UNIVERSITY OF WESTMINSTER☷

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 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 University's planning cycle and the its 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 Professional Services, with the student facing and somewhat higher risk academic departments. The exception to this general rule is Estates Services which will normally present a higher risk profile in Professional Services. Timescales are subject to review and alteration following annual publication of the University's internal auditing cycle.

First Audit Cycle

Year 1 2019/20	Year 2 2020/21	Year 3 2021/22	Year 4 2022/23
Westminster School of Arts	School of Humanities	Estates and Planning	School of Architecture & Cities
Student & Academic Support	Academic Registrar's	School of Social Sciences	Finance
Human Resources & Safety, Health and Wellbeing	Global Recruitment & Admissions	Information Services & Support	External Affairs
School of Applied Management	Marketing & Communications	School of Organisations, Economy and Society	Strategy, Planning & Performance; VC's Office
Westminster Law School	School of Finance & Accounting	School of Computer Science & Engineering	School of Life Sciences
	Westminster School of Media Communications		School of Management and Marketing

UNIVERSITY OF WESTMINSTER⊞

Second Audit Cycle

Year 1 2023/24	Year 2 2024/25	Year 3 2025/26	Year 4 2026/27
Westminster School of Arts	School of Humanities	Estates and Planning	School of Architecture & Cities
Student & Academic Support	Academic Registrar's	School of Social Sciences	Finance
Human Resources & Safety, Health and Wellbeing	Global Recruitment & Admissions	Information Services & Support	External Affairs
School of Applied Management	Marketing & Communications	School of Organisations, Economy and Society	Strategy, Planning & Performance; VC's Office
Westminster Law School	School of Finance & Accounting	School of Computer Science & Engineering	School of Life Sciences
	Westminster School of Media Communications		School of Management and Marketing