



### **Information sheet for health and safety audit interviewees**

Dear Colleague,

Thank you very much for agreeing to attend the interview with HSD audit team as part of the forthcoming health and safety audit of your School / Institute / Directorate. This is a supportive audit which aims to review the effectiveness of the Function's health and safety management system. The audit process consists of inspecting documentation, meeting with a range of individuals within the department and observing workplaces and activities.

During the interview, the auditors will ask you a range of questions in order to gauge an understanding of your role and the types of hazards that you are exposed to and have to manage. In addition, this will also enable the auditors to check that you have been given all relevant information, training and support required in order to undertake your role. This process is designed to identify things that are working, as well as any gaps which can then need to be addressed in order to further improve the Function's H&S management system. The auditors will aim to ensure that any positive findings and areas of good practice are acknowledged.

An interview 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 HSD's recommendations for actions to be taken in order to help 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. The report will not include comments made by individuals, unless their agreement has been obtained and the auditors feel it necessary to do so.

We would like to thank you again for your support, however should you have any queries regarding this process, please do not hesitate to contact us.

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