



# RB Health & Safety Solutions

## Audit Outline

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## Why do you need an audit?

The obvious reason is to meet legal requirements, but it is as important for moral and ethical reasons.

Effective health and safety audits allow you to become compliant and provide fundamental, continuous safety improvements.

### Legal Guidance

Legal guidance document (HSG65) identifies that health and safety audits are required to check that your policy is being implemented whilst enabling you to measure performance.

### What our assessors will do

Our assessors will look at your safety systems and determine if they fit the regulations. They will not just highlight points that need improving, but also note all the good points, giving you the opportunity to praise employees for their efforts.

## Why Audit?

To comply with legal requirements.

For moral and ethical reasons.

To make sure your health & safety systems work



## How does it work?

Our Audits provide a complete and measured evaluation of your health and safety management systems.

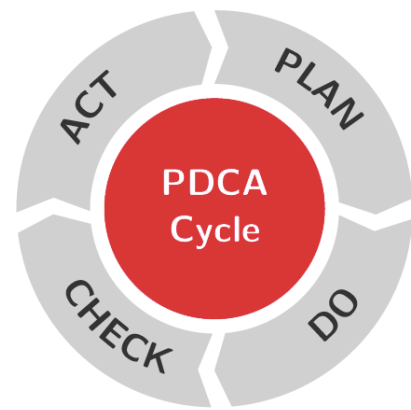
RB Health and Safety's experienced health and safety consultants follow auditing procedures using the PLAN – DO – CHECK – ACT cycle.

**Plan** – Examines your existing policy and strategic health and safety planning.

**Do** – Profile risks, organising and implementation of the plan.

**Check** – Measuring performance, investigating accidents, incidents and near misses

**Act** – Reviewing performance and learning in preparation for further improvement



## In practice this means that the Consultant(s) will:

- Collect information related to the health and safety management system;
- Interview employees to check information has been communicated and understood;
- Observe physical conditions and work activities;
- Make a judgement on the adequacy and performance of the policy and procedures.

As part of our service, we develop relationships with our customers, so that every visit means we know more and more about them. This makes the process even more efficient.

## Preparing for your audit

Good preparation is key to the audit process being as effective as possible. Once an audit has been confirmed, our account manager will contact the relevant person in your organisation and discuss all arrangements to ensure that the audit is undertaken as efficiently as possible. They will confirm the name of the Consultant(s), timings, access to the premises, point of contact, interviews and any other requirements specific to your audit. At this time, they will discuss what documentation should be made available to support the audit process.

### **Minimum impact on operations**

All such arrangements will be made with the intention of having minimum impact on the operations of the organisation although we do understand that operational requirements can change at short notice. Consultants will be as flexible as is reasonably possible within the audit schedule to accommodate any such circumstances if they should arise.

#### ***Testimonial***

*"I thoroughly enjoyed myself and certainly learnt a lot of very valid information that applies to my general, day-to-day work. All of the tutors were great and the overall 'atmosphere' of the 4 days was pitched just right."*

## **What's covered in an audit?**

The following list is a broad cross section of what could be looked at. The in-depth audit will consist of many points for each aspect relevant to your business.

### **Health and Safety Policy**

Is there a Health & Safety Policy in place reflecting the organisation's positive attitude toward safety?

### **Organisation**

Are the health and safety roles and responsibility clearly set out for each team member?

### **Competence**

Are all staff sufficiently trained and if not, is the training needed clearly identified and implemented?

### **Risk Profiling**

Are the potential risks documented in a risk assessment and controlled to minimise accidents?

### **First Aid**

Are there enough first aiders and is it clear who they are?

### **Fire Safety**

Are you following the correct fire safety procedures?

### **Manual Handling**

Has this been covered by risk assessment and is suitable equipment available?

### **Lifting Equipment**

Is all lifting equipment safe and maintained for use?

### **Work at Height**

Are correct procedures and equipment in place for employees that work at height?

### **Work Equipment**

Do employees have all required work equipment and is there a procedure for purchasing them?

### **Electricity**

Have all appliances and fixed electrics been tested?

### **Working in Restricted Spaces (Voids)**

Have all restricted areas been assessed and methods of working in them been implemented?

### **Control of Substances Hazardous to Health**

Has a register been implemented for any substances stored and used on site and have they been stored safely?

### **Welfare**

Are all general welfare facilities available (E.g. adequate drinking water, changing facilities, etc.)?

### **Water Safety (Legionella)**

Is there a Legionella risk assessment in place and are periodic checks being conducted and recorded?

### **Gas Safety**

Are boilers and gas appliances regularly maintained are the gas isolation valves clearly identified and accessible

### **P.P.E.**

Are all required Personal Protective Equipment issued and suitably stored?

### **Noise**

Where appropriate, has a noise assessment been conducted and have the noise areas been identified, defined and signed?

### **Cleanliness**

Are areas cleaned to a satisfactory minimum and are there suitable waste storage and removal facilities?

### **Lighting**

Is the lighting at the correct levels in relation to the working area?

### **Asbestos**

Has an asbestos risk assessment and inspection been conducted and has identified areas been marked?

### **Young Persons**

Has a risk assessment been conducted for young persons

### **Display Screen Equipment**

Does equipment used by staff meet requirements of the guidelines and have self-assessments been completed?

### **Food Safety**

Are freezer temperatures checked and recorded and is there a stock rotation system in place for food and drinks?

### **Slips, Trips and Falls**

Are walkways clear of trip hazards, sufficiently lit and are all handrails secured?

### **Measuring and Monitoring**

Is there a procedure for measuring health and safety performance?

### **Reviewing Performance**

Is there an annual review of the organisation's performance and is there a review of accidents and incidents?

### **Full Tour of Premises**

Are there any areas that could cause a potential health and safety risk, relating to building, infrastructure, etc.

#### ***Testimonial***

*"What a great service, very professional from start to finish and suitable for all ages"*

#### ***Testimonial***

*"Thank you by the way for your excellent course. I have to say though, that the success of a course tackling the knotty and slightly dry issues of H&S depends entirely on good teachers and course leaders, so well done to you! "*



## Key benefits of an audit

Benefits of an audit include:

- Potential for less workplace injuries and ill-health
- Verification from an external source on how well your systems work
- A written document of improvements and detailed recommendation including photographs where applicable
- Keeping up to date with the latest practice and policies
- The potential improvement in safety will improve workforce morale and well being
- Scoring system to benchmark yourself against year on year
- Demonstrate to your board / stakeholders that you are compliant
- PR opportunities

An audit is more beneficial than just making sure you follow best practices. It also shows you take the health & safety of employees and customers very seriously, instilling confidence both internally and externally.



## Summary

If you have any questions about having an audit or want an initial conversation, contact us and speak to one of our team on the number below or send an email.

We look forward to being of service.

### Contact Us:

**Call:**

0845 257 1489

**Email:**

[admin@rbhealthandsafety.co.uk](mailto:admin@rbhealthandsafety.co.uk)

**Website:**

[www.rbhealthandsafety.co.uk](http://www.rbhealthandsafety.co.uk)

**Request an Audit:**

<https://www.rbhealthandsafety.co.uk/about/contact>

