Monitoring, Auditing, Inspection and Review

Policy statement

Hampshire County Council will provide, so far as is reasonably practicable, a safe and healthy working environment at all times. To maintain and improve Health and Safety standards, Hampshire County Council will ensure adequate arrangements are in place to monitor and review health and safety in the workplace. Where the monitoring or review processes identify that improvements need to be made in the health and safety arrangements, Hampshire County Council will ensure that suitable and timely action is taken to make improvements.

See also: Risk assessment Management of Premises related Health and Safety and Consultation and the role of the Safety Representative.

Policy standards

To meet the requirements of the above policy statement Facility/Premises Managers/line managers shall:

- Ensure that the areas in their control are inspected, at least annually, but normally quarterly. Where safety representatives are elected to represent the staff of the work site, they should be invited to be part of the inspection team. (Note: this does not affect the right of the safety representative to conduct a site audit as set out in the policy Consultation with Staff and the role of the Safety Representative).
- Co-operate with any health and safety audits/inspections undertaken by others in their area.
- Agree with the person undertaking the audit/inspection the findings and any remedial action needed.
- Ensure all agreed actions are completed in an appropriate and timely way as agreed.
- Set up arrangements to monitor and review health and safety performance in their own area of responsibility.

To support the policy Departmental Health and Safety “Champions” shall:

- Ensure that one departmental management team meeting each year includes a formal review of safety and provide a summary report of the findings of that review to the Health & Safety Executive Group.
- Ensure that a Departmental annual Health and Safety Plan is produced for their department that is in line with corporate strategy and is endorsed by their departmental management team.
- Ensure adequate monitoring arrangements are in place to enable the department to:
  - ensure all safety related incidents are recorded and investigated as appropriate
  - track significant actions arising from incident investigations, audits and inspections,
  - monitor the effectiveness of site inspections,
  - monitor the effectiveness of health and safety training programmes,
  - monitor the implementation of corporate and departmental policies and procedures

To support these arrangements departmental health and safety “Champions”, supported by Health and Safety Practitioners shall ensure:

- An annual programme of health and safety compliance audits in their department is planned and organised.
- Audits are led by someone who is suitably competent.
- The management of any location being audited is provided with feedback, verbally and in writing, on the findings.
- Any actions necessary to remedy any problems found are agreed with the appropriate manager including appropriate timescales for the actions to be completed.
- Copies of the reports from audits/inspections are provided to the responsible managers, the health and safety practitioners working in the department, the departmental health and safety champion and summaries are provided to Departmental Management Team as well as any committees and groups who would need to see them.
- Where, high risk, issues were identified and actioned on local management, suitable follow-up takes place to ensure the adequacy of the remedial action taken.

The Corporate Risk Manager shall:

- Develop and maintain a programme of audits to independently monitor the levels of compliance with corporate requirements and provide reports to Departmental Management Teams and the Corporate Health and Safety Executive Group.
- Provide summaries of the overall level of compliance with health and safety requirements to CMT, the Risk Management Board, and the Corporate Governance Committee.

Definitions

**Monitoring** – the processes to continuously measure safety performance, e.g. incident statistics, safety training undertaken against safety training planned, safety inspections undertaken etc. with the aim of taking timely action to improve performance.

**Safety Auditing** – an examination of the safety arrangements in a given work site or management unit by an independent evaluator who will provide feedback on the level of compliance with departmental or corporate policies, standards and procedures, including areas requiring improvement and will require action to be taken where non-compliance is found.

**Safety Inspection** – the process of visually checking the work area to find examples of safety systems in operation or where safety improvements are needed. This will normally result in a list of agreed actions. The inspection(s) are undertaken by individuals or groups including Line Managers, safety representatives or Health and Safety Practitioners.

**Safety Review** – a formal and recorded evaluation of the safety performance of a department. This should be undertaken by the Departmental Management Team supported by the health and safety professionals, normally annually. The output should be a report highlighting successes and any areas for improvement and include actions for the following year’s Health and Safety Plan.

**Health and Safety Plan** – each department needs to plan health and safety improvements and monitor the implementation of that plan. The Plan will include any corporate priorities agreed at the Health and Safety Executive Group, areas needing improvement identified in audit reports and from the annual departmental health and safety review. Plans for longer periods than a year are recommended, but these should be reviewed and amended annually.

**Suitably competent** – Normally someone with health and safety training and experience plus auditor training such as lead auditor for ISO 9000 or OHSAS 18000 or similar.

**Training**

Training in health and safety is available from the Hampshire Learning Centre

**References**

“Successful Health and Safety Management” HSG 65
Retention

Records of inspections and audits should be retained for six years minimum.