

Health and Safety Inspections

How To Always Be Prepared

TOTAL HOME I

CHECKLIST

Looking at all parts of the house.
Make notes about those that are not.
Experience no house is perfect –

n report, nor should it be
representative, but NOT
the Inspection or another
Inspector in your area.

**An inspection from HSE
can happen at any time,
usually unannounced
which means you must
always be prepared.**

What will happen?

An inspector will want to do any or all of the following:

- **Examine and inspect your place of work**
- **Gather information from employees or workers**
- **Ask employees about any incidents which have led to an accident**
- **Ask for records and make copies of these**
- **Install monitoring equipment**
- **Test substances in the workplace**

Be Prepared

The law requires that safe systems of work are in place which are planned, organised, performed and maintained as appropriate.

You should update your risk assessment annually but you need to include any changes or new work activities, processes or premises ahead of any inspection.



Ensure your safety and health documentation is prepared and in use, and are available for inspection at the workplace or in the relevant place (such as a vehicle)



Your health and safety records should contain details of training requirements, certifications and any procedures which are subject to review

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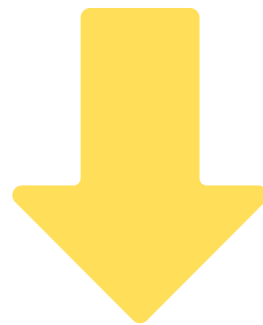


Review your last inspection and make sure any recommendations are now in place as not doing so can result in further action.



**Need help to get
inspection ready?**

**We're here to help!
Get in touch for a free
consultation**



www.safety-smart.co.uk