BRITISH TRANSPORT POLICE

Health and Safety Premises INSPECTION

Appendix A

Area: FHQ **Location:** BTPA **Assessor:** MUMTAZ MAHMOOD **Date:** 26/11/2011

Item	y	n	n/a	Comments
1. H&S Policy				LINK TO BTP HEALTH AND SAFETY HOME PAGE ,PLEASE CIRCULATE TO ALL http://a00-cms2/BTPIntranet/default.aspx?page=23116
◻ Are officers and staff aware of and understand the Force H&S Policy?	Y			
◻ Is a copy of the Force H&S Policy Displayed?			/	
◻ Is it up to date?	Y			
2. H&S Communications				
◻ Is there a Health and Safety Notice board	Y			
◻ Is there an HSE H&S poster prominently displayed?	Y			INTRANET BTPA HEALTH AND SAFETY POLICY TO BE REVIEWED BY MM
◻ Are the boxes correctly filled in?	Y			
◻ Is the Area Safety Policy displayed and are the contents up to date?		N		
◻ Is health and safety documentation available?	Y			
◻ Are fire alarms checked on a regular basis?	Y			FRI 10.30AM
◻ Has a fire / evacuation drill been carried out in the past 6 months?	Y			
3. Fire Risk Assessment				FRA DONE 2 JULY 2010
◻ Has a Fire Risk Assessment been carried out?	Y			
◻ Is it up to date?	Y			
◻ Have all action points been remedied?	Y			
4. Responsible Person				IT IS RECOMMENDED THAT RAQUEL PAZOS ATTENDS THE FIRE SAFETY MANAGEMENT DAY'S TRAINING Contact name: Katrina Papas katrina.papas@solutionsfiresafety.co.uk Marketing Co-ordinator Solutions Fire Safety PO BOX 5963 Basildon Essex SS14 3GW
◻ Has a Responsible Person been nominated?	Y			
◻ Has the Responsible Person been trained?		N		

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				T: 0845 601 2632 F: 0845 601 2659
5. Fire and Emergency Plans				
❑ Has a fire and emergency plan been produced?	Y			LANDLORD HAS GIVEN THESE OUT, A BTP CORPORATE DOCUMENT IS BEING DEVELOPED WITH RAQUEL'S ASSISTANCE
❑ Have staff been briefed on the contents of the plans?	Y			
❑ Are Fire Action Notices posted?	Y			
❑ Are all staff made aware of escape routes and exit doors?	Y			
❑ Are the Safety Signs correct and understandable?	Y			
❑ Are there any persons with special needs at the location?		N		
❑ Is there any specialist escape equipment or systems in place?		N		
6. Fire Log				FILE KEPT IN RED BOX
❑ Is it in place?	Y			
❑ Is it in date?	Y			
❑ Are all events and details listed correctly?	Y			
7. Emergency Lighting				
❑ Is emergency lighting fitted?	Y			
❑ Is it checked in accordance with regulations?	Y			
❑ Is the lighting subject to periodic and discharge testing?	Y			
8. Fire Doors				
❑ Are Fire Doors identified and marked up correctly?	Y			
❑ Are intumescent and smoke seals in good condition?	Y			
❑ Have the doors been fitted with vision panels?	Y			
❑ Do all fire doors operate correctly?	Y			
9. Fire Extinguishers				Checked September 11
❑ Are there suitable and sufficient fire extinguishers at location?	Y			
❑ Are all fire extinguishers in date for test?	Y			
10.Fire Wardens				
❑ Have fire wardens been nominated and is this recorded?	Y			
❑ Have fire wardens been trained?	Y			
11.Electrical Testing				
❑ Is Portable Appliance Testing (PAT) carried out?	Y			DUE JUN 2012
❑ Are all portable electrical listed or marked?	Y			
❑ Is PAT in date?	Y			

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❑ Have microwaves been tested?	Y			
❑ Have 5 yearly Electrical Installation tests been carried out?	Y			
12.Risk Assessments				SEE http://a00-cms2/BTPIntranet/default.aspx?page=23126
❑ Are Generic Risk Assessments available at location?	Y			
❑ Are Operational Risk Assessments available?			/	
❑ Have specific Risk Assessments been completed for station?	Y			
13.Accident / Incident Logging				SEE LINK http://a00-cms2/BTPIntranet/default.aspx?page=23118
❑ Are all accidents / Incidents and near misses reported?	Y			
❑ Are all officers and staff aware of the accident reporting procedures?	Y			
❑ Are line managers and supervisors aware of their role?	Y			
14.First Aid Equipment				RAQUEL PAZOS, MICHAEL DAVENTRY IN DEC MM WILL BE SENDING NEW PACKS AS WE ARE ALL USING ONE CORPORATE TYPE OF BOX
❑ Is there suitable and sufficient first aid equipment at the location?	Y	N		
❑ Is the equipment in date?	Y	N		
15.Monthly Management Log				
❑ Is monthly management procedure in place?			/	
❑ Is it up to date?			/	
16.Captor Storage				
❑ Is Captor stored as per Force instructions?				
17.CoSHH Log				NOT NEEDED
❑ Is there a CoSHH log at the location?			/	
❑ Does it identify all hazardous substances held at the location?			/	
❑ Is it kept up to date?			/	
18.DSE				EXERCISES RECOMMENDED http://www.ergoergo.info/
❑ Have Workstation Assessments been carried out?	Y			
❑ Have all action points been remedied?		N		
❑ Are DSE and furniture items suitable for purpose?		N		
19.Manual Handling				
❑ Are officers and staff aware of the requirements of manual handling?	Y			
❑ Is manual handling included in location risk assessments?	Y			
20.Induction Training				
❑ Have local inductions been given to joiners and transferees?	Y			
❑ Are work experience and contractors given induction?	Y			
❑ Does the induction cover fire escape routes and fire awareness?	Y			
❑ Is there a log evidencing this training?	Y			

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21.General Housekeeping				
❑ Is the Clear Desk Policy adhered to?	Y			
❑ Are all fire doors, exit and escape routes free from obstruction?	Y			
❑ Are all walls, partitions, ceilings, glazing and doors in good condition?	Y			
❑ Is furniture suitable and compliant to CE Standards with regards to fire?	Y			
❑ Are stairways in good condition and suitably marked?	Y			
❑ Are aisles and passageways free from obstructions and trip hazards?	Y			
22.Welfare				
❑ Is a suitable supply of fresh drinking water provided?	Y			
❑ Is the lighting suitable for task?		N		
❑ Is ventilation suitable and can windows be opened to increase airflow?	Y			
❑ Is all equipment in the Mess Room suitable and fit for purpose?	Y			
❑ Is a rest facility provided for new and expectant mothers?		N		
❑ Are toilets and washrooms suitable and sufficient?	Y			SHARED FACILITY
❑ Is there a cleaning schedule in place for the location?	Y			
23.Waste Management				
❑ Is waste material kept to minimum and not allowed to build up?	Y			
❑ Are waste materials removed from the building at the end of the day?	Y			
❑ Are waste materials removed from external bins on a regular basis?	Y			
24.Ivy-soft E-Learning Packages				
❑ Are officers and staff aware of the e-learning packages?	Y			
❑ Is the location up to date on completion of courses?		N		TO BE TAKEN UP BY L&D
25.Visitors				
❑ Is a visitors book kept at the location?	Y			
❑ Are all visitors required to sign in and out daily?	Y			
❑ Are all visitors made aware of the fire and emergency plans?	Y			
❑ Are passes issued?	Y			
27.Legionella				
❑ Has the location had legionella checks carried out?	Y			
❑ Is there a log and is it up to date?	Y			FILE KEPT IN OFFICE
28.Asbestos				NO ASBESTOS
❑ Has the location been checked for the presence of asbestos?	Y			
❑ Is there a log and is it up to date?	Y			
29.Storage				
❑ Are storage areas in a safe condition?	Y			

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❑ Is equipment stored on purpose built shelves?	Y			

Comments : TRAINING IS NEEDED FOR SENIOR MANAGEMENT AND RESPONSIBLE PERSON (H&S for Directors and Senior Managers)

1. http://www.iosh.co.uk/training.aspx
2. https://www.britsafe.org/ -BTP has membership and a day course for senior management can be negotiated with them, please let me know

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