

CORPORATE HEALTH AND SAFETY UNIT AUDIT REPORT**What you need to do:**

Read this report and consider the findings. Ensure that you have completed the action plan overleaf and return to your Directorate Health and Safety Officer (with a copy to the Corporate Health and Safety Unit) within 10 days of receipt of the report.

Section 1 – Audit Findings

Audit Location:	
Directorate:	
Audit Scope:	Risk Assessment
Date of Audit:	
Auditor(s):	
Auditee:	
Audit Reports sent to:	

Introduction

A risk assessment audit was undertaken at _____. _____ met with _____.

Purpose and Scope

The purpose of the audit was to identify any issues with the management of risk assessment on site.

Any findings have been detailed in the table overleaf.

Summary

Both _____ and _____ have attended in-house risk assessment training. The audit established that the risk assessment process is well understood and most risks are controlled.

Risk assessments are in place for identified general risks and for most activities / situations that require a more specific risk assessment (e.g. COSHH, manual handling, noise and fire, although a copy of the fire risk assessment was not seen at the time of audit.)

The findings of the risk assessment are communicated with the rest of the staff through team meetings and to visitors and contractors if necessary. New staff are trained in the risk assessments on induction.

During the risk assessment process some further actions are identified and these are actioned. However, the form does not allow for these to be “signed off” once completed. The Corporate Health and Safety Unit is currently designing a new form which will prompt this, once issued this form should be reviewed during review and for any new general risk assessments.

Finding	Suggested Action	Action to be taken	Responsibility	Timescale	Priority *
No space on form to “sign off” actions identified as a result of risk assessment once complete	Once the new Corporate risk assessment form has been issued, use this for all new general risk assessments or reviews.	See Section 2	See Section 2	See Section 2	<div data-bbox="1989 331 2130 400" style="background-color: green; color: black; text-align: center; padding: 2px;">Green</div>

***Priority Key**

Red = Serious issues (As a general guide these are legal non compliances and could result in serious injury or ill health).

Amber = Moderate issues (As a general guide these are contraventions of policy or internal procedures or a gap as been identified that requires extra controls)

Green = Minor issues (As a guide these are minor issues, anomalies in procedures that could lead to minor injuries or illness)

Section 2 – Resolution of findings

The above action plan needs to be considered by the manager to decide on a suitable timescale for resolution of the issues addressed. Within 10 working days of receipt of the report the above columns entitled “Action to be taken”, “Timescale” and “Responsibility” should be completed. **The action plan should be sent to your Directorate H&S Officer (with a copy to the CHSU) within 10 days of receipt of this report.**

Although actions may be delegated to individuals it remains the responsibility of the manager(s) of the area audited to ensure that the work is completed. For example, Building Maintenance may be delegated to undertake some works but the manager of the audit area remains responsible for ‘chasing’ completion of this work.

To help in assigning timescales the following can be used.

Red issues – resolution should be instigated immediately with a view to being resolved within 3 months. (This obviously depends on internal resources and pressures and may require discussion with other Directorates / departments.

Amber issues – resolution should be instigated within 2 – 3 months or sooner if possible, this issue should be resolved within 6 months.

Green issues – these issues should be considered and resolved when possible.

If the Corporate Health and Safety Unit or the Directorate Health and Safety Officer does not consider the timeframe for each issue to be adequate the manager will be notified and help offered to establish an acceptable solution.

If it is apparent that work will not be completed by the timescales set then it is the responsibility of the manager(s) responsible for the audit area to contact the Directorate Health and Safety Officer to discuss a compromise.

Following the submission of the action plan, the Directorate Health and Safety Officer will monitor progress to ensure actions are completed in line with the timescales set by the manager.

The Directorate Health and Safety Officer and the Corporate Health and Safety Unit reserve the right to complete further “spot checks” of the audit area to ensure that work is completed.