

### What to expect from a health and safety audit

The Health and Safety Directorate (HSD) will soon be undertaking an audit of the H&S arrangements in place at your School / Institute / Directorate. This supportive audit aims to provide feedback of the effectiveness of the local H&S management system. It is based on a recognised framework for an H&S management system which follows the Plan, Do, Check, Act model and encourages continual improvement. Please note that this is part of the H&S audit programme which aims to ensure all Functions within QMUL are audited within a 3-year programme.

The audit will consist of reviewing documentation (e.g. policies, procedures, risk assessments etc.), undertaking interviews with staff and observing certain work areas / activities.

Any staff identified for interviews will be required to attend a meeting with the H&S auditors where they will be asked a number of questions in relation to the overall H&S management system. This is to enable the auditors to build up a picture of what the individual's role entails as well as an opportunity to check their awareness and understanding of systems and procedures in place. Whilst this may feel like a daunting process, it is simply a fact-finding exercise to identify areas of good practice as well as areas of improvement. Comments made by individuals will not be directly attributed to the person without their prior consent.

The interviews will take approximately 1.5 hours and questions will be based on a range of topics including:-

- H&S policy,
- hazard identification and risk control,
- responsibilities,
- training,
- communication and consultation,
- documentation,
- emergency procedures
- accident reporting and investigation

Information gathered from the audit will then be used to compile a report which will include our recommendations for actions to be taken in order to create a more efficient and robust H&S management system. The report and action plan will be issued to senior management as part of a debrief meeting and they will be responsible for ensuring the recommendations are completed.

Thank you for your support, however should you have any queries regarding this process, please contact Ross Baker ([r.baker@qmul.ac.uk](mailto:r.baker@qmul.ac.uk)) H&S Manager (HSS) and Audit Lead on x6935.

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