From: [redacted]
To:
Cc: Health and safety
Subject: Office Inspection Actions
Date: 14 March 2022 15:49:31
Attachments: image003.png

Hi [redacted],

Following the Office inspection there have been a some actions/suggestions for UK SBS as follows:

Actions

4.19	**Working at Height equipment, suitably stored and up to date inspection.**	**UK SBS Action:** Steps not stored appropriately and no evidence of recent inspection. UK SBS to review.	**A**	M
8.11	**Server room emergency equipment in place and in working order**	**UK SBS Action:** **Batteries in torch to be replaced** **Server room procedures and training records no evidence that they have been recently reviewed or used.**	**A**	M

Suggestions

2.16	**Housekeeping**	UK SBS Areas of concern with general house keeping. UK SBS OE contact to review. UK SBS IT GF housekeeping issues	S	L

Could you look at these and provide any updates accordingly.

Many thanks

[redacted]

Working Pattern: Monday, Tuesday and Wednesdays

[redacted]
Health & Safety Advisor UKRI
Polaris House
North Star Avenue
Swindon
SN2 1UJ
[redacted]

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From: [redacted]
To:
Cc:
Subject: Re: PH Office Inspection Actions
Date: 23 March 2022 09:07:08
Attachments: image008.png
image009.png
image010.png
image011.png
image012.png
image013.png
image001.png

Hi [redacted]
I responded last week, housekeeping all but done, ladder now in the data centre but batteries haven't been replaced - I'll lol next week and not urgent.

Kind Regards,
[redacted]
Head of Back Office Services
UK Shared Business Services

Mobile: [redacted]
E-mail: [redacted]

From: [redacted]
Sent: Wednesday, March 23, 2022 9:00:32 AM
To: [redacted]
Cc:
Subject: RE: PH Office Inspection Actions

UK OFFICIAL

[redacted]

Please confirm that items 2.16 Housekeeping, 4.19 Working at Height equipment, suitably stored and up to date inspection (Block 2 GFS) and 8.11 Server room emergency equipment in place and in working order have been remedied and the action advised taken.

2.16	**Housekeeping**	**UK SBS Areas of concern with general housekeeping. UK SBS OE contact to review.** **UK SBS IT GF housekeeping issues**	**S**	L
4.19	**Working at Height equipment, suitably stored and up to date inspection (Block2 GFS).**	**UK SBS Action:** Steps not stored appropriately and no evidence of recent inspection. UK SBS to review.	**A**	M
8.11	**Server room emergency equipment in place and in working order (location: Block 2 GFS; as you enter block 2 from reception it is directly in front of you)**	**UK SBS Action:** **Batteries in torch to be replaced** **Server room procedures and training records no evidence that they have been recently reviewed or used.**	**A**	M

Kind regards,

[redacted]
Committee Officer, Health and Safety Lead
UK SBS

Mobile
Email: [redacted]

UK OFFICIAL

From: [redacted]
Sent: 18 March 2022 12:44
To: [redacted]
Cc: [redacted]
Subject: RE: PH Office Inspection Actions

UK OFFICIAL

Hi [redacted]
The majority has already been done, see below.. The rest will follow next week.

Yesterday John got rid of the stuff in the open shelves under the printer, the stuff on the top of the open shelves adjacent to the printer, moved the stepladder into the Data Centre and sorted the boxes under the desk pictured.

Kind Regards,

[redacted]
Head of Back Office Services
UK Shared Business Services

Mobile: [redacted]
E-mail:

UK OFFICIAL

From: [redacted]
Sent: 18 March 2022 12:37
To: [redacted]
Cc: [redacted]
Subject: RE: PH Office Inspection Actions

UK OFFICIAL

Hi [redacted]

Yes, please. Items should stored appropriately of thrown away and not be placed on top of low cupboards, which could fall.

Kind regards,

[redacted]

[redacted]
Committee Officer, Health and Safety Lead
UK SBS

Mobile [redacted]
Email:

UK OFFICIAL

From: [redacted]
Sent: 16 March 2022 13:01

To: [redacted]
Cc: [redacted]
Subject: RE: PH Office Inspection Actions

UK OFFICIAL

Hi [redacted]
Just to clarify the expectation here is to ensure the floor space is clear of the items in the attached photos?

Kind Regards

[redacted]
Head of Back Office Services
UK Shared Business Services

Mobile: [redacted]
E-mail:

UK OFFICIAL

From: [redacted]
Sent: 16 March 2022 11:49
To: [redacted]
Cc: [redacted]
Subject: FW: PH Office Inspection Actions

UK OFFICIAL

[redacted]

Since [redacted] is out of the office, please can you take this forward?

Having looked for the housekeeping issue in Service desk, I found it was actually located in Network Services Engineering. Please can this Health & Safety matter also be resolved by Wednesday 23 March. Please advise me that mitigating actions have been implemented and I will report back to UKRI Health & Safety.

2.16	**Housekeeping**	UK SBS Areas of concern with general housekeeping. UK SBS OE contact to review. UK SBS IT GF housekeeping issues	S	L

Kind regards,

[redacted]
Committee Officer, Health and Safety Lead
UK SBS

Mobile [redacted]
Email:

UKSBS
Shared Business Services

FICIAL

From: [redacted]
Sent: 16 March 2022 11:17
To: [redacted]
Cc: [redacted]
Subject: RE: PH Office Inspection Actions

4.19	**Working at Height equipment, suitably stored and up to date inspection (Block2 GFS).**	**UK SBS Action:** Steps not stored appropriately and no evidence of recent inspection. UK SBS to review.	**A**	M
8.11	**Server room emergency equipment in place and in working order (location: Block 2 GFS; as you enter block 2 from reception it is directly in front of you)**	**UK SBS Action:** **Batteries in torch to be replaced** **Server room procedures and training records no evidence that they have been recently reviewed or used.**	**A**	M

Hello,

Please see above the photograph (the second photograph was in relation to Service Desk) and details of the location of the ladder and server room. Please advise me by Wednesday 23 March that mitigating actions have been implemented and I will report back to UKRI Health & Safety.

Kind regards,

[redacted]

Committee Officer, Health and Safety Lead
UK SBS

Mobile: [redacted]
Email: [redacted]

UKSBS
Shared Business Services

From: [redacted]
Sent: 15 March 2022 14:24
To: [redacted]
Subject: RE: PH Office Inspection Actions

UK OFFICIAL

Hello,

I don't have the original photos so if you can forward them on that will be great and then [redacted] and I can pick up the 2 actions:

4.19	**Working at Height equipment, suitably stored and up to date inspection.**	**UK SBS Action:** Steps not stored appropriately and no evidence of recent inspection. UK SBS to review.	**A**	M
8.11	**Server room emergency equipment in place and in working order**	**UK SBS Action:** **Batteries in torch to be replaced** **Server room procedures and training records no evidence that they have been recently reviewed or used.**	**A**	M

Thanks,

[redacted]
Head of D&I Operations
UKSBS

Mob: [redacted]
E-mail [redacted]
UK SBS, Polaris House, North Star Avenue, Swindon, SN2 1FF

UK OFFICIAL

From: [redacted]
Sent: 15 March 2022 12:46
To: [redacted]
Subject: RE: PH Office Inspection Actions

UK OFFICIAL

Amanda

I'd suggest talking to [redacted]

[redacted]
Planned leave : April 1st, 8th – 19th inc August
Mobile: [redacted]
Email: [redacted]

OFFICIAL

From: [redacted]
Sent: 15 March 2022 12:27
To [redacted]
Subject: RE: PH Office Inspection Actions

UK OFFICIAL

Hello again,

Thanks for the offer of assistance – much appreciated. Please advise a contact on the Network Team to take this forward?

Kind regards,

[redacted]
Committee Officer, Health and Safety Lead
UK SBS

Mobile [redacted]
Email: [redacted]

UK OFFICIAL

From: [redacted]

Sent: 15 March 2022 11:52
To: [redacted]>
Cc: [redacted]>
Subject: RE: PH Office Inspection Actions

UK OFFICIAL

[redacted]

I'm around and happy to discuss, however these 2 photo's are of the other side of the office. I'm happy to help but just wondering if I'm the right person! More likely to be the network team.

[redacted], Manager – Service desk, UK SBS
Planned leave : April 1st, 8th – 19th inc August
Mobile:[redacted]
Email: [redacted]

UK OFFICIAL

From: [redacted]>
Sent: 15 March 2022 11:41
To: [redacted]
Cc: [redacted]>
Subject: PH Office Inspection Actions

UK OFFICIAL

Morning[redacted],

UKRI have identified some Health & Safety issues for action and a suggestion located in IT blk2 GFS. Tomorrow I'm in the office and will take a look. Are you available tomorrow morning to discuss?

Thanks and Kind regards,

[redacted]
Committee Officer, Health and Safety Lead
UK SBS

Mobile:[redacted]
Email:[redacted]

UK OFFICIAL

From: [redacted]
Sent: 14 March 2022 15:49
To: [redacted]>
Cc: Health and safety [redacted]>
Subject: Office Inspection Actions

Hi[redacted],

Following the Office inspection there have been a some actions/suggestions for UK SBS as follows:

Actions

	Working at Height equipment, suitably stored and up	**UK SBS Action:**		

4.19	**to date inspection.**	Steps not stored appropriately and no evidence of recent inspection. UK SBS to review.	**A**	M
8.11	**Server room emergency equipment in place and in working order**	**UK SBS Action:** **Batteries in torch to be replaced** **Server room procedures and training records no evidence that they have been recently reviewed or used.**	**A**	M

Suggestions

2.16	**Housekeeping**	UK SBS Areas of concern with general house keeping. UK SBS OE contact to review. UK SBS IT GF housekeeping issues	S	L

Could you look at these and provide any updates accordingly.

Many thanks

[redacted]

[redacted]
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[redacted]

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From: [redacted]
To:
Cc: Health and safety
Subject: RE: Office Inspection Actions - Resolutions
Date: 01 April 2022 09:24:04
Attachments: 2022 04 01 Network Engineering Resolution 2.16 _1.jpg
image005.png
image006.png
image001.png

UK OFFICIAL

Hi [redacted]

By way of update, please note that:

- 2.16 Housekeeping has been resolved (see attached photograph).
- 4.19 The ladder has been stored in the data centre. What do you mean by recent inspection?
- 8.11 Steve Tomlin advises me that batteries were due to be replaced this week. A visual inspection will be arranged to discuss training records review and use.

2.16	**Housekeeping**	**UK SBS Areas of concern with general housekeeping. UK SBS OE contact to review.** **UK SBS IT GF housekeeping issues**	**S**	L
4.19	**Working at Height equipment, suitably stored and up to date inspection (Block2 GFS).**	**UK SBS Action:** Steps not stored appropriately and no evidence of recent inspection. UK SBS to review.	**A**	M
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A further update will be provided by Friday 8 April.

Kind regards,

[redacted]
Committee Officer, Health and Safety Lead
UK SBS

Mobile
Email: [redacted]

UK OFFICIAL

From: [redacted]
Sent: 15 March 2022 16:16
To [redacted]
Cc: Health and safety <healthandsafety@ukri.org>
Subject: RE: Office Inspection Actions

Hi [redacted]

The server room is located in block 2 GFS which is as you enter block 2 from reception directly in front of you.

Thanks
[redacted]

From: [redacted]
Sent: 15 March 2022 11:02
To: [redacted]
Cc: Health and safet[redacted]
Subject: Re: Office Inspection Actions

Thanks - was the server room adjacent to Service Desk?

Get Outlook for iOS

From: [redacted]
Sent: Tuesday, March 15, 2022 3:56:37 AM
To: [redacted]>
Cc: Health and safety <[redacted]
Subject: RE: Office Inspection Actions

Hi [redacted],

The ladder is located in IT blk2 GFS.

Housekeeping issues were in general in Servicedesk.

Unfortunately I'm not in tomorrow, but happy to follow up catch up via Zoom if need be.

Thanks
[redacted]

From: [redacted]>
Sent: 15 March 2022 09:38
To: [redacted]
Cc: Health and safety [redacted]
Subject: RE: Office Inspection Actions

UK OFFICIAL

Hi [redacted],

Thanks for your email.

Tomorrow, I'm on site. On Thursday 10 March, I walked the UK SBS floor plate, excluding the small presence we have in the second floor block 1 and the IT Service Desk, Block 2.

Please advise where the ladders (4.19), the server room (8.11) and problems with housekeeping (2.16) are located? Happy to discuss tomorrow. Tomorrow I can be available at 8:00 – 9:00 and early afternoon.

Kind regards,

[redacted]

[redacted]
Committee Officer, Health and Safety Lead
UK SBS

Mobile
Email: [redacted]

UKSBS
Shared Business Services

From: [redacted]
Sent: 14 March 2022 15:49
To: [redacted]
Cc: Health and safety [redacted]>
Subject: Office Inspection Actions

Hi [redacted],

Following the Office inspection there have been a some actions/suggestions for UK SBS as follows:

Actions

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8.11	**Server room emergency equipment in place and in working order**	**UK SBS Action:** **Batteries in torch to be replaced** **Server room procedures and training records no evidence that they have been recently reviewed or used.**	**A**	M

Suggestions

2.16	**Housekeeping**	UK SBS Areas of concern with general house keeping. UK SBS OE contact to review. UK SBS IT GF housekeeping issues	S	L

Could you look at these and provide any updates accordingly.

Many thanks
[redacted]

Working Pattern: Monday, Tuesday and Wednesdays

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