WILTSHIRE POLICE

FORCE PROCEDURE

Health and Safety Inspection Procedure

Effective from: 25.03.2012
Last Review Date: 10.05.2015
Version: 2.0
Next Review Date: 10.05.2018
## TABLE OF CONTENTS

PROCEDURE OVERVIEW ............................................................................................................................ 3  
GLOSSARY OF TERMS .............................................................................................................................. 3  
  RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS ...................................................... 3  
  DATA PROTECTION ............................................................................................................................. 3  
FREEDOM OF INFORMATION ACT 2000 ............................................................................................... 3  
MONITORING and REVIEW .................................................................................................................... 3  
WHO TO CONTACT ABOUT THIS PROCEDURE .................................................................................. 3  
Ownership: ................................................................................................................................................... 10  
Revision History:........................................................................................................................................... 10  
Approvals: .................................................................................................................................................... 10  
Distribution: .................................................................................................................................................. 10  
Diversity Impact Assessment: ......................................................................................................................... 10  
Consultation: .................................................................................................................................................. 10  
Implications of the Procedure: ...................................................................................................................... 10  
  Training Requirements ................................................................................................................................. 10  
  IT Infrastructure ........................................................................................................................................... 10
PROCEDURE OVERVIEW
The following procedure details Wiltshire Police’s arrangements for health and safety inspections in the workplace. Formal health and safety inspections include safety tours, safety sampling and safety surveys monitoring and enabling compliance with relevant health and safety legislation and ensuring the health, safety and welfare of all staff and others affected by our undertakings.

GLOSSARY OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSE</td>
<td>Health and Safety Executive</td>
</tr>
<tr>
<td>RIDDOR</td>
<td>Reporting of Injuries Diseases and Dangerous Occurrences Regulations</td>
</tr>
</tbody>
</table>

RELATED POLICIES, PROCEDURES and OTHER DOCUMENTS
All other Wiltshire Police Health and Safety Policy’s and Procedures

AUTHORISED PROFESSIONAL PRACTICE AREAS ASSOCIATED WITH THIS PROCEDURE
None.

DATA PROTECTION
Any information relating to an identified or identifiable living individual recorded as a consequence of this procedure will be processed in accordance with the Data Protection Act 2018, General Data Protection Regulations and the Force Data Protection Policy.

FREEDOM OF INFORMATION ACT 2000
This document has been assessed as suitable for public release.

MONITORING and REVIEW
The Health and Safety Inspection Procedure document will be monitored and reviewed every three years by the Force Head of Health and Safety. The procedure will also be reviewed in light of legislative change, change in technology or best practice. The Force Occupational Health and Safety Committee will be responsible for approval and monitoring the procedure document and its implementation on a regular basis.

WHO TO CONTACT ABOUT THIS PROCEDURE
Sarah Somers Head of Health and Safety
David James Health and Safety Advisor
1. **Legal Requirements**  
The Health and Safety at Work Act 1974 requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of their employees and anyone else affected by their undertakings. The Management of Health and Safety at Work Regulations 1999 require the employer to make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertakings.

2. **List of Relevant Statutory Provisions**  
Other legislation requiring formal health and safety inspections include:

- Lifting Operations and Lifting Equipment Regulations 1998
- Working at Height Regulations 2005
- Construction (Health, Safety and Welfare) Regulations 1996
- Provision and Use of Work Equipment Regulations 1998
- Personal Protective Equipment Regulations 1992
- Control of Asbestos at Work 2012
- Electricity at Work Regulations 1989
- Regulatory Fire Safety Reform Order 2005
- Electricity at Work Regulations 1989.
- Provision and Use of Work Equipment Regulations 1998

3. **Procedure Overview**  
The following health and safety policy document aims to set out Wiltshire Police’s commitment and procedures for health and safety inspection. A formal health and safety inspection can take different forms including safety tours, work place inspections, safety sampling, safety surveys and/or incident inspections carried out after an injury or near miss. A health and safety inspection is an examination of a workplace, work area, plant, equipment, materials and method of work.

4. **Responsibilities**  
The following section outlines the responsibilities of all staff within the organisation and ensures that mechanisms are in place through which they can be accountable.

**Senior Managers**  
Senior Managers are responsible for the implementation of this procedure in areas under their control. This includes allocating duties and responsibilities for implementation and ensuring adequate resources, information and training are provided.
Line Managers
Local Line Managers are responsible for the implementation of this procedure in areas under their control. They may choose to devolve certain tasks, but must ensure that the individuals to whom they are devolved are given adequate training, information and resources to carry out these duties. Line managers are also responsible for regularly monitoring staff’s compliance with health and safety procedures.

Local Line managers are responsible for carrying out an annual health and safety inspection of their workplace/work equipment. This inspection must be formally recorded using the Health and Safety Inspection Form 481 – Appendix Two. The local line manager is responsible for ensuring and processing all actions and recommendations as required. Local line management are also responsible for ensuring all other inspections within their area of responsibility (including vehicle, equipment, fire, ladder, respiratory protection equipment etc) are carried out by themselves or their nominated staff out in accordance with this procedure.

Estates Manager
The Force Estates Manager is responsible for ensuring all contractors carry out their legal responsibilities for health and safety inspection defined within the Construction (Health, Safety and Welfare) Regulations 1996 and the Force Management of Contractors procedure.

All Police Officers, Special Constables and Police Staff
It is the responsibility of all police officers, specials constables and police staff to carry and record, as required, any inspections relevant to their role or work place; these may include daily and weekly vehicle checks, weekly custody inspections, ladder inspections, RPE inspections.

5. Health and Safety Inspection within Wiltshire Police
Wiltshire Police is committed to the establishment and implementation of effective active monitoring techniques, one such technique is conducting health and safety inspections. Wiltshire Police have established internal and external inspection regimes in operation, details of which are explained within this procedure. Wiltshire Police will ensure that all premises and parts of premises, plant and equipment are inspected as per the Health and Safety Inspection Schedule found at Appendix One. The schedule also details the frequency of inspections.

All health and safety inspections should be carried out by a competent person. This is someone with the experience, knowledge and appropriate qualifications (as required) necessary to enable them to identify any risks that are present and decide upon the measures required to control them, The training element of this competency may be established through formal training or internal briefing sessions, dependent of the nature of the risk and inspection required.

6. Internal Inspection Regime
Workplace Premises Inspections

As part of the Force’s internal audit programme, a formal inspection of all premises, plant and equipment will be carried annually out by local line management to ensure compliance with health and safety legislation, force procedure and to assess the extent of compliance with control measures identified in the risk assessments. Local management will be provided with a pre audit, health and safety inspection hazard checklist (Form 481) which must be completed prior to the audit. The Form 481 contains details of the hazard checklists, recommended actions and responses to the recommended actions. As part of the audit process a six month review is undertaken by the Force health and safety department to monitor and check compliance / progress with the inspection.

All Force custody suites have robust health and safety inspection regimes in operation including regular daily, weekly monthly and annual inspections of custody cells and equipment. Please refer to the Force Custody Procedure for full details.

Vehicle Inspections

Every Wiltshire Police vehicle will be inspected daily, unless due to an immediate emergency response call it is not possible to do so, in which case the inspection will be undertaken as soon as practicable during that tour of duty. Daily inspections must be undertaken by the driver and an immediate report made in the vehicle log book or supervisor as required, if any damage / defect is identified.

At the commencement of each shift driver of all police vehicles will inspect the following;

- Check and replenish where necessary, water in the radiator, windscreen washer, engine oil and fuel.
- Test brakes, steering, condition and pressure of all tyres.
- Ensure lights, windscreen wipers and indicators are in good working order.
- Satisfy themselves that all equipment carried in the vehicle is in good working order and is properly stowed.

Every Wiltshire Police vehicle will also be formally inspected at least once a week, the weekly check must be recorded within the Vehicle Log book. Where possible, a supervisory officer should assist with this process. The weekly inspection check must incorporate the following;

- All items which form part of the above daily vehicle check.
- In particular tyre and tyre pressure checks must be undertaken.
- The presence and condition of all vehicle equipment.

When leasing, hiring or borrowing vehicles and trailers, operators should carry out and record a first use and return of use inspection. Local management and the Force Fleet and Services Manager is responsible for auditing the log books for compliance. Please refer to the Force Police Vehicle Policy and Procedure for full details.
Fire Safety Inspections
An annual fire safety inspection and fire risk assessment will be carried out for all Wiltshire Police premises, by competent health and safety department staff, in conjunction with the estates department and local line management. The fire safety inspection and risk assessment will ensure that the appropriate fire safety procedures, fire prevention measures and fire precautions (plant and equipment) are in place and working properly.

Local weekly fire safety inspections are also carried out by local management or designated staff members to inspect fire escape routes, fire extinguishers, fire alarm. This inspection should be recorded in the premises Fire Log Book. Please refer to the Force Fire Safety Management procedure for full details.

Electrical Inspections
Wiltshire Police is committed to ensure that all electrical installations, work equipment and portable electrical appliances are inspected and tested in accordance with the requirements of the Electricity at Work Regulations 1989. Please refer to the Force Electricity and Electrical Safety Procedure for full details.

In summary, the following conditions will apply:

- No person may carry out inspection and testing on any electrical installations or equipment, unless they have been suitably trained.
- Only competent and trained contractors, authorised by the Force Estates department will be permitted to carry out these tasks.
- The organisation will perform regular periodic tests on all electrical equipment (fixed and portable) in use and the findings will be recorded. These tests will be carried out by competent external contractors.
- It is the responsibility of the Force Estates Manager to ensure that any contractor undertaking inspections or testing of electrical installations or equipment is suitably qualified and classified as competent by the organisation.

Employees and/or contractors who work on or use electrical equipment should always ensure that - all electrical equipment is visually inspected for faults before use. All portable electrical equipment has a valid and current test label attached to them (PAT). All leads and extension leads have a valid and current test label attached to them (PAT).

Respiratory Protection Equipment Inspections
Suitable and appropriate respiratory protection equipment has been supplied to all identified high risk staff members; these include search officers, crime scene investigators, mortuary staff, technical support group, firearms officers and SBRN officers. It is the personal responsibility of all users to carry out an effective visual examination of all parts of the respirator, in particular, how to check the integrity of the straps, face pieces,
filters and valves. This inspection must be undertaken prior to use and recorded formally on a quarterly basis. Please refer to the Respiratory Protective Equipment portal site for full details.

**Working at Height Inspections**

Access Equipment Ladders and Step Ladders

A formal yearly inspection of all ladders must also be undertaken. All ladders are asset registered and tagged; a nominated person from the department will undertake annual inspection. All inspection forms must be collated and stored by local line management on the Ladder Inspection portal site as per Force Policy. A visual check and inspection must be also carried out by the user prior to every occasion it is used. If any faults or defects are identified, the user must inform their line manager/appointed responsible person. The ladder / step ladder must be taken out of use until repaired or replaced. Please refer to the Force Working at Height procedure for full details.

**Lifting Equipment Inspections**

All lifting equipment utilised by Wiltshire Police will be routinely testing, inspected and thoroughly examined in line with the Lifting Operations and Lifting Equipment Regulations 1998. In the case of lifting equipment for lifting persons or an accessory for lifting, this will be at least at least every 6 months. In the case of other lifting equipment this will be at least every 12 months; or in either case, in accordance with an examination scheme. All lifting equipment will also be inspected each time that exceptional circumstances which are liable to jeopardise the safety of the lifting equipment have occurred. All testing and inspection will be carried out by a competent person with the appropriate practical and theoretical knowledge and experience of the lifting equipment. This is to ensure that conditions are maintained and that any deterioration can be detected and remedied in a timely manner.

**Other Work Equipment**

All work equipment utilised by Wiltshire Police will be inspected by a competent person after installation and before being put into service for the first time. It will also be inspected after repositioning at a new site or location to ensure that it has been installed correctly and it is safe to operate.

The inspection requirements of work specific equipment are defined by legislation or identified by risk assessment. Pending the result of suitable and appropriate risk assessment, all work equipment where there is a significant risk resulting from incorrect installation, deterioration or as a result of exceptional circumstances which may could affect the safe operation of the equipment will also be inspected at regular intervals. This is to ensure that conditions are maintained and that any deterioration can be detected and remedied in a timely manner. The frequency of these inspections will be dictated by the risk assessment.

**Staff Associations Inspection Regime.**
Union appointed health and safety representatives can also inspect the workplace. They have to give reasonable notice in writing when they intend to carry out a formal inspection of the workplace, and have not inspected it within the last three months. If there is a significant change in the workplace or conditions safety representatives are entitled to carry out inspections before the three months have elapsed, or if is by agreement with the Force.

As part of the Force’s commitment to working in partnership with our staff associations and best practice, many of these inspections are carried out jointly with a health and safety department representative.

7. **External Inspection Regime**

In addition to the internal health and safety inspection arrangements, Wiltshire Police may be formally inspected at regular intervals by various enforcement agencies. The inspections include;

- Pre planned and unannounced health and safety inspections by the Health and Safety Executive
- Pre planned and unannounced health and safety inspections by the HMIC / HMIP and NPIA.
- Pre planned and unannounced fire inspections by the Fire Service.
- Pre planned and unannounced fire inspections by the Environmental Health Officers (custody suite food hygiene).
8. DOCUMENT ADMINISTRATION

Ownership:
Department Responsible: Health and Safety, People Services
Procedure Owner/Author: Sarah Somers, Head of Health and Safety
Senior Officer/Manager Sponsor: Deputy Chief Constable, Acpo H&S lead

Revision History:

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Version</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>25.03.12</td>
<td>1.0</td>
<td>Standard review</td>
</tr>
<tr>
<td>10.05.15</td>
<td>2.0</td>
<td>Standard review – no significant changes</td>
</tr>
</tbody>
</table>

Approvals:
This document requires the following approvals:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Date of Approval</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health and Safety Committee</td>
<td>15.03.12</td>
<td>1.0</td>
</tr>
<tr>
<td>Senior Command Team/ACC/ACO</td>
<td>N/a</td>
<td>N/a</td>
</tr>
<tr>
<td>(Delete as appropriate)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JNCC</td>
<td>N/a</td>
<td>N/a</td>
</tr>
<tr>
<td>(Not required for all procedures)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Distribution:
This document has been distributed via:

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Date of Issue</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Brief</td>
<td>N/a no change</td>
<td>2.0</td>
</tr>
<tr>
<td>Email to relevant affected Staff/Officers</td>
<td>N/a no change</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Diversity Impact Assessment:
Has a DIA been completed?
If no, please indicate the date by which it will be completed.
If yes, please send a copy of the DIA with the procedure.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: 10.05.2015</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Consultation:
List below who you have consulted with on this procedure (incl. committees, groups, etc):

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Date Consulted</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational Health and Safety Committee</td>
<td>Not required no change</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Implications of the Procedure:

- **Training Requirements**
  None

- **IT Infrastructure**
  None