

Statutory health and safety inspections procedure (joint management and safety representatives)

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 Owner: **Assistant Director, Health, Safety and Wellbeing**
 Responsible work team: **Health, Safety and Well being**

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1 Scope

- 1.1 This policy describes the requirements for organising, recording, following up actions and retention of documentation relating to the statutory joint management and staff side inspection of premises.
- 1.2 This policy applies to all Brigade premises. It does not apply to non-Brigade premises where training is being undertaken, as this is covered by the 'Off Station Training (5532)' process.

2 References

- 2.1 The Health and Safety at Work Act 1974, Sections 2(3), 2(4), 2(6), 7 and 8.
- 2.2 The Management of Health and Safety at Work Regulations 1999 and The Management of Health and Safety at Work Regulations 1999.
- 2.3 The Workplace (Health, Safety and Welfare) Regulations 1992, as amended by The Quarries, Miscellaneous Health and Safety Provisions Regulations 1995 and The Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice and Guidance 12th Edition 1998 (reprinted 2001) L24.
- 2.4 The Safety Representatives and Safety Committees Regulations 1977 and, the Safety Representatives and Safety Committees Regulations 1977 Approved Code of Practice and Guidance 3rd edition 1996 L87.
- 2.5 The Health and Safety (Consultation with employees) Regulations 1996 and, the Health and Safety (Consultation with employees) Regulations 1996 Approved Code and Guidance 3rd edition 1996 L95.
- 2.6 [Policy number 369](#) - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- 2.7 [Policy number 368](#) - Health, safety and environment event investigation policy (Personal injuries, near misses and traffic accidents).
- 2.8 [Policy number 427](#) - Development and Maintenance of Operational Professionalism.
- 2.9 [Policy number 535](#) - Procedure for the appointment of Safety representatives, their functions, facilities and training.
- 2.10 [Policy number 1008](#) - Trade union time off and facilities policy.

3 Definitions

Safety Representative (SR): for the purposes of this policy a safety representative will refer to a safety representative appointed by a recognised Trade Union or Association to undertake tasks specified within the provisions of the Safety Representatives and Safety Committees Regulations 1977.

Management Representative (MR): for the purposes of this policy the management representative will be the person in control of premises or part of premises. In the case of fire stations this should be the Station Commander.

4 Procedure

4.1 Legislation

This policy takes account of all legislation mentioned in section 2 above.

4.2 Responsibility

- (a) An annual programme for joint inspections should be agreed at each location between the Management Representative (MR), Area Support Staff and the Safety Representative (SR) by 1st April each year and recorded on an HS2 Inspection Scheduling form. Agreement will be reached locally regarding the frequency of joint inspections, which will take place no more often than quarterly at each of the premises (reference 2.4 and 2.5). The completed form will be retained by the person in control of the premises until all inspections listed in the document have been completed.

4.3 Conduct of Inspections

- (a) For each inspection a HS/2 form must be completed. The form is located at:
 - Start – New Office Documents - Forms (Departments) – Health & Safety – HS2 – Health & Safety Representative Report Form

Along with the location being inspected and the individuals undertaking the inspection, there will also be the identified issues/observations that are agreed by the SR and MR that require a management action.
- (b) The HS/2 Form is the means by which the SR informs the MR & Area Team of the outcome of the premises inspection, as such managers inspecting premises are to ensure the form is completed and signed by both parties. The Form HS/2 is primarily a progress check for action on agreed safety problems. It is not a means of notifying defects, as this is done through the Property Portal.
- (c) The agreed completed form must be passed to the MR, who will annotate the form with the action(s) or otherwise that will be taken in respect of each matter raised by the SR. Matters raised by the SR that are not considered to be of a health and safety nature should be annotated 'not health and safety' by the MR and a brief explanation of why it is not considered a health and safety issue. If there is doubt on a particular matter the MR should seek advice from Health, Safety and Wellbeing. The completed form will be kept by the MR and a copy will be passed to the [HSS Mailbox](#), Area Team and the SR as a record of the joint inspection.
- (d) The action(s) required to address each matter should be advanced by the MR in a reasonable time frame and progress monitored to ensure a progress report is available for the next HS2 inspection.
- (e) At the next inspection the previously completed HS/2 shall be brought forward and progress on previously raised issues recorded on a new HS/2 form. Items completed or identified as being 'not health and safety' on the previous form should not be transferred to the new form. Where there is a disagreement, the MR should contact Health, Safety and Wellbeing for advice. Where the SR disagrees with the direction provided by Health, Safety and Wellbeing the SR should discuss the issue with the Area SR who will discuss the issue with Health, Safety and Wellbeing. In the unlikely event a final agreement is not met then a note will be added to the inspection form stating the reasons why it was not considered a health and safety issue.
- (f) Any new item raised during the next inspection should be added to the form and responded to by the MR as detailed in 4.3 above. In this way progress to resolve issues can be monitored from one inspection to another.
- (g) Completed HS/2 forms will be kept locally for 12 months and then sent to HSS, which will retain them for a further three years.

4.4 **Provision for non-routine joint inspections**

- (a) SRs have the facility to carry out additional joint inspections, in addition to routine inspections of Brigade premises, in the following circumstances:
- An additional joint inspection may take place following a safety event reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 on an Brigade premises. This will be recorded as a special inspection on the HS/2 form.
 - On occasions there may be a need for an additional joint inspection of an Brigade premises in response to an issue raised at a safety committee. The requirement for this inspection and what it intends to resolve or decide must be noted in the minutes of the relevant safety committee. This will be recorded as a special inspection on the HS/2 form.
 - A joint inspection for training undertaken outside the perimeter of Brigade premises.
- (b) In the case of any inspection requested by virtue of the provisions of this subsection SRs must notify the appropriate MR and give seven working days notice of their intention/request to carry out a joint inspection.

Appendix 1 - HS2 Inspection scheduling form

Borough		Year	
Rep			

	Station	Q4	Q1	Q2	Q3
		Jan-Mar	Apr-Jun	Jul-Aug	Sep-Dec
1					
2					
3					
4					
5					
6					

Inspections to be carried out on day shifts where possible.

Inspections to be carried out with Station Commander where possible.

Facilities to be notified to EPT using notification mailbox.

HS2 - Health & Safety Representative Report Form

Premises Inspected					Report No			
Type of inspection (Monthly Quarterly/special)			Date of Inspection		Time Started		Time Finished	
Date received at Area/HQ department								

Persons present at inspection

Representative Body			M000anagement		
Name	RB	Signature	Name	Role	Signature

Item No.	Particulars of matters notified to management representative(s)	Indicate action taken at premises or action required at Area/Brigade level	Progress on matters following inspection	
			Progress	Date completed

Please number each item above

Continued overleaf

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	12/03/26	SDIA	L - 26/05/26	HSWIA	05/01/18	RA	NA
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 3	Paragraph (b) – reference to PN647 removed as this policy has been cancelled and a link to the hotwire reporting problems page added.	21/01/2022
Page 2	References to cancelled policies PN086 and PN429 replaced with PN1008.	09/11/2023
Page 3, para4.3(a)	Pathway to HS2 form in New Office Docs has been updated.	05/12/2024
Throughout	Policy reviewed as current. Minor wording changes made.	28/05/2026

Subject list

You can find this policy under the following subjects.

Health and safety at work	Safety representatives

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification