LOCAL SAFETY INSPECTION AND MONITORING

POLICY
The health and safety policy of the Medical Research Council is to ensure that the MRC provides a safe and healthy environment for its staff, visiting workers and visitors. Compliance with this requires directors and team leaders to ensure that regular inspections are carried out in the work place. A regular programme of work place inspections is instrumental in promoting good working practices and ensures that high standards of health and safety are being met.

SCOPE
The guidance document looks at how formal work place inspections should be organised and the composition of inspection teams. It outlines the role of specific individuals such as the unit safety manager, group and team leaders and trade union representatives. Finally it gives guidance on the inspection procedure itself and includes inspection table checklists.

RESPONSIBILITIES
The director or external scientific staff (ESS) team leader is ultimately responsible for ensuring compliance with this guidance. The implementation of this guidance can be delegated to named individuals.
DIRECTOR’S SUMMARY

One of the key elements for ensuring that health and safety standards at work are maintained at a high level is to make sure that regular safety inspections are carried out. Regular safety inspections are useful not only for monitoring workplace activities but they are also important tools in making sure that compliance with statutory responsibilities is met.

- Directors and ESS team leaders should ensure that regular workplace inspections are carried out.
- Normally directors or ESS team leaders will delegate this task to named individuals.
- The frequency of inspections should relate to the hazards and level of risks at work.
- A written report on the inspection’s findings should be presented to the appropriate manager or section/group or team leader.
- Where the report recommends changes then a prioritised programme of improvements should be agreed with the manager or section, group or team leader.
- Unit directors or ESS team leaders should be aware of matters arising from the report which require their attention.
- Proposed action by directors or ESS team leaders should be communicated to the relevant staff.
- The outcome of any inspection programme should be reviewed periodically.

This note gives guidance on managing an inspection and monitoring programme.

It is recommended that this document be given to all safety managers, the chair of the safety committee and any individuals with delegated responsibility for safety inspections. This document can be downloaded from www.mrc.ac.uk/skills-careers/working-for-mrc/safety-security-resilience/policies-and-guidance

MRC Safety, Security and Resilience section
Headquarters Office