

## **Health and Safety Management - Organisational Arrangements**

### **Auditing for Health and Safety**

#### **1.0 Introduction**

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 require the employer to identify the organisational arrangements for implementing its health and safety policy.

Regulation 5 of the Management of Health and Safety at Work Regulations 1999 places a duty upon the employer to establish effective systems for the monitoring and review of its health and safety performance.

Key to this review is measuring the effectiveness of the health and safety management system itself through an audit process which provides senior management with the necessary information to make appropriate management decisions.

When planning the audits, the Safety, Health and Wellbeing Team shall take into consideration the budget planning cycle and the University's overall Risk Management cycle

#### **2.0 Audit arrangements**

The Safety, Health and Wellbeing Team shall;

- undertake, or arrange for a suitably qualified external auditor to undertake, audits of various aspects of the health and safety management system with a view to establishing its effectiveness,
- secure the expertise of suitably qualified external advisors to help undertake audits in areas where the Team lacks sufficient expertise (e.g. laser, ionising radiation etc).
- ensure that such audits follow the recommended standards for management systems auditing in force at the time,
- provide an audit template which may be used by managers to assess health and safety performance within their area of responsibility at any time,
- cover the following points as standard unless otherwise arranged with the auditee:
  1. Assignment of health and safety responsibilities
  2. Any local systems for consultation on health and safety
  3. Hazard identification and risk management

4. Identification of training needs and delivery of training
5. Health management
6. Provision and dissemination of information and instruction
7. Local processes for risk management
8. Records management

### **3.0 Audit timescales**

The proposed schedule of work for each year combines relatively low risk departments, normally in Corporate Services, with the student facing and somewhat higher risk academic departments. The exception to this general rule is the Estates and Facilities Department which will normally present a higher risk profile in Corporate Services. Timescales are subject to review.

#### **First Audit Cycle**

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>
Faculty of Science and Technology (School of Life Sciences)	Faculty of Media, Arts & Design	Estates and Facilities	Westminster Business School
Finance	Academic Registrar's	Faculty of Social Sciences, Humanities, Languages and Law	Faculty of Architecture & the Built Environment
Human Resources	Recruitment, Admissions & Marketing Services	Information Services	Faculty of Science and Technology
			Planning Office, VC's Office, Internal Audit
			Student Affairs

**Second Audit Cycle**

<b>Year 1 2016/17</b>	<b>Year 2 2017/18</b>	<b>Year 3 2018/19</b>
Faculty of Media Arts & Design	Westminster Business School	Faculty of Architecture and the Built Environment
Faculty of Social Science and Humanities	VC's Office & Internal Audit	Faculty of Science and Technology
Finance and Operations (including CDBS, CPP, Financial Services, HRM and OD&W)	University Registrar (including Academic Registrar's, Estates and Facilities, Information Services, Student Affairs, Governance, Compliance and Legal Activities)	Communications, Recruitment and External Affairs (including Admissions, Alumni and Fundraising, Communications, International, Marketing Services)
Regent St Cinema		