safety Working Group** provides assurance to the Trust Executive and Board on the management of health and safety issues and the Trust's overall health and safety performance. The working group receives a quarterly report of the health and safety risks held on the risk register. Respective H&S sub-groups escalate risk/issues to the CHSWG where necessary.
- 4.2 **Roles and Responsibilities**
- 4.2.1 The **Chief Executive Officer Simon Weldon** is accountable for the Trust's compliance with health and safety requirements.
- 4.2.2 The **Executive Director of Quality & Safety Margaret Dalziel** is the nominated Director responsible for ensuring there is a mechanism in place for monitoring and reporting of health and safety compliance and performance.
- 4.2.3 **Operational Unit Managers** are responsible for the health and safety of their staff on those sites that they are tasked to manage. Health and safety inspections of these sites are conducted bi -monthly. Site inspections are undertaken by the **Make Ready Centre Manager**, they can be delegated at local level however the Operational Unit Managers remain the responsible person.



- 4.2.4 Where Operational Unit Managers have no purview over a SECAMB site, the nominated **Responsible Person** - Make Ready Centre Manager must ensure a health and safety inspection is conducted for that site.
- 4.2.5 **The Health & Safety Team** will liaise regularly with Operating Unit Management Teams to offer support and ensure inspections are undertaken. Progress will be measured as part of the annual audit programme.
- 4.2.6 All staff have a responsibility to comply with this procedure.

5 Business continuity

- 5.1. The site health and safety inspections programme provide a mechanism for robust audit and review as well as ownership of site safety which is paramount to ensuring the Trust's resilience to deliver patient care. Failure to conduct health and safety site inspections compromises the Trust's ability to provide its services.

6 Competence

- 6.1. Health and Safety Site Inspections should be completed on a Bi - monthly basis. Operating Unit Management Teams should ensure that inspections are being conducted by competent staff at the appropriate level i.e., Operational Team Leader/ Make Ready Centre Manager or above. Trade Union Health and Safety Representatives should be encouraged to take part if they are available.

7 Monitoring

- 7.1. The Head of Health and Safety Amjad Nazir is responsible for monitoring this procedure and ensuring that the Trust responds quickly and efficiently to all high risks identified through the site inspections.

8 Audit and Review

- 8.1. All procedures have their effectiveness audited by the responsible Management Group at regular intervals, and initially six months after a new procedure is approved and disseminated.
- 8.2. This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are introduced, or if feedback from employees indicates that the policy is not working effectively.



- 8.3. Effectiveness will be reviewed using the tools set out in the Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures (also known as the Policy on Policies).
- 8.4. All changes made to this procedure will go through the governance route for development and approval as set out in the Policy on Policies.



Health and Safety Bi-monthly Site Inspections

Bi-monthly Health and Safety workplace inspections help prevent incidents, injuries, and illnesses. Through a critical examination of the workplace, inspections help to identify and record hazards for corrective action. Regular workplace inspections are an important part of the overall occupational health and safety program delivered by the Trust.

Inspections are important as they allow you to:

- Listen to the concerns of workers and supervisors
- Gain further understanding of jobs and tasks
- Identify existing and potential hazards
- Determine underlying causes of hazards
- Recommend corrective action
- Monitor steps taken to eliminate hazards or control the risk (e.g., engineering controls, administrative controls, policies, procedures, personal protective equipment)

Links to 365 forms.

All Trust Sites

<https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=UeDqcq7pE0mFIJzyYfBhGAKKQe4FCYFOkzt8kKZXWENUMe9FU09IVVBIUTROR0FSM1VMQjFEQ1VaViQIQCN0PWcu&Token=1b7a4de2cdb743b0a33abd3757d32f2e>

Ambulance Community Response Post

[ACRP](#)



Equality Analysis

The Trust believes in fairness and equality, and values diversity in its role as both a provider of services and as an employer. The Trust aims to provide accessible services that respect the needs of each individual and exclude no-one. It is committed to comply with the Human Rights Act and to meeting the Equality Act 2010, which identifies the following nine protected characteristics: Age, Disability, Race, Religion and Belief, Gender Reassignment, Sexual Orientation, Sex, Marriage and Civil Partnership and Pregnancy and Maternity.

Compliance with the Public Sector Equality Duty: If a contractor conducts functions of a public nature, then for the duration of the contract, the contractor or supplier would itself be considered a public authority and have the duty to comply with the equalities duties when conducting those functions.