

## Carrying out workplace inspections

We cannot rely on Colleges and Universities to keep our members safe in the face of Covid 19. Safety representatives are best placed to carry out inspections and identify workplace problems; they have a legal right to carry out workplace inspections. Carrying out inspections is one of the most important jobs of a health and safety rep. It tells the employer that you are serious about the job, you are aware of your rights and are determined put them into practise, and it lets your members know you are active on their behalf.

Here are some of the reasons why we should do inspections:

- it's a systematic way of approaching your job as safety representative
- it's a more structured and detailed way to find out about problems
- it sends messages to the employer that you are serious about the job
- It emphasises our presence and raises the union's profile with the members
- It gives us further opportunities to discuss health and safety with members
- It helps us pick up more obscure or hidden problems and hazards
- we can check that relevant standards and laws are being observed
- to check that management has carried out agreed improvements
- puts pressure on the employer to resolve problems
- Make sure that standards, laws and regulations are implemented.

### 1 inspections

**REGULATION 5 OF THE SAFETY REPRESENTATIVES AND SAFETY COMMITTEE REGULATIONS (SRSCR) PROVIDES YOU WITH THE RIGHT TO CARRY OUT INSPECTIONS.**

We are asking all UCU Wales Health & Safety Reps to carry out a physical inspection of the workplace and we have provided a **template letter (see appendix A) for you to use to notify the employer that you will be inspecting the workplace.**

We have also provided an **inspection report form (See appendix B) for to use to record your findings.** We have inserted some examples (in red) that you can simply delete before using the form. This report can then be completed by a health and safety representative and sent to the employer with a **covering letter (appendix C) informing the employer of the problem.** We would recommend you send the letter and completed inspection report form to the head of Health & Safety with a copy to HR.

During the inspection, you have the right to walk around and do a physical workplace inspection and to have discussions with your members. Use this as an opportunity to speak to members and also speak to non-members about the importance of being in a union.

**Below is list of the main things to focus on during the inspection:**

1. Have risk assessments been completed and unintended consequences identified (ask for copies) Cleaning schedules should be attached to risk assessments
2. Check windows and ventilation - Do the windows open wide enough for appropriate flow of fresh air
3. Is there clear signage throughout the workplace to encourage social distancing?
4. Are there plenty of hand cleaning facilities on exits and entrances?
5. Are there cleaning stations to enable employees to wash hands regularly
6. What procedure are in place to deal with busy times (start and end of shifts) main entrances and exits, and are they understood by everyone using the workspaces?
7. Internal pedestrian one-way system for any aisles with agreed flow?
8. Are emergency exits and fire doors (closed) being used properly?
9. Is there a process in place for cleaning equipment that needs to be shared and is it being used properly?
10. Is there a system in place for reporting and dealing with someone with symptoms of covid-19 and is it understood by staff?

**Appendix A - Template letter notifying employer of inspection**

To:

Date:

Dear

Notification of Health & Safety Concerns

**THE SAFETY REPRESENTATIVES AND SAFETY COMMITTEE REGULATIONS (SRSC)  
REGULATION 5 PROVIDES HEALTH & SAFETY REPRESENTATIVES WITH THE  
RIGHT TO CARRY OUT INSPECTIONS.**

I write to inform you that I will be conducting a health & safety inspection of-----  
-----on date ----- at (time)-----

I also intend posting a notice to staff advising them of the inspection and requesting that  
raise health & safety concerns with me.

Yours sincerely

UCU Health & Safety representative

CC UCU Wales Office

## Appendix B – H & S Inspection Report Form

### Report of a Workplace Inspection under the SRSC Regulations 1977.

**College name:**

**Workplace inspection undertaken on:**

**Location(s) inspected:**

Time observed	Particulars of matter(s) I/we wish to bring to the attention of the employer	Location where matter(s) observed	Remedial action taken (with date), or explanation if no action taken.
10.40 a.m	Windows in G block room 5 will not open and no clean air circulation. Room is not fit to be used for teaching.	G Block room 5	
10.45 a.m.	No hand sanitiser available in G block. Needs immediate attention.	G Block	

<p>We wish to bring the matters listed above to your attention. This report does not imply that conditions are safe and healthy or that the arrangements for welfare are satisfactory in any other respect.</p>			<p>Signature of manager making response</p>

Signed      UCU Safety Representative(s)      Date

Record of receipt of form by employer or his representative      Date

**Appendix C – Letter notifying employer about H & S concerns**

Dear

Date

Notification of Health & Safety concerns

**THE SAFETY REPRESENTATIVES & SAFETY COMMITTEE REGULATIONS (SRSC)  
REGULATION 5 PROVIDES HEALTH & SAFETY REPRESENTATIVES WITH THE  
RIGHT TO CARRY OUT INSPECTIONS.**

I write to inform you that I have conducted a health & safety inspection of-----  
-----on date ----- at (time)-----

I attach a copy of the Health and Safety Inspection form and I would be grateful if you could confirm receipt of the form and let me know what action has been taken to resolve the issues identified on the form.

Yours sincerely

UCU Health & Safety representative