



MANAGEMENT – ENFORCEMENT OFFICIALS

The only people who are allowed to inspect company premises without prior consent from Head Office are Local Authority Enforcement Officials such as Environmental Health Officers, Fire Officers, and Trading Standards Officers etc. who can inspect the premises at any reasonable time.

EHO/ Fire Officer

The above-mentioned officials should be treated courteously but must not be given access to premises unless they have proof of identification. The following is a list of documents and topics likely to be discussed, although this is not exhaustive:

- Safety Policy - available / staff awareness
- Statutory Notices e.g., Safety Law Poster, Liability Insurance
- Risk Assessments
- First Aid Box and First Aid Arrangements
- Sanitary and Welfare facilities
- Housekeeping standards
- Equipment - condition, maintenance, inspection
- Training records -Induction, safe systems of work
- Electrical Installation and Portable Appliance Testing
- Control of Hazardous Substances (COSHH)
- Safety Signs and Fire Action Notices
- Accident Book & Reporting Procedures
- Fire Extinguisher equipment. Tests, Training, Maintenance
- Fire Alarm and Emergency Lighting tests
- Fire Doors, locked, blocked, wedged open
- Emergency preparedness, Evacuation Drills

In a Retail environment discussion will almost certainly include prevention of slips / trips /falls and Manual Handling.

Powers of the inspector

Enforcing Officers have wide ranging powers:

- He/ she may enter the premises at any time
- carry out whatever examination and investigation necessary
- Instruct that parts of the premises must be left undisturbed
- Take measurements, photographs, or recordings
- Take samples, dismantle articles, or subject them to tests
- Take possession and detain any article (subject to issue of a receipt)
- Require production of documents, inspection reports, training records etc.
- Demand facilities and assistance to enable him to exercise his powers.

Your Rights when action is taken

If an inspector tells you to do something you should ask to be given a letter explaining what needs to be done, when and why. This must then be recorded and sorted without delay.

Only authorised staff are permitted to speak on behalf of the Company, should an inspector require you to make a statement you should in the first instance seek advice from the Operations Team. Under no circumstances must you provide information duress.



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Politely inform the officer that you are not authorised to speak on behalf of the Company and that any request for information should be put in writing to Head Office.

Notices

Improvement Notice

If in the opinion of the inspector, there is a contravention of the Health & Safety at Work Act, he may issue a notice requiring necessary remedial works within a specific time.

Failure to comply IS a criminal offence and therefore the Head office should be made aware of the situation and a copy of the notice forwarded to the OFFICE without delay.

Prohibition Notice

If there is a serious risk of personal injury, the inspector may decide to issue a Prohibition Notice, which may be immediate, or deferred for a specified time period. It is important that the notice is followed to the letter and affected work cannot restart until the Environmental Health Officer (EHO) is satisfied that the requirement of the notice has been satisfied in full.

Who can be prosecuted?

Under the Health & Safety at Work Act duties and obligations are placed on both employers and employees. The enforcing authorities may, if they choose, prosecute both the company and individuals.