



Buildings Inspections Procedure

This document is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Deputy Mayor for Policing as part of the York & North Yorkshire Combined Authority are required to adhere.

Procedure Statement

The North Yorkshire Police (NYP) Building Inspection Procedure is intended to fulfil the requirement of current Legislation, as set out in the Health and Safety at Work etc Act 1974, (Section 2), and the Workplace (Health, Safety and Welfare) Regulations (Regulation 5).

This procedure will ensure that all buildings are inspected quarterly by nominated HQ and District staff, to highlight hazards in the workplace and to ensure, so far as is reasonably practicable, that the necessary remedial action is being taken.

In addition, the Health and Safety Department will review the quarterly building inspections at each site, to ensure that the required standards are being maintained.

Overarching Policies:

[Health and Safety Policy](#)

Other Documents:

[Quarterly Building and Fire Inspection form](#)

[Emergency Contacts](#)

Process

Quarterly building inspections will be completed by nominated staff for each building within North Yorkshire Police using the Quarterly Building and Fire Inspection form.

The nominated member of staff will record any unsafe condition or any other hazard, which may have the potential to cause injury or damage and record on the inspection form. Upon completion the form will be submitted electronically to the Head of Estates as well as the Health and Safety Inbox.

Issues that can be easily rectified should be put right at the earliest opportunity. Issues that require significant or specialist works to be should be raised directly to Estates.

Where an agreement on the recommended remedial actions cannot be reached, the matter may be referred to the Health & Safety team for consultation.

Any matters with a Forcewide implication should be referred to the Force Health and Safety Committee for a decision.

Estates will ensure statutory checks are undertaken by external competent contractors at required intervals.

Performance Management

Completion of Quarterly Building and Fire Inspections will be monitored through the Health and Safety Dashboard produced by the Health and Safety Dept. This is reviewed as part of the Health and Safety Force Board meeting chaired by the Deputy Chief Constable and at local HQ / District H and S Committee meetings. It is the responsibility of Estates management to ensure that inspections are completed.

AREAS OF HIGH / SERIOUS RISK MUST BE ACTIONED IMMEDIATELY BY THE APPROPRIATE MANAGER

WHERE ISSUES CANNOT BE FULLY RESOLVED, REASONABLE AND TIMELY CONTROL MEASURES MUST STILL BE APPLIED.

Health And Safety Representatives

The Safety Representatives and Safety Committees Regulations were made under section 15 of the Health and Safety at Work etc Act 1974. These Regulations entitle Safety Representatives to carry out periodic inspections of the Workplace as mutually agreed by NYP. In addition Safety Representatives may also wish to be present during other inspection programmes, such as the ones outlined in this procedure.