

# Health & Safety Audit plan 2013-14

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## Introduction

Auditing performance is a key element of health and safety management. Management control systems tend to weaken with time as people and activities change. Although not legally required health and safety auditing is a very effective way of assessing the efficiency, effectiveness and reliability of the health and safety management system. It supports monitoring and gives information about the system to allow review and planning for corrective action. The plan provides flexibility support challenge and prioritisation.

## Methodology

We have devised a methodology to select areas for audit that can form part of our audit work plan. This will allow for challenge by departments on our selection and the system can be replicated year on year.

The first step in producing a proposed list of auditable areas is to calculate which ones represent most risk to the Council. We have chosen to assign a weighting to the following criteria:

- Overall level of risk in terms of High, Medium, Low associated with the main activities and operations of the auditable areas. This takes account of the numbers of employees **(1)** and the number of people **(2)** including members of the public, visitors, pupils potentially affected taking account the following:
  - i. High – multiple hazards present, many people affected
  - ii. Medium/moderate –single significant hazard or
  - iii. Low hazards eg office based
- The number of non RIDDOR reportable incidents/year **(3)**. This is based on the number of incidents reported to our online reporting system. For employees it will include incidents that resulted in an absence of less than 7 working days. Insurance claims should have been preceded by a report of injury so the claims history does not need to have a separate category. This will take account of the risk of potential costs to the Council in settling claims.
- The number of RIDDOR reportable reported incidents/year **(4)**. These are incidents reported to our online reporting system which require notification to the HSE eg where the employee is injured and stayed off work for more than 7 working days.
- Length of time since previous audit **(5)**. This will be an indication of the amount of information held on a particular area. All audits offered for consideration in the first

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year (2013-14) will be given the maximum weightings this is the first year of auditing under this new system. In subsequent years this value will decrease.

- Most likely level of harm from main hazard **(6)** This will focus on foreseeable injuries rather than worst possible outcome. It will be based on experience of the team, external enforcement action from HSE, Fire Authority – eg letter, notice, prosecution.
- Other considerations will be made after the numerical assessment such as escalation in regulatory activity eg HSE's campaign to audit all Local Authorities' recycling activities and forthcoming national construction safety initiative (February 18 – March 15 2013).
- Concerns identified by Senior Management will also be taken into account. This could be something raised at H&S Committee meetings or through the TU either at Departmental level or DMT – again to be considered after the assessment.

### Methodology for identifying auditable areas

#### 1. size of area – number of employees:

Risk rating	1	2	3	4	5
No of staff	<10	11- 20	21 -50	51-100	Over 100

#### 2. Members of the public/visitors/pupils

Risk rating	1	2	3	4	5
No of MOP	<10	11-50	51-100	101 - 1000	+1000

#### 3. Number on non RIDDOR reportable incidents/year

Risk rating	1	2	3	4	5
No of incidents	0	1-5	6-10	11- 100	+ 100

#### 4. Number of RIDDOR incidents/year

Risk rating	1	2	3	4	5
No incident	0	1-2	3-5	6-10	+10

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### 5. Previous audit – time since last audit

Risk rating	1	2	3	4	5
years	<1	1-2	2-3	3-4	never

### 6. Most likely level of harm from main hazard

Risk rating	1	2	3	4	5
category	Discomfort Eg heating lighting ventilation	Minor – 1 <sup>st</sup> Aid Eg cuts bruises, sprains	Major – recoverable Eg fracture, concussion	Major – permanent Eg loss of limb, sight	Fatal

### 7. Assessment of Results

Risk rating total	5 -	6-10	11 – 16	15- 19	20 - 25
Action	Review next year	Audit within 5 years	Audit within 3	Audit within 2 years	Audit within 1 year

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### Places

	<b>Auditable area</b>	<b>Priority</b>	<b>Audit Outline</b>	<b>Audit owner/Head of Service</b>	<b>Indicative days</b>
1	Street Scene	H	Catering risk assessment	Andrew Walker	20
2	Street Scene	H	Specialist Transport – incl use of minibuses	Andrew Walker	20
3	Places – Street scene	H	Coast & Countryside – machinery & equipment in remote settings	Rajan Paul/Dave McAleavey	20
4	Built Environment	H	Street Lighting – safe system of work – once in-house Oct.13	Amanda Langan	20

### People

	<b>Auditable area</b>	<b>Priority</b>	<b>Audit Outline</b>	<b>Audit owner/Head of Service</b>	<b>Indicative days</b>
5	Learning & Support	H	Secondary school science	Mike McSorley	20
6	Early Intervention	H	YS Duke of Edinburgh	Olive Carey	20
7	Health & Wellbeing	H	Leisure Centres- requested	Steve Deakin	20
8	Learning & Support	H	Sickness absence across children's services including teachers	Mike McSorley	20

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### Cross- cutting

9	Cross-cutting*	H	Asbestos	Graham Bayliss	20
10	Cross-cutting	H	Fire	Graham Bayliss	20
11	Cross-cutting	H	Statutory Testing Inspection of equipment eg fume cupboards, gas boilers etc.	Graham Bayliss	20
12	Cross-cutting	H	Management of Contractors**	Graham Bayliss	20
13	Cross-cutting	H	Lone working	David Packard Robina Critchley Steph Prewitt Marlyn Banham	30
14	Cross- cutting	H	Developing and maintaining suitable and sufficient risk assessments	Rajan Paul	30

\*cross-cutting audits apply to all areas of the Council. A sample number of sites will be selected with help from the service managers.

\*\*Management of contracts will cover how the service is commissioned procured and delivered and monitored.

### Total days: 300Health and Safety Resource Availability 2013-14

Total Staff days	780
Less:	
Leave, closedown, sickness etc	575.5
Total days for planned audit work	300
Utilisation of total available days %	Approx 50%