

Health & Safety Audit Programme (Phase 5)

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HEALTH AND SAFETY AUDIT PROGRAMME 2013 – 2015 (Year 1)

School / Service
School of Geoscience
Accommodation Services
School of Law
School of Divinity
School of Informatics
Finance
Information Services
Business School
School of Social and Political Science
School of Clinical Sciences
School of Education
School of Chemistry
Human Resources
School of Health in Social Science
School of Philosophy, Psychology and Language Science

HEALTH AND SAFETY AUDIT PROGRAMME 2013 – 2015 (Year 2)

School / Service
Procurement and Printing Services
SASG
Centre for Sport and Exercise
School of Biological Sciences
IGMM
Edinburgh College of Art
School of Economics
School of Mathematics
School of History, Classics and Archaeology
Centre for Science at Extreme Conditions
School of Molecular, Genetic and Population Health Sciences
School of Engineering
R(D)SVS / Roslin Institute
Estates and Buildings
IS (Follow up)
School of Literature, Languages and Cultures,
Wellcome Trust Clinical Research Facility
School of Physics and Astronomy
School of Biomedical Sciences
Central BioResearch Services (formerly BRR)

Audit Topics

- Training
- Workplace Inspections
- Display Screen Equipment Risk Assessments
- Students Working With Animals

What we were looking for - Training

- A systematic approach to training including:
 - A clearly documented training policy
 - Organisational structure for the management of training
 - Training & Competency standards for all levels of management & staff
 - Use of a Training Management System
 - Training review and planning process

What we were looking for – Workplace Inspections

- A systematic approach to monitoring health & safety standards:
 - A clear policy and structure for conducting audits and workplace inspections
 - An organisational structure for the management and delivery of workplace inspections
 - Use of suitable forms and documentation
 - An inspection plan or schedule
 - Arrangements for monitoring both quality and delivery

What we were looking for – DSE Risk Assessments

1. Regulatory Compliance.

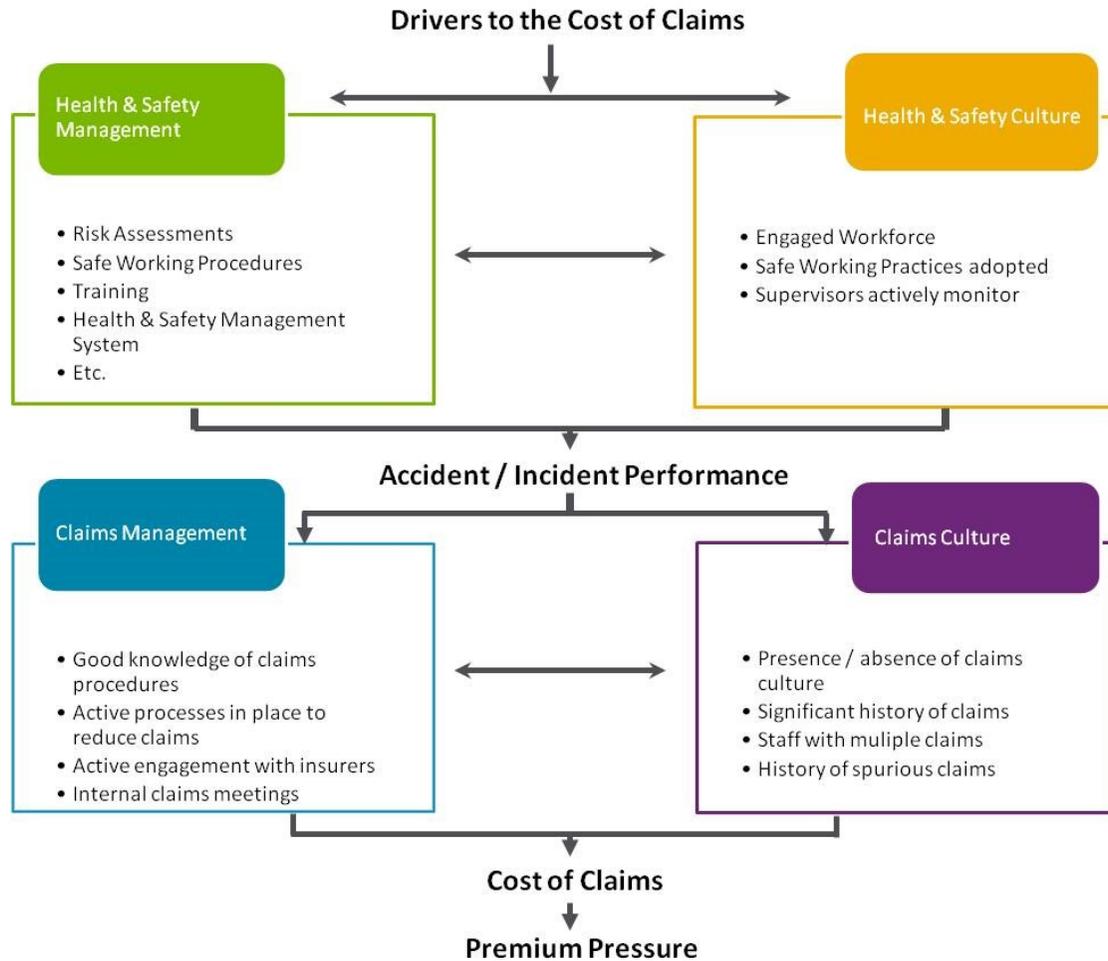
2. A management system approach to DSE

- A documented policy or procedure on DSE risk assessment
- An organisational structure for the management and coordination of DSE risk assessments
- Suitable forms or use of an online assessment & training tool
- An assessment plan or schedule
- Evidence that staff (including those who use laptops & tablets) have completed DSE assessments within the last 2 years

What we were looking for – Students Working with Animals

- Information:
 - If Yes, what type of work?

Aon's Civil Liability Risk Management Model



Negligence

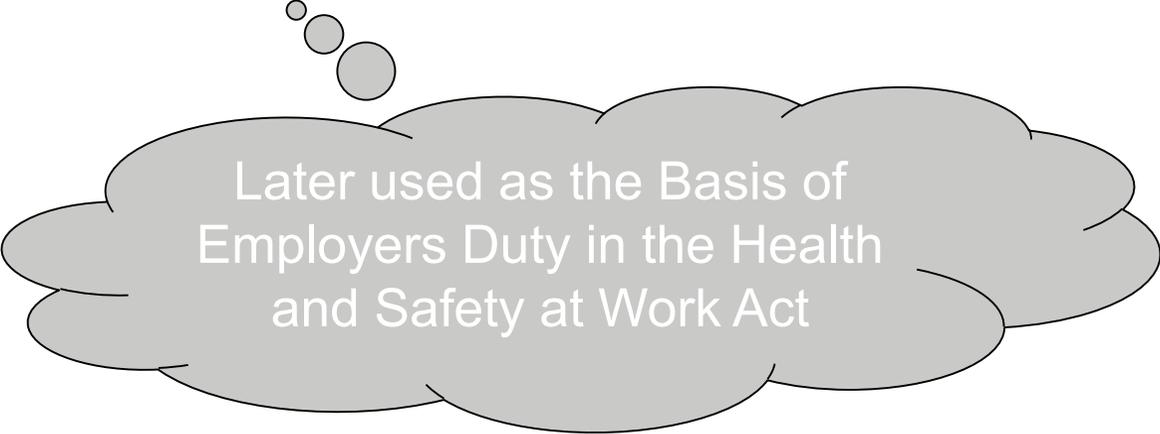
- The employer must take **Reasonable Care** not to subject employees to unnecessary risk

Wilson and Clyde Coal -v- English 1938

Wilson and Clyde Coal v English (1938)

- The Employers Obligation is Threefold
 - Safe Plant and Equipment
 - Safe Systems of Work with Adequate Supervision
 - Competent Staff

- Other Cases Extended this Obligation to Include the Provision of Safe Premises, Maintenance, Instruction, Training etc.



Later used as the Basis of
Employers Duty in the Health
and Safety at Work Act