

# Health & Safety Management Manual

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## Quarterly Inspection Supporting Information

The Quarterly inspection process is derived and subsequently designed using the hierarchy of risk approach. It is intended as a means of local identification of risk, local management of risk or subsequent escalation of risk. Any identified issues should in the first instance be assessed and resolved locally, where this cannot be achieved then the risk must be escalated to the next level line manager for action.

HSMM Holder (or appointed Deputy) undertakes Quarterly Inspection within area of responsibility. On completion of inspection HSMM holder should arrange for any remedial actions to be resolved, this may include contact with e.g. Estates. It would be good practice to document any assistance that has been sought and any reasons why no resolution has been found. Any areas/issues that cannot be resolved may require a formal risk assessment to be undertaken e.g. lack of emergency call systems.

Please note that if there are areas of risk identified that are causing immediate concern and cannot be managed locally the Line Manager should be contacted by telephone and appraised. The quarterly inspection checklist must be signed and dated by the person with managerial responsibility for the area, this act highlights that they as the manager are in receipt of the inspection and findings. It should be noted that the signatory is accepting the findings and has agreed to identify a route to resolve or escalate where appropriate. At this stage consideration should be given to including any outstanding risks to the local risk register. These risks (dependent on severity) may require to be escalated to next line management level.

An escalation route should be identified within the respective service to ensure that inspection checklist findings are reported and discussed. It is vital that the line management chain is kept fully informed of any inherent or residual risk.

Where risk is escalated consideration again should be given as to inclusion within the overall service risk register, (in addition to local) at this juncture the service manager e.g. GM should consider whether this risk can be managed, if not then consideration should be given as to further escalation to Director level.

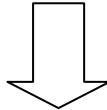
It is appreciated that some issues may arise during or following the inspection process that are outwith the specialist knowledge of the HSMM holder or service managers, where there is any dubiety then guidance or assistance should be sought from relevant specialists this includes, Health and Safety Services, Manual Handling Advisors, Conflict Management, Prevention and Control of Infection, Occupational Health, Clinical Risk and Fire Safety Advisors.

Contact details for all should be available within the Health and Safety Management Manual Contacts page or via Staffnet

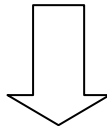
## Quarterly Inspection Guidance

### Checklist Flowchart

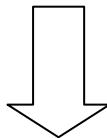
HSMM Holder agrees date for Inspection and undertakes same



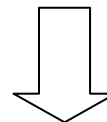
Person undertaking inspection assesses outcomes, and arranges for any local issues to be resolved where possible  
Line Manager agrees findings and signs checklist



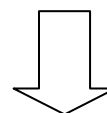
Line Manager accepts responsibility to resolve any outstanding issues or escalate within service  
Consideration given to adding any risks to local risk register



Unable to resolve outstanding issues  
Line Manager uses identified service route to escalate any inherent or residual risk



Service Manager assesses findings and identifies if any risk can be managed within service or should be escalated to Director Level  
Consideration given to inclusion of any risk on service risk register



Any risk escalated to Director level may have a Divisional or Organisational impact. Consideration given to inclusion within Directorate risk register and possible further escalation within Corporate structure.

**At all times during the process guidance and advice is available from Health and Safety Services.**