

## Workplace Safe Environment Safety Inspection Standard Operating Procedure

Issue Date	Review Date	Version
15/06/2017	15/06/2022	V4

### Purpose

This guidance must be used when completing a workplace risk review, which must be carried out by the responsible person for the workplace at least annually or as requested by the Health and Safety Team

### Who should read this document?

Senior Clinicians, Senior Managers, Heads of Department/Services, Ward/Line Managers Matrons; or those delegated by their Service Line  
Risk Assessors, COSHH Risk Assessors, Fire Wardens, Manual Handling Key Workers

### Key Messages

It is the Senior/Line Manager's responsibility to ensure that a workplace Safe Environment Risk Review is carried out annually. Potential ligature points must also be considered during the inspection process. Completed inspections and action plans must be placed in the Health & Safety folder no later than 31 December of each year. The Safe Environment Inspection will be routinely monitored by the Health & Safety Team.

### Core accountabilities

<b>Owner</b>	Health & Safety Advisor
<b>Review</b>	Health & Safety Advisor
<b>Ratification</b>	Director of Corporate Business
<b>Dissemination</b>	Trustwide
<b>Compliance</b>	Health & Safety Advisor

## Links to other policies and procedures

Health & Safety Policy  
Risk Management Policy  
Uniform and Dress Code Policy  
Window Safety Checklist  
COSHH Policy  
COSHH Risk Assessment and Standard Operating Procedure  
Lone Working Policy  
Security Policy  
Water Management Policy  
Legionella Flushing Log  
Operational Policy for Medical Gases

Electrical Safety Policy  
Fire Safety Policy and ancillary Standard Operating Procedures  
Moving and Handling Standard Operating Procedure  
Management and Use of Medical Devices Policy  
Medical Devices Training Policy  
Level of Enhanced Observation – Risk Assessment & Decision Algorithm for Acute Adult Inpatient Areas  
Enhanced Observation of Patient Policy

(this list is not exhaustive)

## Version History

<b>V1</b>	14.06.2013	Steve Mitchell (Health & Safety Advisor)
<b>V2</b>	17.12.2013	Steve Mitchell (Health & Safety Advisor)
<b>V3</b>	22.01.2014	Steve Mitchell (Health & Safety Advisor)
<b>V4</b>	23.03.2015	Steve Mitchell (Health & Safety Advisor)

*The Trust is committed to creating a fully inclusive and accessible service. Making equality and diversity an integral part of the business will enable us to enhance the services we deliver and better meet the needs of patients and staff. We will treat people with dignity and respect, promote equality and diversity and eliminate all forms of discrimination, regardless of (but not limited to) age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership and pregnancy/maternity.*

**An electronic version of this document is available on Trust Documents on StaffNET. Larger text, Braille and Audio versions can be made available upon request.**

Standard Operating Procedures are designed to promote consistency in delivery, to the required quality standards, across the Trust. They should be regarded as a key element of the training provision for staff to help them to deliver their roles and responsibilities.

<b>Section</b>	<b>Description</b>	<b>Page</b>
1	Introduction	4
2	Definitions	5
3	Regulatory Background	5
4	Key Duties	6
5	Identification of Hazards which may contribute to Incidents and Accidents	6
6	Procedure to Follow	7
7	Document Ratification Process	7
8	Dissemination and Implementation	7
9	Monitoring and Assurance	8
10	Reference Material	8
<b>Appendices</b>		
1	Workplace Safe Environment Inspection and Action Plan	9

## Workplace Safe Environment Safety Inspection Standard Operating Procedure (SOP)

### 1 Introduction

It is necessary to provide an assessment of the degree of Environmental risks in the workplace, to satisfy the requirements of current Health & Safety legislation. This Workplace Safe Environment Inspection includes risks associated with, but not limited to the following:-

- General housekeeping issues
- Slips Trips & Falls, including Work at Heights
- Window Safety
- Lone Working
- Security
- COSHH - (control of substances hazardous to health)
- Water and Drainage
- Gases
- Electricity
- Noise
- Ligature points
- Moving and Handling
- Fire

Completion of this inspection provides documented evidence that the Organization is monitoring its systems and processes to provide a safe and suitable environment. All forms must be completed and returned electronically to the Trust Health & Safety Team at **plh-tr.Health-SafetyTeam@nhs.net**

The inspection enables immediate Health & Safety deficiencies to be identified and recorded. Safe Environment issues relating to the workplace within the control of the Workplace Manager must be rectified locally. Where deficiencies have been identified, actions must be taken to rectify the deficiencies in order to maintain a safe environment.

Any identified local deficiencies must be recorded on the attached action plan and managed directly through the Care Groups and Service Lines. This inspection and accompanying action plan must be completed in respect of the workplace within your control, and will help to identify any significant findings for further action, and possible DATIX entry on the Risk Register by the Care Group and Service Line.

The action plan must be restricted specifically to the workplace assessed. Deficiencies and actions to be taken must be included, as well as any other relevant information which may impact on other areas. Responsibility for completion remains with the Workplace Manager.

**The results of the inspection must be brought to the attention of staff working in the area.**

## 2 Definitions

Hazard:	Something with the potential to cause harm
Risk:	The likelihood that the harm from a particular Hazard is realised
Risk Assessment:	A systematic approach to identify Hazards, evaluate the risk and incorporate measures to manage and mitigate the risk for any work process or activity
Functional Lead:	An individual representing a Sub-Group/Committee of the Health and Safety Committee

## 3 Regulatory Background

Control of Asbestos Regulations 2006  
Control of Noise at Work Regulations 2005  
Control of Substances Hazardous to Health Regulations 2002 (as amended 2005)  
Confined Spaces Regulations 1997  
Control of Vibration at Work Regulations 2005  
Corporate Manslaughter and Corporate Homicide Act 2007  
Dangerous Substances and Explosive Atmospheres Regulations 2002  
Employer's Liability (Compulsory Insurance) Act 1969  
Environmental Protection Act 1990  
Employment Protection (Consolidation) Act 1978  
Electricity at Work Regulations 1989  
Estates and Facilities Alerts  
Hazardous Waste Regulations 2005  
Health and Safety (Display Screen Equipment) Regulations 1992  
Health and Safety (First-Aid) Regulations 1981  
Health and Safety at Work etc. Act 1974  
Health and Safety (Consultation with Employees) Regulations 1996  
Health and Safety (Safety Signs and Signals) Regulations 1996  
Health and Safety (Information for Employees) Regulations 1989  
Health and Social Care Act 2008 (Regulated Activities) Regulations 2014  
Health Technical Memoranda and DH Health Building Notes  
Ionising Radiation Regulations 1999  
Lifting Operations and Lifting Equipment Regulations 1998  
Health and Safety (Miscellaneous Amendments) Regulations 2002  
Manual Handling Operations Regulations 1992  
Management of Health and Safety at Work Regulations 1999  
Personal Protective Equipment at Work Regulations 1992  
Provision and Use of Work Equipment Regulations 1998  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Regulatory Reform (Fire Safety) Order 2005  
Supply of Machinery (Safety) Regulations 1992  
Safety Representatives and Safety Committees Regulations 1977  
Work at Height Regulations 2005  
Workplace (Health, Safety and Welfare) Regulations 1992

*NB - This list is not exhaustive*

## 4 Key Duties

It is the Senior/Line Manager's responsibility to ensure that a workplace Safe Environment Risk Review is carried out annually. Potential ligature points must also be considered during the inspection process

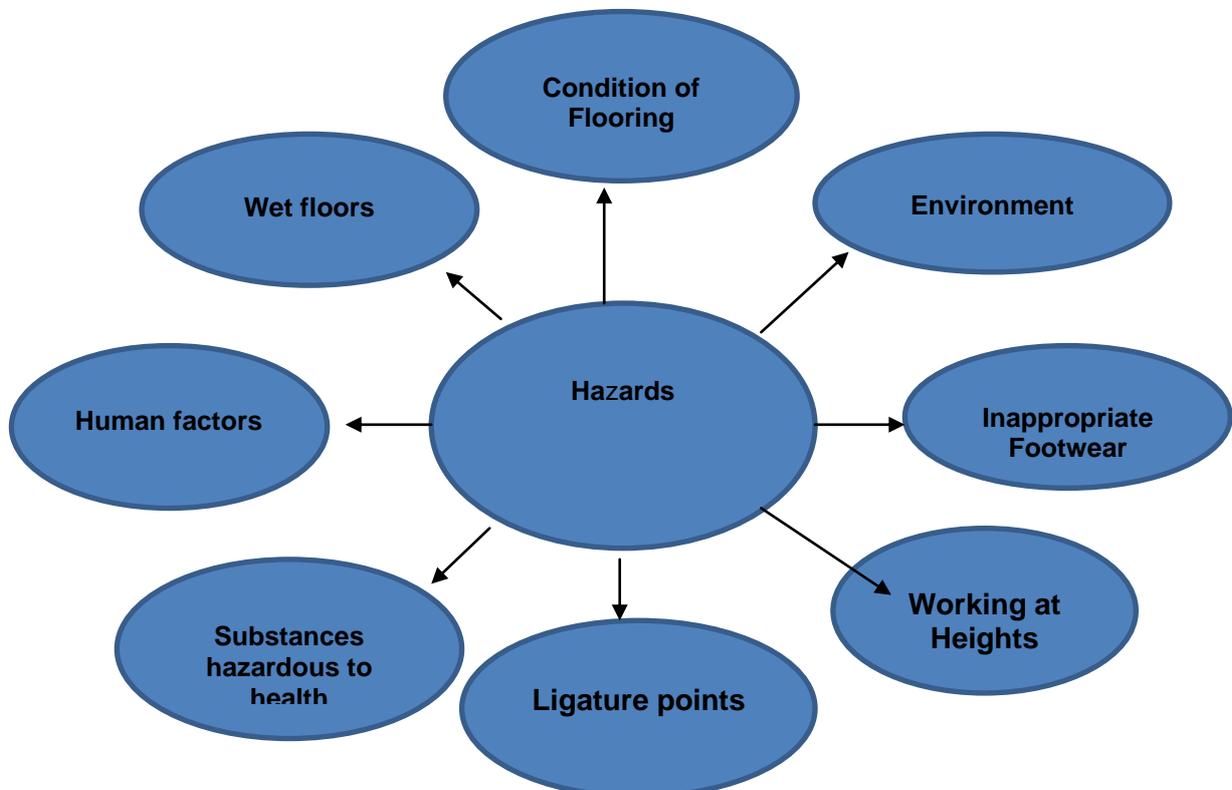
Completed Inspection and Action Plan must be placed in the Health & Safety folder no later than 31 December of each year. The Safe Environment Inspection will be routinely monitored by the Health & Safety Team

## 5 Identification of Hazards which may contribute to Incidents and Accidents

Incidents and accidents can happen for a number of reasons, but all too frequently we jump to conclusions about why they happen rather than really looking for the root cause, or, we decide that it is just one of those things and do nothing

The following should help you to understand what causes an incident or accident, and give you some ideas on what can be done to stop accidents from happening again. What you may find is that there are a number of options open to you that are quite straightforward and relatively easy to implement

The diagram below highlights some of the factors that can play a part in contributing to, e.g. a slip, trip and fall incident. One or more may play a part in any situation or accident. So whilst completing the workplace inspection please consider each bubble as a potential hazard source



## **6 Procedure to Follow**

The Workplace Manager (or other nominated authorized person) must undertake an inspection of the workplace. This must be done at least annually. Completion of an inspection of the workplace may also be required at the specific request of the Health & Safety Team or other Functional Lead

The Workplace Safe Environment Inspection and Action Plan are included in Appendix 1 and must be utilized to record findings when completing this inspection. Environmental issues and any other moderate or serious hazards identified during this inspection must be included in the Action Plan, with a clear plan of action

In order to effectively complete the action plan the Workplace Manager (or other nominated authorized person) may need to undertake a risk assessment in respect of any identified issues. This will assist in determining the appropriate measures to be taken. Initial source of advice is shown in the Inspection tool in Appendix 1

It may also be necessary to add identified risks to the risk register in order to record planned actions and should any uncontrolled measures require escalation in accordance with the Risk Management Policy

## **7 Document Ratification Process**

The design and process of review and revision of this procedural document will comply with The Development and Management of Formal Documents.

The review period for this document is set as default of five years from the date it was last ratified, or earlier if developments within or external to the Trust indicate the need for a significant revision to the procedures described.

This document will be reviewed by the Health & Safety Committee and ratified by the Director of Corporate Business

Non-significant amendments to this document may be made, under delegated authority from the Director of Corporate Business, by the nominated author. These must be ratified by the Director and should be reported, retrospectively, to the Health & Safety Committee

Significant reviews and revisions to this document will include a consultation with named groups, or grades across the Trust. For non-significant amendments, informal consultation will be restricted to named groups, or grades who are directly affected by the proposed changes.

## **8 Dissemination and Implementation**

Following approval and ratification, this procedural document will be published in the Trust's formal documents library and all staff will be notified through the Trust's normal notification process, currently the 'Vital Signs' electronic newsletter.

Document control arrangements will be in accordance with The Development and Management of Formal Documents.

The document author(s) will be responsible for agreeing the training requirements associated with the newly ratified document with the Director of Corporate Business and for working with the Trust's training function, if required, to arrange for the required training to be delivered.

## **9 Monitoring and Assurance**

The Safe Environment Inspection will be routinely monitored by the Health & Safety Team. Any moderate or serious issues of concern may be brought to the attention of the Health & Safety Committee as deemed appropriate

## **10 Reference Material**

See Regulatory Background

<b>Location</b>					
Name of organisation		<b>Plymouth Hospitals NHS Trust</b>			
Floor Level / Other Remote location					
Care Group and Service Line					
Specific area assessed and its use					
Date Inspection undertaken :					
Name and job title of Assessor					
<b>Persons affected</b>					
Average daily volume of staff					
Average daily volume of patients					
Average daily volume of visitors					
Are there any persons with higher Risk or dependency levels?		Children and Young Persons	YES/NO		
		Vulnerable Adults	YES/NO		
		Disabled Persons	YES/NO		
<b>Environmental Hazards and Safe Working Practices</b>					
<b>Hazard</b>	<b>N/A or not tested</b>	<b>Minor/No concern</b>	<b>Moderate concern</b>	<b>Significant concern</b>	<b>Initial source of advice</b>
Ligature points – when undertaking this assessment of risk it is important to consider the increased risks posed to patients who have expressed intention or recent attempt to deliberately self-harm or with suicidal ideation. Refer to Operational Management Level of Enhanced Observation – Risk Assessment & Decision Algorithm					For environmental triggers, such as fixtures and fittings – Estates/Planning  Safeguarding Team for Deprivation of Liberties  Matrons and Ward Managers
General condition of floor surface					Estates
Slippery floor or lack of slip resistance					Facilities
Wet floors due to cleaning, spillages, patients' ill health, condensation, drainage blockages, etc.					Facilities / Estates
Appropriate use of wet floor					Facilities

signage					
Hazard	N/A or not tested	Minor/No concern	Moderate concern	Significant concern	Initial source of advice
Window inspection 6 monthly check sheets returned to Site Services					Estates
History of slip, trip & falls incidents or near misses					Health & Safety
Flooring appropriate for work location					Health & Safety
Moveable items left in fire evacuation routes (corridors/lobby areas)					Fire
General storage of notes trolleys/boxes/pallets/food trolleys/linen skips/linen cages/etc.					Local risk assessor / Manager
Moving and handling patients and objects					Manual Handling Team
Condition of medical equipment					MEMS/Estates
Medical gas cylinder storage & use					Pharmacy / Estates / Clinical educators
General clutter in area, to include equipment, walking aids, wheelchairs, etc.					Local risk assessor / Manager
Needles and other sharps instruments – use, segregation and disposal					Occupational Health
Storage arrangements for personal belongings, including bags, clothing, food, umbrellas, etc.)					Local risk assessor / Manager
Availability of staff changing room facilities					Facilities / Planning Department
Excessive noise in work location from equipment or environment generally					MEMS
Poor lighting or inappropriate lighting					Estates
Trust maintenance works monitored in your location					Local risk assessor / Manager
Poorly designed work environment/area (confined work space)					Local risk assessor / Manager / Planning Department
Workstations not enough storage space					Planning Department
Safe cleaning operation in place by Hotel Services provider					Facilities
Chairs in poor condition or damaged					Local risk assessor / Manager
Trailing cables i.e. extension leads or IT/Telephone cables etc.					Local risk assessor / Manager
Clerical equipment i.e. printers or stationary equipment					Local risk assessor / Manager
Recycling bins/confidential waste/clinical/domestic waste bins					Facilities
High level shelving used for filing including work at heights without completed risk assessment					Local risk assessor / Manager

Outside contractors' works monitored In your location					Estates
<b>Hazard</b>	<b>N/A or not tested</b>	<b>Minor/No concern</b>	<b>Moderate concern</b>	<b>Significant concern</b>	<b>Initial source of advice</b>
Inappropriate footwear i.e. (worn soles etc.)					Local risk assessor / Manager
PPE provided, including information, instruction and training					Local risk assessor / Manager
History of incidents or near misses					Local risk assessor / Manager
Failure To learn from Datix incidents or near misses					Risk & Incident Team
Information, instruction and training					Local risk assessor / Manager
Lone working or other security issue					LSMS
Staff working in other locations					Health & Safety
Practice of working In an unsafe environment					Health & Safety
COSHH, including use of formalin, cytotoxic, explosive or other hazardous substances					Health & Safety
COSHH risk assessments completed and acted upon (exposure monitoring, etc.)					Health & Safety
Flushing log checklists to be returned to Site Services					Estates
Portable electrical equipment PAT testing up to date (including patients' property)					Estates
Colleague Not following Trust Policies (unsafe short cuts)					Health & Safety
Colleagues running					Health & Safety
Colleague carrying filing or equipment					Health & Safety
First aid needs assessment - Availability of First Aid and/or first aid box					Health & Safety
DSE Assessments completed by users – acted upon by Managers					Occupational Health & Wellbeing
<b>Work Equipment (Medical Devices and Non-Clinical Equipment)</b>					
<b>Hazard</b>	<b>N/A or not tested</b>	<b>Minor/No concern</b>	<b>Moderate concern</b>	<b>Significant concern</b>	<b>Initial source of advice</b>
Are all medical devices in this area listed on F2					MEMS
Do all medical devices in the area have up to date and appropriate service and health & safety labelling					MEMS
Are all medical devices used only for intended purpose					MEMS
Have all equipment users received instruction and training as indicated by the risk category of the device e.g. in the use of high risk, very					Clinical Educators




**INSPECTION RESULTS**

**“Not applicable, not tested or of minor concern”**

**Action required: Do not require any further action at this time. This record should be kept in the Health & Safety folder and must be made available for inspection.**

**“Moderate concern” or “Significant Concern”**

**Action required: Your procedures are currently deemed as inadequate. Advice can be sourced from the Groups/Departments listed above. You may need to undertake a risk assessment, and if the risk cannot be addressed immediately, the risk may be recorded on the Datix Risk Register and dealt with in accordance with the requirements of the Risk Management Policy.**

**In all cases Further Action required:**

Sign and date the form in the space provided below, and record deficiencies and remedial actions on the form entitled “*Action Required Following Safe Environment Inspection*”

Retain a copy, and return electronically to Trust Health & Safety Team for further advice and action as required (and entry on to Datix if appropriate)

Assessor	<input type="text"/>
Date of this inspection	<input type="text"/>
Date of next inspection	<input type="text"/>

**CARE GROUP/SERVICE LINE  
SAFETY ACTION PLAN**

**ACTION REQUIRED FOLLOWING SAFE ENVIRONMENT INSPECTION**

Care Group/Service Line:

Workplace/area:

Person carrying out inspection:

Date of inspection:

**For risk assessments utilise – *Health and Safety Risk Assessment and Safe System of Work* - (see Section 2 Health & Safety Folder)**

Deficiency/hazard of Moderate or Significant concern	Remedial action required (use <b>DATIX</b> ref if applicable)	Action required by (date)	Action taken (date)	Responsible Person

Completed Inspection and Action Plan to be returned electronically to: **plh-tr.Health-SafetyTeam@nhs.net**

