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SAMPLE

**PART A - BACKGROUND**1. Introduction

The purpose of the Health & Safety Compliance Audit is to provide you with a comprehensive system for monitoring health and safety standards.

It is designed to provide a framework for checking compliance with legal requirements and your own procedures and for evaluating the effectiveness of health and safety management at your school. The audit is not intended to be exhaustive and specialist areas may need to be dealt with separately.

2. Using the Audit Programme

A complete Health & Safety Compliance Audit should be undertaken at least annually. The programme is divided into a number of sections containing questions, which relate to specific operational areas and key pieces of health and safety legislation.

A simple scoring system has been devised to assist with the evaluation of result and development of an ongoing action plan. Scores should be entered in the 'Results' section of the Audit Checklists as shown below:

N/A	-	Not applicable to the school
N/C	-	Not checked
0	-	Unsatisfactory (non compliant) state further action needed
1	-	Partial compliance (state further action needed)
2	-	Satisfactory (full compliance)

**When undertaking the Audit, always check for documentary evidence or physical proof of compliance and enter details on the relevant checklist.**

When the Audit has been completed, enter the total scores for each section at the bottom of the page and on the Score Sheet in section 12 to determine overall compliance. Use the results to identify further action requirements and compare progress year on year.

An integral part of the audit process is to ensure that non-compliances are identified and appropriate action agreed. For this purpose an Action Plan will be agreed between relevant parties in order to close out any non-conformity.

**PART B - REVIEW CHECKLISTS**

**SECTION 1 - POLICY AND ADMINISTRATION**

Reference	Subject	Result	Notes	Person Responsible	Review Date	Action
1.1	Is there an up-to-date Health & Safety Manual on site & available for all employees?					
1.2	Is there an up to-date Health & Safety Policy? Does it follow HSG65?					
1.3	Is the Health and Safety Policy brought to the attention of staff during induction?					
1.4	Does the policy adequately describe arrangements for telling employees and others e.g. supply staff, contractors etc about the relevant sections?					
1.5	Is there an up-to-date Policy Statement on display?					

**SECTION 3 - RISK ASSESSMENT**

Reference	Subject	Result	Notes	Person Responsible	Review Date	Action
3.1	Have current risk assessments been undertaken and recorded to satisfy the Management of Health & Safety at Work Regulations?					
3.2	<p>Have adequate risk assessments been undertaken for Educational Visits?</p> <p>Do they take account of staff and other people as necessary and are they regularly reviewed and updated?</p>					
3.3	Is there evidence that risk assessments are regularly reviewed and updated? (Note date of last review)					

**SECTION 9 – DOCUMENTED MANAGEMENT SYSTEMS**

Reference	Subject	Result	Notes	Person Responsible	Review Date	Action
9.1	<p>Do written procedures / instructions specify safe working practices? e.g. Operating Procedures, Work Instructions / Safety Codes of Practice – i.e.</p> <ul style="list-style-type: none"> <li>• Regular inspection of premises</li> <li>• Outside supervision</li> <li>• Classroom activities - science, art, design &amp; technology, P.E.</li> <li>• School Visits</li> <li>• Stress</li> <li>• Transportation</li> <li>• Critical Incident Policy – eg. Power failure</li> <li>• Administering medicines</li> </ul>					
9.2	Where applicable do they reflect risk assessment findings?					

## PART C - RESULTS

### 1. Score Sheet

Enter the score achieved for each section and the maximum possible in the relevant columns on the table below.

Where a question is not applicable to your site or has not been checked & you have entered N/A or N/C in the Result column, deduct 2 points from the "maximum possible" total so that you are able to calculate an accurate percentage.

Use the scores to evaluate performance area by area and determine priorities for further action. You may also find it helpful to compare the results from one Review to another and use to analyse trends.

Section No	Subject	Score	Maximum Possible	Percentage
1	Policy & Administration		20	%
2	Training / Supervision		14	%
3	Risk Assessment		22	%
4	COSHH & PPE		22	%
5	Fire & Emergencies		26	%
6	Accidents & First Aid		22	%
7	Sub-Contractors		12	%
8	Premises / Working Environment		34	%
9	Documented Management System		10	%
10	Electricity		12	%
11	Plant & Equipment		48	%
	<b>TOTAL</b>		<b>242</b>	<b>%</b>