

**CORPORATE HEALTH & SAFETY UNIT (CHSU)**

**Planned Inspection Procedure**

1. Whenever the Authority is subject to a planned inspection of Health and Safety/Fire Safety from the HSE or South Wales Fire and Rescue Service the Directorate Health and Safety Officer/s should inform the Corporate Health and Safety Unit and Corporate Health and Safety Group as soon as is possible. Similarly if the Corporate Health and Safety Unit are aware of a planned inspection they should notify the relevant Directorate Health and Safety Officer/s and the Corporate Health and Safety Group as soon as is possible.
2. The Corporate Health and Safety Unit will offer support to the Directorate Health and Safety Officer/s in preparing for the inspection.
3. When the inspection has been completed the relevant Directorate Health and Safety Officer should provide verbal feedback to the Corporate Health and Safety Unit and the Corporate Health and Safety Group as soon as possible after the inspection.
4. As soon as a formal report has been received from the enforcing Authority the Directorate Health and Safety Officer should forward a copy to the Corporate Health and Safety Unit for information.
5. The relevant Directorate Health and Safety Officer should prepare a brief report for the Corporate Health and Safety Group outlining the positive and negative points highlighting during the inspection and the action to be taken within the Directorate to address any identified issues. The report should also highlight any cross Directorate issues allowing the Authority to ensure both positive and negatives are considered and shared and where necessary lessons learnt across the Authority.
6. The relevant Senior Directorate Health and Safety Officer must prepare and present a report to the Corporate Health and Safety Committee on the inspection, outcomes and learning points at the next available meeting.
7. An action plan should be prepared by the section that was inspected with the assistance of the Directorate Health and Safety Officers. The Corporate Health and Safety Unit will offer advice and support if required.
8. The Directorate Health and Safety Officers should monitor for progress against the action plan.
9. Approximately six months after the inspection the relevant Service Head should invite the enforcing authority to a review meeting to discuss the Authorities progress against the action plan. Directorate Health and Safety Officers should also attend this meeting.
10. Follow the review meeting feedback should be provided to the Corporate Health and Safety Unit, the Corporate Health and Safety Group and the Corporate Health and Safety Committee allowing them to monitor progress against the action plan.