



**GLASGOW CITY COUNCIL**  
**ENVIRONMENTAL PROTECTION SERVICES**  
**(Food Safety / Health and Safety)**

# **Health and Safety at Work Etc Act 1974**

**POLICY ON**

## **The Inspection of Premises**

## **Enforcement Strategy**

The City Council has adopted the principles of good enforcement in respect of standards, openness, helpfulness, complaints, proportionality and consistency.

These include

- confidentiality, courtesy and advice on compliance
- a clear distinction between requirements and recommendations
- a statement of the legal basis for any requirements
- information re appeal and complaints procedures.

## **Environmental Protection Services**

Environmental Protection Services has responsibility within the Glasgow City Council area for Building Control, Consumer and Trading Standards, Food Safety and Health & Safety, Public Health and Environmental Protection, Cleansing and Scientific Services.

## **Enforcement Responsibility in terms of the Health and Safety at Work etc Act 1974**

To inspect commercial premises such as Offices, Shops, Hotels, Restaurants and Public Houses in addition to work places such as Tyre and Exhaust Fitting premises and Leisure Centres to assess compliance with the relevant legislation.

## **Regular Inspection of Premises**

Premises in Glasgow are inspected routinely at frequencies of 2 years, 3 years, 4 years and 5 years according to the perceived risk. Low risk premises are not subject to programmed inspection but are included in a programme of alternative initiatives.

## **Reports of Inspection**

A written report of inspection is issued to the employer and workplace safety representative after each inspection.

## **Additional Inspections**

Additional inspections are undertaken:

- in response to complaints
- for licensing purposes
- where accidents have occurred
- on receipt of reports from other agencies.

## **Compliance**

Inspections are undertaken to assist companies in achieving compliance with the Health and Safety at Work etc Act 1974 and relevant Regulations.

Where an Officer is confident that prompt compliance will be secured an informal letter will be sent confirming the points identified and/or agreed during the inspection.

In some cases, formal action may be necessary. This could result in the issue of an Improvement Notice detailing the action required within a specified time period or a Prohibition Notice requiring immediate attention.

## **Prosecution**

Prosecution is only considered appropriate in cases such as:

- failure to comply with an Improvement or Prohibition Notice
- flagrant breach of the law
- reckless disregard for the health and safety of work people or others
- serious accident
- incident causing serious public alarm

In general terms, prosecution is not the preferred action of the Service.

## **Duties of Employees**

Employees must have regard for the law in their activities and must follow instructions from their employer in relation to health and safety.

## **Appeals and Complaints**

Guidance on appeals is issued with all notices. Complaints should be made to the Head of Health and Safety at the address overleaf.

## **Advice**

Advice on compliance is freely available from Officers, however, the employer will, in the end, require to decide how to resolve problems in the way most appropriate and practical to the particular business. In some cases, the employer may require to seek specialist advice from another provider.

***We hope that by working together  
we can achieve our common objective  
of  
“A SAFER WORKING  
ENVIRONMENT  
IN GLASGOW”***

**You can talk to us during office hours on  
0141 287 6539/40  
Monday to Friday 9.00am until 5.00pm  
or in emergency on  
0800 595 595**

Issued by:  
Director of Environmental Protection Services  
231 George Street  
GLASGOW G1 1RX

Ref: H&S Inspection