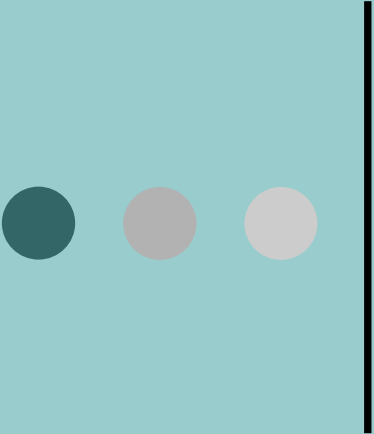




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A decorative graphic consisting of three colored circles (dark teal, grey, and light grey) and a vertical line, positioned to the left of the title.

Health and Safety Management Audit

Alison Gower
Assistant Safety Advisor

Initial thoughts



- Panic? Dread? Fear? “What another one?”
- Extra workload? Time?
- Don’t panic – call or E-mail, ask questions, opportunity to learn.
- If things are missing, that’s OK, we will help you improve from your starting point.



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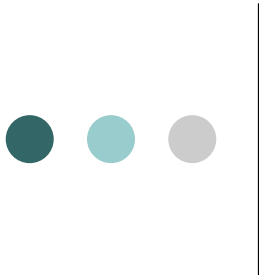
Why do we need a health and safety audit?

- To assist you in the continuous improvement of Health and Safety in your Department
- Identify the risks and the levels of those risks within the workplace;
- Identify strengths and weaknesses in your safety procedures;
- Assess whether your safety procedures are legally compliant; meet best practice legal obligations.
- Recommend improvements in your safety procedures;
- Ensure that there adequate resources available to manage OHS; and ensure they are being utilised effectively.
- One point in time – framework to use for the future – support from Safety Office.



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Focus of an Audit



- Health and Safety Management System
- OHS responsibilities – how this is divided across the department;
- Organisational structure – how health and safety is reported and managed;
- Consultation arrangements – with staff, contractors, students and the public;
- Implementation of all procedures and activities;
- Hazard identification, assessment and control - pragmatic approach;
- Training and competence;
- Measurement, reporting and evaluation; and
- Review of the OHS system and its overall performance.

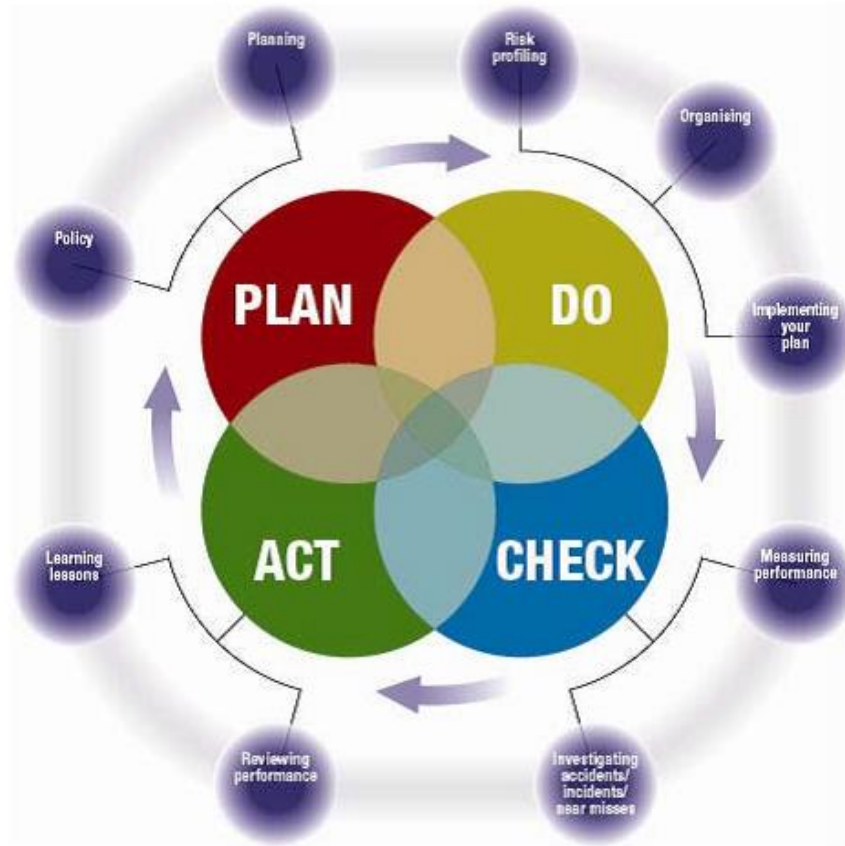


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Management principles - HSG65 – Managing for Health and Safety

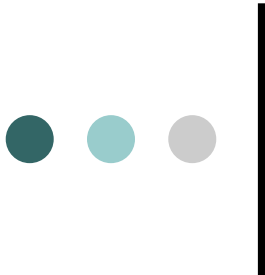


Source –HSE
publications HSG65



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4 Stage Approach

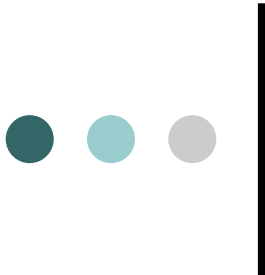
- PLAN – Policy, organisational structure, Procedures, responsibilities, targets/objectives.
- DO - Implementation - Risk profiling, Risk Assessment, organising/implementing compliance e.g. asbestos register, water management, training, contractors, records.....
- CHECK – Measure your performance - Investigation accident/incident and near miss, staff surveys, internal inspection/audit. Consultation – talk and listen to staff, don't forget to celebrate good performance.
- ACT – Review performance – Safety Committee and senior management - what needs to improve? Set new targets (annual review by safety committee) update Safety Improvement Plan
- Start again!



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Format

1. Audit request letter – date set, documentation requested
2. Documentation review – Auditor identifies potential strengths and weaknesses.
3. Audit – Interviews with key staff, Informal inspection, talk with other staff, look at documentation in situ.
4. Audit feedback – Assessnet report, RAG rating – level of compliance, action points with target dates. Online version live document to be updated, hard copy sent to HOD.
5. Use it to plan for the next Safety Improvement Plan objectives.



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Assessnet Audit Report

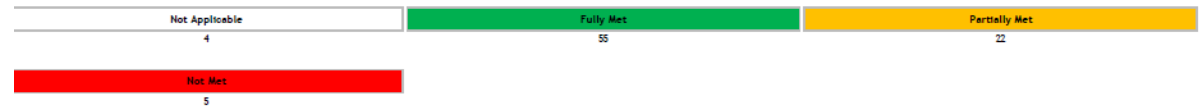


University of Cambridge Audit Question Set Safety Management Audit 2019

1118115A

Information valid as of 19/06/2019 12:03:01

Breakdown



University of Cambridge Audit Management Audit

1118115A

Information valid as of 19/06/2019 12:03:01

1.4 - Do you consider Health and safety a priority for the dept and how do you organise so as to ensure that appropriate resource is made available for it?

Fully Met

Comments

Interviews showed that health and safety is considered a priority for the department and although there is no full-time roll dedicated to health and safety, provision is made within part-time staff duties to ensure compliance with statutory duties .
Financial resource has never been compromised and health and safety needs are always considered a high financial priority.
The Head of Department stated that this can be a challenge and some policies and procedures recommended by the safety office although recognised, can seem to be overzealous and not so relevant for the resource. However the department will always discuss and implement policies to a level that best fits the current risks staff within the department take .

1.5 - Do you include health and safety responsibilities from your policy in job descriptions?

Not Met

Action

The roles and responsibilities section of the policy is good. One improvement that is necessary is to ensure that all staff sign to accept these responsibilities. Some current roles e.g the Departmental Safety Officer sign a separate contract. However where health and safety responsibilities are part of a smaller role for example facilities staff you have monitoring responsibilities for legionella control, these are not currently signed for. Ensure that all people who hold health and safety responsibilities sign to accept them either on a job description or by further developing the roles and responsibilities section in the policy so as to include signatures. It is good practice to include signatures in the responsibility section of the policy as this ensures that health and safety duties are reviewed on an annual basis. This will be particularly helpful in the laboratory where a number of people have health and safety duties that maybe assigned to another role should a person leave. An annual review will ensure that gaps do not appear in these circumstances.

Actioned To

Stephen Andrews

Current Status

Pending

Due Date

31/07/2019

1.6 - Is there evidence kept that management/named roles accept their duties and responsibilities for ensuring the health and safety of those they may supervise and others that may be affected by their activities?

Partially Met

1.7 - How do you ensure that the focus of the policy has a risk based approach to ensure compliance with health and safety legislation?

Fully Met

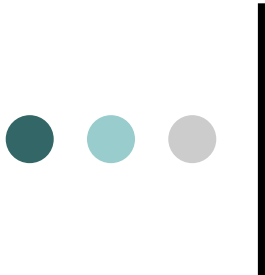
Comments

The department have a full range of health and safety roles including fire safety officers, biological safety officers and radiation protection officers for statutory compliance.
The department employ a risk based approach to their strategy for safety management and this is managed well by the DSO and safety committee.



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Support from the Safety Office

- Online guidance, templates

- Specialist teams –

Physical safety team, Chemical Safety Advisor, Ionising and Non ionising Radiation team, Biological team.

- Review – policies, procedures, documentation.

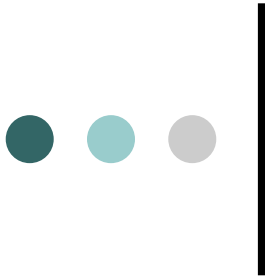
- Site visits



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Ideas for the future

- Self audit to help departments between Safety Office audits, inspection checklists
- New Departmental Safety Policy – more detail on organisation and arrangements.
- Website and guidance update more accessible

Welcome an other ideas- please contact me

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Phone 39531



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