

Audit & Inspection Policy

Complete Fixing Solutions Limited

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H&S-PRO-01_Audit and Inspection

1. Introduction

Safety audits are a fundamental requirement in health and safety management. Effective health and safety auditing not only provide the legal framework for compliance, it also lays the foundations for continuous safety improvement, and helps prevent many of the failures that lead to accidents, incidents and near misses.

An audit involves collecting information about the health and safety management system and making judgements about its adequacy and performance. Audits provide a 'feedback loop' to those responsible for managing health and safety. It is a proactive method to monitor whether risk controls and processes put in place to manage health and safety across the organisation is adequate and effective in practice, or whether improvements could be made.

This guidance aims to assist duty holders with adherence to Management of Health and Safety at Work Regulations 1999.

2. Scope

This guidance is primarily for persons responsible for conducting health & safety audits on Complete Fixing Solutions (CFS) Ltd projects. This guidance is also aimed at duty holders including site operatives working on behalf of CFS and those responsible for site management i.e. site supervisors/managers, project managers and project directors.

The objective of this procedure is to describe the process whereby management and employees may together identify hazards and take action to prevent work related injuries and illness.

3. Responsibilities

i. Persons conducting health & safety audits on CFS projects are responsible for ensuring:

- periodic H&S audits are conducted across all Complete Fixing Solutions Ltd projects
- previous inspection reports are reviewed during subsequent inspection where all identified actions are either formally signed off or transferred to the next inspection report.
- employees/contractors are adequately consulted during site inspections.
- audit findings & corrective actions are recorded and reported to relevant managers/ duty holders
- remedial actions for rectifying hazards are carried out in a timely fashion and within the agreed timescales

ii. Contractors undergoing health & safety audits on CFS projects are responsible for ensuring:

- health & safety is treated as a matter of importance and is considered from the planning phase right through to implementation
- reporting any health and safety issues to the relevant manager(s)
- provide input during onsite inspections.
- review of audit reports and accompanying action plan
- taking any necessary actions (as advised by the auditor) to resolve the identified issues, which will either eliminate the risk or reduce it to an acceptable level
- remedial actions for rectifying hazards are carried out in a timely fashion and within agreed timescales
- reporting of any remedial actions taken, to site management

iii. Those involved in site management (i.e. site supervisors/managers and project managers/directors, etc.) undergoing health & safety audits on CFS projects are responsible for ensuring:

- risk assessments show considerations for all activities from conception through to completion for each project.
- taking any necessary actions (as advised by the auditor) to resolve the identified issues, which will either eliminate the risk or reduce it to an acceptable level
- regular safety inspections are carried out, and work is being conducted in accordance with the agreed safe systems of work.
- health and safety must be included as an agenda item in every project meeting.
- providing input during safety inspections/audits.
- review of audit reports and accompanying action plan
- audit/inspection results must be kept on site, and copies forwarded to the Complete Fixing Solutions Ltd Group Ltd Management Team.
- remedial actions for rectifying hazards are carried out in a timely fashion and within agreed timescales
- reporting of any remedial actions taken to the auditor

4. Types of Audits

i. Full Project Audits

A full audit looks at an entire project and focuses on how the risks are controlled in a range of relevant topics. These topics include, but are not limited to:

- Accident Recording/ Investigation
- Communication/ Consultation
- Control of Contractors
- Documentation
- Fire Safety/ Emergency Evacuation
- Hazard Risk Assessment
- Environmental
- Housekeeping and general site tidiness
- Lifting Operations
- Plant & Equipment
- PPE (Personal Protective Equipment)
- Storage of Materials
- Supervision of Workforce
- Training
- Use of tools/equipment
- Work at Height
- Access and Egress
- Waste Management

Full project audits will review works carried out in pre-construction, onsite and if required post construction document control. The audit will typically involve the site manager/supervisor and projects manager/director.

The audit will be carried out with two distinct parts. Firstly a Physical Inspection report will be carried out onsite which will holistically look at the project during the construction phase. This is a standard template document and generates the overall audit score which can then be compared with other audits of its type.

The second part of the audit will be in the form of an Action Plan. The Action Plan will be a review of the physical inspection with general and specific comments regarding the site and documents the observations and opinions of the auditor. This part of the audit will go on to form the recommendations for required actions to resolve identified issues and will form points for discussion during any meetings with the Management Team.

ii. Topic Audits

A topic audit looks in detail at either a specific topic/ activity onsite. This can be driven by a request from management, as a result of trend analysis from incident data, or as part of a review to assess how well internal training has been implemented.

A topic audit also may be more favourable to a full project audit when, for example, the results from previous audits are consistently unsatisfactory allowing for further focus on specific areas.

A topic audit would involve producing an Audit Report document, rather than a physical inspection report. This is due to the need to document the observations and opinions of the auditor above the need to produce a score weighted audit.

5. Management Involvement

Where available, members of the senior management team will be involved in the audit process. This will allow them to identify their own safety observations, review the H&S performance of the site management team and carry out an analysis of the CFS provisions onsite, critical to the on-going improvement of H&S compliance.

Senior management involvement will also allow for a clearer understanding of H&S performance at a senior management level, and how best to implement any suggested recommendations when the audit is closed out.

6. Audit Findings

The audit criteria, enables Complete Fixing Solutions Ltd to:

- Measure the performance of its health and safety program
- Implement a cycle of continuous improvement
- Compare its health and safety performance system to a recognised benchmark
- Gain recognition for the standards achieved by its management of health and safety.

Once an audit has been carried out, audit findings are submitted to the site management team for review. Audit findings are compiled from the score weighting of the physical inspection report and the recommendations from the Audit Report. Together, they make the discussion points any safety related meeting and the basis of any (if required) action plans.

Score weighting

The score weighting from the physical inspection report is split into three categories, these are;

Low Risk	90-100%	Audit results satisfactory, minimum action required
Medium Risk	75-90%	Audit results identify immediate action required.
High Risk	75% or below	Works stopped. Immediate action required.

Audit/Inspection Flowchart

