

**Health and Safety Inspection Report Form**

**Please note defects without a resolution have been assigned job numbers and are waiting to be completed.**

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| **Area of activity, Club or Department inspected**   |  |
| **Date and time of inspection** **or matter observed**   | **Observation or description of hazard identified for further investigation or action including location**  | **Name(s) of safety representative(s)** **notifying matter(s) ICU**     | **Remedial action taken or (by date) explanation if not taken. This information to be relayed to the safety representative(s)**  |
| March Week 2 13/03/2019 | Location: Level 2 KitchenObservation: Blue wire needs to be clipped to the wall as it’s currently a trip hazard | Zonya Christian  | Raised plan—on request: 350934.01**Resolution:** Investigated. Found a blue hose that pumps water to the fountain on the bench top hanging on the floor. Used cable clips to support it back on the skirting board. |
| March Week 2 15/03/19 | Location: East Staircase Observation: Emergency light points up instead of down when exist is downstairs. | Zonya Christian, Charles Curpen | Raised plan—on request: 353988.01**Resolution:** 09/05 - Job ticket reprinted.Operative attended and investigated; job has been completed. |
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| March Week 2 15/03/19 | Location: Level 3, MR3Observation: Fire exit sign points up instead of down.  | Zonya Christian, Charles Curpen | Raised plan—on request: 353992.01**Resolution:** Investigated and got steps unscrewed cover from emergency light box, removed sticker running man, found that there is a green polycarbonate stuck in cover, removed polycarbonate and cleaned cover then used double side tape to hold new sign in place and put cover back and cleaned up |
| March Week 2 15/03/19 | Location: Level 3 Snooker room Observation: Fit emergency light or fix ceiling lights which may be emergency.   | Zonya Christian, Charles Curpen | Raised plan—on request: 353995.01**Resolution:** Investigated. Light fittings do not have power. They have been made redundant. |
| March Week 3 22/03/19 | Location: Ground Floor by MetricObservation: Plug socket has exposed wiring.  | Joanna Page; Charles Curpen | Raised plan—on request: 352136.00**Resolution:** Raphael - Attended and replaced broken socket

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| March Week 3 22/03/19 | Location: Level 1 east staircase, exit from ladies toiletsObservation: Investigate emergency light  | Zonya Christian; Charles Curpen | Raised plan—on request: 354099.01**Resolution:** Isolated lights. Replaced all faulty parts. Energised. Tested |
| March Week 3 22/03/19 | Location: Level 1 Activity Space 1 Observation: Diffuser falling out  | Zonya Christian; Charles Curpen | Raised plan—on request: 354101.01**Resolution:** Fixed diffuser back into light fitting. |
| March Week 3 22/03/19 | Location: Level 1 Activity space 1 Observation: Check/Investigate security locks on windows (currently open) | Zonya Christian; Charles Curpen | Raised plan—on raised: 354102.01**Resolution:** Investigated and found windows open and window restrictors not locked. Located keys and locked all windows and found a few that screws were missing. Cut screws to size and put stay on windows and screwed. |
| March Week 3 22/03/19 | Location: Main lift Observation: Replace or fix vinyl (currently a trip hazard) | Zonya Christian; Charles Curpen | Raised plan—on request: 354105.01**Resolution:** Contractor attended and ordered new rubber tiles. Cut damaged rubber. Made good sub floor and new rubber tiles laid. |
| April Week 1 05/04/19 | Location: Level 2 Meeting Room 5 Observation: Electrical plugs hanging off the wall.  | Zonya Christian; Joanna Page | Raised plan—on request: 358538.01**Resolution:** Investigated. Fixed emergency stop button back onto wall. Removed redundant data/phone outlet. |
| April Week 1 05/04/19 | Location: Beit Quad, Students UnionObservation: Wheelchair lift out of service | Zonya Christian; Joanna Page | Raised plan—on request: 358484.00**Resolution:** Job sent to Temple LiftsContractor attended lift working on arrival but found in car push for ground floor pushed off back plate. GFE supplied and fitted one new button and carried out repair to the top securing bolt for the cop as the bolt was just going around and not tightening up. Tested all floors and returned to service. |
| April Week 317/04/19 | Location: Level 2 Drama Soc Storage RoomObservations: Leak in ceiling, please investigate.  | Zonya Christian; Charles Curpen | Raised plan—on request: 380373.01**Resolution:** Operative attended and major damage to plasterboard ceiling, plus outside in corridor. Needs decorating (Paint) needs quoting.MNW order requested. |
| April Week 317/04/19 | Location: Level 3 MR4 Observations: Fire exit sight points up | Zonya Christian; Charles Curpen | Raised plan—on request: 380377.01**Resolution**: Investigated and found I needed to cut around signs then used scraper to remove signs from wall and cleaned up. Used silicone to fix signs up on wall and cleaned up.  |
| April Week 317/04/19 | Location: Level 2 MR5 Observations: Broken socket. | Zonya Christian; Charles Curpen | Raised plan—on request: 380382.01**Resolution:** 24/4 – Looked for room but couldn’t find it. Unable to get any information because Imperial Union is closed. Return once the college opens again. 9/4 - Returned. Found out that Meeting Room 5 (MR5) is labelled ‘bridge and chess’. Gained access to room. Found a broken socket outlet and backbox that needs to be replaced. I’m unable to isolate the circuit because it’s not labelled, need to get another engineer to help in finding the circuit breaker. Also found that two of the sockets in the room have earth faults that need to be investigated. I have taped up the sockets so that they can’t be used. 15/4 – Returned. Investigated and found where to isolate the circuit. Isolated. Replaced broken socket and backbox. Fixed wiring to rectify earth fault. Energised. Tested. |
| April Week 4 29/04/19 | Location: Wheelchair Accessible LiftObservation: Lift out of service.  | Zonya Christian; Charles Curpen | Raised plan—on request: 381779.00**Resolution:** Contractor attended, lift working on arrival but found door air cord roller on car knocking, supplied and fitted one new selcom roller. Tested and returned to service. |
| April Week 403/05/19 | Location: Level 3 MR4 Fire doorObservation: Fit door stop | Zonya Christian; Charles Curpen | Raised plan—on request: 385668.01**Resolution:** Attended and drilled new hole and fitted new door stop |
| April Week 403/05/19 | Location: Level 3 Gym storage spaceObservation: Riser cupboard blocked by items – potential hazard any emergency. Need to be unblocked. | Zonya Christian; Charles Curpen | **Responsible Health and Safety Contact Notified: Further steps:** Contact Student Activities Manager with photosasking for situation to be resolved |
| April Week 403/05/19 | Location: Level 3 Gym/ Gym StorageObservation: New fire door sign on entrance to storage space in gym, and in gym.  | Zonya Christian; Charles Curpen | Raised plan—on request: 385672.01**Resolution:** Investigated and removed door signs on 6 doors, drilled holes and fitted new signs onto doors and cleaned up |
| April Week 403/05/19 | Location: Level 2M Observation: Electronically operated fire doors need investigating as they did not shut in a fire alarm.  | Zonya Christian; Charles Curpen | Raised plan-on request: 385689.01**Resolution:** Attended site to check doors not closing, engineer investigated and could not find interface locally, engineer unable to find power supply for doors as well, engineer tested interfaces through the fire panel but doors did not close. When the fire alarm test takes place on Friday the engineer will be present as he was informed they did close and others say it did not close. Engineer will then check when alarm is tested. Revisit site to check faulty doors, tested doors on weekly fire test and doors closed all working as normal |
| April Week 403/05/19 | Location:Level 2 Office Space Observation: Fire sign by electric fire doors pointing up when it should be down.  | Zonya Christian; Charles Curpen | **Raised plan-on request: 385690.01** |
| May Week 210/05/19 | Location: Level 2M – Fire exit door to west staircase Observation: Rearrange fire safety signs  | Zonya Christian, Charles Curpen  | **Raised plan-on request: 410527.00** |
| May Week 10/05/19 | Location: Level 1 Union Dining HallObservation: New fire door sign  | Zonya Christian, Charles Curpen  | **Raised plan-on request: 410528.00** |
| May Week 2 10/05/19 | Location: Level 2M – Entrance door to office spaceObservation: Missing CO2 sign – may be worth rearranging signage so they refer to the correct items  | Zonya Christian, Charles Curpen  | Raised plan on request: 410525.01**Resolution:** Removed signs and re-positioned onto wall and cleaned up |
| May Week 2 10/05/19 | Location: Level 2M – Fire exit door to west staircase Observation: Rearrange fire safety signs  | Zonya Christian, Charles Curpen  | **Raised plan-on request: 410527.00** |
| May Week 2 10/05/19 | Location: Level 1 Union Dining HallObservation: New fire door sign  | Zonya Christian, Charles Curpen  | **Raised plan-on request: 410528.00** |
| May Week 3 13/05/19 | Location: Level 1 - Union Dining HallObservation: Remove hazard materials from riser cupboard | Zonya Christian, Charles Curpen  | Raised plan-on request: 408771.01**Resolution:** Investigated and got big bin trolley to remove items from riser cupboard and took to the skip 3 times and cleaned up all riser cupboards in the dining room. |
| May Week 3 17/05/19 | Location: Level 2 ReceptionObservation: Large guillotine/poster cutter needs sharpening  | Joanna Page  | Raised plan-on request: 410529.01**Resolution:** SPIE official advised the guillotine is current a hazard as it does not have a safety guard. Guillotine was disposed of – Admin to purchase new guillotine.  |
| May Week 3 17/05/19 | Location: Level 2M showers. Observation: Change locker battery | Zonya Christian, Charles Curpen  | **Raised plan-on request: 410562.00** |
| May Week 3 17/05/19 | Location: Level 2M showersObservation: Missing Shower curtain | Zonya Christian, Charles Curpen  | **Raised plan-on request: 410564.00** |
| May Week 3 17/05/19  | Location: Level 2M ShowersObservation: Replace shower hose | Zonya Christian, Charles Curpen  | Raised plan-on request: 410565.01**Resolution:** Paul - Replaced missing shower hose and handset with new one |
| May Week 3 17/05/19 | Location: Level 1 West basementObservation: Fix fire extinguisher to wall.  | Zonya Christian, Charles Curpen  | Raised plan-on request: 410578.01**Resolution:** Refit co2 bracket on wall in west basement in Beit quad |
| May Week 3 17/05/19 | Location: Level 1 Activity Space 1 & 2Observation: Clear riser cupboard | Zonya Christian, Charles Curpen  | Raised plan-on request: 410579.01**Resolution:** Charles and cliff attended and Removed and cleared all items from riser |
| May Week 3 17/05/19 | Location: Level 1 Roof Observation: Roof accessible from side entrance, clear debris. | Zonya Christian, Charles Curpen  | Raised plan on request – 413058.01**Resolution**: Investigated and remove extinguisher from cabinet and fixed onto wall. Fixed signs on wall then cleaned up |
| May Week 3 17/05/19 | Location: Ground floor East staircase Observation: Roof accessible from side entrance, clear debris. Affix fire extinguisher to the wall.  | Zonya Christian, Charles Curpen  | **Raised plan-on request: 410584.00** |
| May Week 4 20/05/19 | Location: Level 2 Office KitchenObservation: The whole of Beit Union is without water | Zonya Christian, Charles Curpen  | Raised plan-on request: 411137.01**Resolution:** Assigned to Paul - Restored water supply to Beit union etc |
| May Week 4 24/05/19 | Location: Level 3 West StaircaseObservation: Potential security breach – window needs closing – Footprints on window edge  | Zonya Christian, Charles Curpen  | Raised plan-on request: 412894.00**Resolution:** Window closed however lever needs to be fixed. Sub job requested for Express Glazing |
| May Week 5 28/05/19 | Location: Level 2M East StaircaseObservation: New fire signage FAO Charles | Zonya Christian, Charles Curpen  | **Raised Plan on request-- 413058.00** |
| May Week 5 28/05/19 | Location: Level 1 Lift Observation: Water signage missing for fire extinguishers FAO Charles | Zonya Christian; Charles Curpen | **Raised plan on request - 413062.00** |
| May Week 5 28/05/19 | Location: Ground Floor East Staircase Observation: remove fire extinguishers from box and place on the wall including signage.  | Zonya Christian; Charles Curpen | Raised plan on request - 413063.00**Resolution:** Removed fire extinguisher from unit, drilled new holes and fitted plugs in holes, screwed bracket to wall and put extinguisher onto bracket, adjusted signs and cleaned up |
| May week 5 31/05/19 | Location: Level 3 West StaircaseObservation: Top window mechanism needs fixing. This is a follow up from raised plan-on request: 412894.00 FAO Charles | Zonya Christian; Charles Curpen | Raised plan on request – 414717.01Resolution: Window mechanism is broken and needs to be repaired Sub requested for Express Glazing to attend |

NB: This record does not imply that the conditions are safe and healthy or that the arrangements for welfare at work are satisfactory

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| **ICU Site Inspection Representative: Zonya Christian**  | **Signature**: **Zonya Christian** | **Date**: 31/05/19 |