

## **Health and Safety Management - Organisational Arrangements**

### **Auditing for Health and Safety**

#### **1. 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 its Risk Management arrangements.

#### **2. Audit arrangements**

The Safety, Health and Wellbeing Team shall:

- 2.1. 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 (this aligns with the Health and Safety Management Profile Audit Tool 2022 ([HASMAP](#)) standard 20.3.4 *Audits are scheduled and undertaken by staff or external bodies which are independent of the function*).
- 2.2. secure the expertise of suitably qualified external advisors to help undertake audits in areas where the Team lacks sufficient expertise (e.g. non-ionising radiation etc).
- 2.3. ensure that such audits follow the recommended standards for management systems auditing in force at the time, including the sector management standard, HASMAP, which is based on the Health and Safety Executive publication, *Successful Health and Safety Management* (HSG 65) and aligned to BS ISO 45001:2018 *Occupational Health and Safety Management Systems*.

- 2.4. provide an audit template which may be used by managers to assess health and safety performance within their area of responsibility at any time ([Safety, Health and Wellbeing Inspections Guidance](#), [Organisational Arrangements: Management of Risks to Safety, Health and Wellbeing](#); [Organisational Arrangements: Capabilities and Training for Health and Safety](#), further guidance TBC).
- 2.5. cover the following points as standard unless otherwise arranged with the auditee:
  - 2.5.1.1. Assignment of health and safety responsibilities
  - 2.5.1.2. Any local systems for consultation on health and safety
  - 2.5.1.3. Hazard identification and risk management

<b>PLAN</b>	A. Leadership (Excluding H&S Policy)
	B. Planning for Emergencies
<b>DO</b>	C. Health and Safety Arrangements (Local)
	D. Risk Assessment and Risk Control
	E. Competence
	F. Communication (Local)
	G. Consultation (Local)
<b>CHECK</b>	H. Health and Safety Monitoring
	I. Accidents and Incidents
<b>ACT</b>	J. Review (Improvement Planning)

### 3. Audit timescales

The proposed schedule of work for each year combines relatively low risk Professional Services departments and schools, with somewhat higher risk academic Professional Services departments and schools. Frequency of audits will be determined by the department/school risk profile, with schools and departments with a higher risk profile being audited more frequently (three yearly, at least), and those with a lower risk profile (where hazards are generally stress, display screen equipment and travel) audited less frequently. Timescales are subject to review and alteration following annual publication of the University's internal auditing cycle.

**First Audit Cycle**

<b>Year 1 2025/26</b>	<b>Year 2 2026/27</b>	<b>Year 3 2027/28</b>	<b>Year 4 2028/29</b>
Estates Planning and Services	Business Engagement and Graduate Futures	People, Culture and Wellbeing	School of Humanities
School of Social Sciences	Finance	School of Applied Management	Academic Registrars
Information Systems & Support	Student & Academic Support	Westminster Law School	Global Recruitment & Admissions Marketing & Communications
School of Organisations, Economy and Society	Strategy, Planning & Performance; VC's Office	Research & Knowledge Exchange Office	Estates Planning and Services
School of Computer Science & Engineering	School of Life Sciences	Westminster School of Media & Communications	School of Finance & Accounting
Fabrication Laboratory School of Architecture & Cities	School of Management and Marketing	Westminster School of Arts	Fabrication Laboratory School of Architecture & Cities
Global Engagement		Harrow Technical team	Information Systems & Support

**Second Audit Cycle**

<b>Year 1</b> <b>2029/30</b>	<b>Year 2</b> <b>2030/31</b>	<b>Year 3</b> <b>2031/32</b>	<b>Year 4</b> <b>2032/33</b>
Business Engagement and Graduate Futures	Westminster School of Media & Communications	Westminster Law School	School of Humanities
School of Social Sciences	Finance	People, Culture and Wellbeing	School of Finance & Accounting
School of Life Sciences	School of Management and Marketing	School of Applied Management	School of Life Sciences
School of Organisations, Economy and Society	Strategy, Planning & Performance; VC's Office	Estates Planning and Services	Student & Academic Support
School of Computer Science & Engineering	Research & Knowledge Exchange Office	Fabrication Laboratory School of Architecture & Cities	Business Engagement and Graduate Futures
Student & Academic Support	Westminster School of Arts	Information Systems & Support	Academic Registrars
Global Engagement	Harrow Technical team		Global Recruitment & Admissions Marketing & Communications