



Health and Safety Audit Report



Lawton (BES) Ltd
Unit 10, The Glenmore Centre
Grove Technology Park
Downsview Road
Wantage
Oxfordshire
OX12 9GN

Report Date: 26th March 2024
Report Issue Date: 27th March 2024

By:
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1. EXECUTIVE SUMMARY



Lawton (BES) Ltd have been trading since the 1990's. the company currently employs 48 members of staff. Some being office based at Grove and Exeter offices with the others being site based.

The Company undertakes mechanical and electrical design works, the installation and maintenance of mechanical and electrical services and systems.

The Grove Office comprises of:

- Office
- Welfare
- Storage area under the stairs

Who is responsible for managing Health and Safety on a day-to-day basis:-

Mr Steve Lawton.



ACCIDENT DATA:

Year	Minor Injuries	7 Day RIDDOR Reportable	Reportable Diseases	RIDDOR Major Injuries	Near Misses	Fatalities
2016	1	1	0	0	0	0
2017	3	1	0	0	0	0
2018	2	0	0	0	0	0
2019	0	0	0	0	0	0
2020	0	0	0	0	0	0
2021	02	0	0	0	0	0
2022	05	0	0	0	0	0
2023	0	0	0	0	0	0

The Managing Director and Health and Safety Manager are aware of the need to record accidents and near miss incidents, and to report more serious accidents to the H.S.E.

MANAGEMENT OF HEALTH AND SAFETY AND RISK RATING:

The overall rating for the Company is: **VERY GOOD**



2. HEALTH AND SAFETY AUDIT

Weighting of questions: -

Orange = 10

Green = 20



Name and Address:	<i>Lawton (BES) Ltd, Unit 10, The Glenmore Centre, Grove Technology Park, Downsview Road, Wantage, Oxon, OX12 9GN</i>		
Name of Contact:	<i>Mr Steve Lawton</i>		
Number of Employees:	<i>48</i>		
Type of Business:	<i>Plumbing, Heating, Mechanical and Electrical Works</i>		
Date of Audit:	<i>26th March 2024</i>	Name of Assessor:	<i>Andrew Alder Cert IOSH, MIIRSM, IMA^{PS}</i>

No.	Standard	Example of the type of information in support of responses, which will be taken into account in assessment	Compliance with Standard		
			Yes	Part	No
1.	Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety (H&S) management?	Evidence of periodically reviewed general H&S policy, signed and dated by a senior person within the organisation. The H&S policy should also contain the organisation and arrangements. These should be relevant to the anticipated nature of and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation.	X		
2.	Are you able to show your arrangements ensuring that your H&S measures are effective in reducing / preventing work-related incidents, occupational ill-health and accidents?	Details of the arrangements for H&S management that are relevant to the anticipated nature and scale of the activity to be undertaken, and how these arrangements are communicated to workers	X		
3.	Do you have ready access to competent H&S advice / assistance?	Evidence of how your organisation has ready access to competent H&S advice, for both general health and safety and for CDM duty holders, construction-related health and safety. (Access to competent in-house advice, in whole or part, is usually preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that, for CDM duty holders (from the same source or elsewhere) advice on relevant construction H&S issues is accessible as required).	X		



4.	Do you have a process for providing your employees / other workforce with training and other information appropriate to the activities that your organisation is likely to undertake?	Evidence that your organisation implements relevant training arrangements to ensure that employees / other workforce have sufficient skills and understanding to discharge their various duties. This should include refresher training on relevant good H&S practice, and, for CDM contractors and principal contractors, Construction Phase Plans (CPP) may be used to show how information is disseminated or communicated on-site.	X		
5.	Do your employees / other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organisation is likely to undertake?	Evidence that your employees / other workforce have suitable knowledge, experience and skills for the activities assigned to them, unless there are specific situations where they need to work under competent control and / or supervision (e.g. apprentices and other trainees).	X		
6.	Do you check, review and, where necessary, improve your H&S performance?	Evidence that your organisation has an effective, ongoing system for monitoring H&S procedures, and for periodically reviewing and updating that system as necessary.	X		
7.	Do you have procedures involving your employees / other workforce in the planning and implementation of H&S measures?	Evidence that your organisation implements a means of consulting with its employees / other workforce on H&S matters and how comments, concerns or complaints submitted by employees / other workforce are taken into account.	X		
8.	Do you have arrangements for ensuring first aid arrangements are adequate and maintained?	Evidence that your organisation implements arrangements for ensuring and monitoring e.g. H&S policy, risk assessments and first aid box inspections.	X		
9.	Do you routinely record and review accidents / incidents and undertake follow-up action?	Evidence that your organisation maintains records of all RIDDOR-reportable and other incidents for at least the last three years. Evidence that your organisation has an effective system for reviewing significant incidents, and recording any resulting action taken (including your response to any H&S enforcement activity).	X		



10.	Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake?	Evidence that your organisation implements arrangements for ensuring and monitoring H&S skills, knowledge and experience, and performance, throughout your entire supply chain, appropriate to the work likely to be undertaken.		X	
11.	Do you operate a process of risk assessment, capable of supporting safe systems of work?	Evidence that your organisation implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work ("method statements"). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken.	X		
12.	Do you operate a process of noise assessments?	Evidence that your organisation implements procedures for carrying out relevant noise assessments and for developing and implementing safe systems of work ("method statements"). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken.	X		
13.	Do you operate a process of COSHH assessments?	Evidence that your organisation implements procedures for carrying out relevant COSHH assessments and for developing and implementing safe systems of work ("method statements"). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken.	X		
14.	Do you operate a process of confined spaces assessments?	Evidence that your organisation implements procedures for carrying out relevant confined spaces assessments and for developing and implementing safe systems of work ("method statements"). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken.	X		



15.	Do you operate a process of vibration assessments?	Evidence that your organisation implements procedures for carrying out relevant vibration assessments and for developing and implementing safe systems of work ("method statements"). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken.	X		
16.	Do you operate a process of DSE assessments?	Evidence that your organisation implements procedures for carrying out relevant DSE assessments and for developing and implementing safe systems of work ("method statements"). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken.	X		
17.	Do you operate a process of manual handling assessments?	Evidence that your organisation implements procedures for carrying out relevant manual handling assessments and for developing and implementing safe systems of work ("method statements"). Please provide indicative examples, which must include: the identification and control of any significant occupational health (not just safety) issues, appropriate to the work likely to be undertaken.	X		
18.	Contractor / Principal Contractor: Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?	Describe how co-operation and co-ordination of the work is achieved in practice, and how any other organisations are involved in drawing up method statements, etc., including response to emergency situations. This should include how input from your suppliers will be taken into account, and how external comments, including any concerns or complaints, will be responded to. This may include CPPs.	X		
19.	Contractor / Principal Contractor: Do you have arrangements for ensuring on-site welfare for your employees / other workforce?	Describe how you ensure suitable welfare facilities for your employees / other workforce are in place before starting work on site, whether provided by the site-specific arrangements with others or your own measures. This may include CPPs.	X		



20.	Contractor / Principal Contractor: Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organisation?	Examples of actual knowledge, skills and experience within your organisation. This may include: NEBOSH Construction Certificate; membership of Association for Project Safety; membership of Institution of Construction Safety; SSSTS; SMSTS (e.g. provided in a skills matrix for key personnel).	X		
21.	Has your organisation been issued with an improvement / prohibition notice or been prosecuted in the last 5 years?	Copy of improvement / prohibition notice and evidence of response to rectify.	None issued		
22.	Do you have arrangements to minimise the risk of employees / contractors disturbing asbestos materials when out on site?	Evidence that your organisation implements procedures to minimise contact with asbestos e.g. Health and Safety Policy, risk assessments, asbestos awareness training	X		
23.	Is Asbestos Awareness training carried out annually?	Copies of certificates.	X		
24.	Do you have a Permit to Work system in place to control high risk activities e.g. hot works, live working?	Evidence that your organisation implements a Permit to Work system e.g. Health and Safety Policy, forms etc.	X		
25.	Do you have arrangements in place for ensuring that workplace equipment is regularly maintained and provided fit for use?	Evidence that your organisation implements a plant management system e.g. Health and Safety Policy, plant registers, steps checklists etc.	X		
26.	Do you have arrangements in place for ensuring that PAT testing of electrical equipment is carried out within the required time frames?	Evidence that your organisation has a policy for PAT testing and maintains appropriate records.	X		



27.	Do you have arrangements in place for ensuring that a competent person has examined / tested the electrical installations with in your premises and any defects are rectified?	Evidence that your organisation has a policy in place and copies of relevant test certificates.	X		
28.	Does your organisation have procedures in place to control live electrical work?	Evidence that your organisation has a policy to control live electrical working; risk assessments, permits to work.	X		
29.	Does your organisation have arrangements for carrying out annual fire risk assessments?	Evidence that your organisation has a Fire Risk Assessment that is reviewed annually.	X		
30.	Does your organisation have procedures in place to ensure that fire systems are regularly maintained by a competent person?	Evidence that your organisation has a policy and maintains records of fire systems testing.	X		
31.	Does your organisation have procedures in place to ensure that fire exit routes and doors are kept free from obstructions and are not blocked?	Evidence that your organisation has a policy and maintains records of checks / inspections.	X		
32.	Does your organisation carry out practice emergency evacuation procedures at least annually and keep adequate records?	Evidence that your organisation has a policy and maintains records of evacuations.	X		



33.	Does your organisation have policies and provide employees with all relevant personal protective equipment to carry out their works safely?	Evidence that your organisation has a policy and maintains records of PPE supplied.	X		
34.	Does your organisation have a policy regarding face fitting of respiratory protection and provide the relevant respiratory PPE?	Evidence that your organisation has a policy and maintains records of face fitting and supply of respiratory protection.	X		
35.	Does your organisation have procedures in place for managing company vehicles?	Evidence that your organisation has a policy regarding fleet vehicles and maintains records of vehicle inspections.	X		
36.	Does your organisation have procedures in place for health monitoring before and during employment?	Evidence that your organisation has a policy and maintains appropriate records and procedures for dealing with any concerns / issues raised.	X		
37.	Does your organisation have procedures for managing working at height?	Evidence that your organisation has a policy for managing working at height and a safe system of works, e.g. risk assessments, training records.	X		
38.	Does your organisation have procedures for dealing with lone workers?	Evidence that your organisation has a policy and safe system of work for lone workers.	X		
39.	Does your organisation have policies and procedures for managing environmental issues and emergencies?	Evidence that your organisation has an Environmental Policy and procedures for dealing with environmental issues.	X		



40.	Does your organisation have policies and procedures for managing and dealing with Coronavirus (COVID-19)?	Evidence that your organisation has a policy for dealing with Coronavirus (COVID-19); Health and Safety Policy, risk assessments, Toolbox Talks.	X		
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Risk Rating 98%



2. HEALTH AND SAFETY AUDIT FINDINGS



No.	Action	Priority
1.	Are you able to show that you have a general policy and an organisation which is responsible for ensuring effective health and safety (H&S) management?	
	1.1 Existing Controls	1.2 Additional Controls
	<p>There is a Health and Safety Policy which includes the arrangements for managing Health and Safety matters.</p> <p>Employees are made aware of their Health and Safety responsibilities during their Company Employee Induction.</p>	<p>Continue to review the Health & Safety Policy annually and issue to all Employees.</p>
2.	Are you able to show your arrangements ensuring that your H&S measures are effective in reducing / preventing work-related incidents, occupational ill-health and accidents?	
	2.1 Existing Controls	2.2 Additional Controls
	<p>The Company has a system for producing and the management of Health and Safety documentation and methods to manage Health and Safety</p> <p>All employees complete a health monitoring form monthly.</p> <p>Regular site visits are carried out to review and monitor site health, safety, welfare and environmental issues.</p>	<p>Monitor</p>
3.	Do you have ready access to competent H&S advice / assistance?	
	3.1 Existing Controls	3.2 Additional Controls
	<p>Andrew Alder Associates Limited provide independent health and safety advice and guidance to all at Lawton (BES) Ltd</p>	<p>Monitor</p>



4.	Do you have a process for providing your employees / other workforce with training and other information appropriate to the activities that your organisation is likely to undertake?		
	4.1 Existing Controls	4.2 Additional Controls	
	<p>Risk Assessments have been produced for the main activities on the larger projects that are being carried out.</p> <p>The significant findings of the Risk Assessments are communicated to relevant employees and they are reviewed and signed off on a project basis.</p> <p>Dynamic risk assessments are carried out for maintenance and urgent works</p> <p>DSE Risk Assessments for all persons using a display screen are being carried out</p>	<p>Monitor performance and provide training as necessary.</p>	4
5.	Do your employees / other workforce have H&S and other relevant knowledge, experience and skills to carry out activities that your organisation is likely to undertake?		
	5.1 Existing Controls	5.2 Additional Controls	
	<p>There is a documented process for the checking and supervision of sub-contractors competency and site works</p>	<p>Monitor</p>	4
6.	Do you check, review and where necessary, improve your H & S performance?		
	6.1 Existing Controls	6.2 Additional Controls	
	<p>There are monthly documented health and safety meetings.</p> <p>Site audits are undertaken on a regular basis.</p> <p>Accidents and near misses are investigated.</p> <p>Training is reviewed and provided as necessary.</p>	<p>Continue to review and monitor future training requirements</p>	4



7.	Do you have procedures involving your employees / other workforce in the planning and implementation of H&S measures?		
	7.1 Existing Measures	7.2 Additional Controls	
	<p>RAMS are reviewed monthly.</p> <p>Documented toolbox talks are carried out.</p> <p>Site inductions.</p> <p>Ad hoc site / briefing meetings.</p>	<p>Continue to review and monitor future training requirements</p>	4
8.	Do you routinely record and review accidents / incidents and undertake follow-up action?		
	8.1 Existing Measures	8.2 Additional Controls	
	<p>Accidents / incidents are recorded and investigated and any follow up actions are completed.</p>	<p>Monitor and provide training and instruction as required.</p>	4
9.	Do you have arrangements for ensuring first aid arrangements are adequate and maintained?		
	9.1 Existing Measures	9.2 Additional Controls	
	<p>First Aid materials are provided and there is an 'appointed person' for First Aid in the office.</p> <p>The vehicle driver checks the vehicles First Aid box on a regular basis to ensure that they are adequately stocked, and completes the documented sign off</p>	<p>Continue carrying out the documented checking of the First Aid boxes</p>	4



10.	Do you have arrangements for ensuring that your suppliers also apply H&S measures that are appropriate to the activities that your organisation is likely to undertake?		
	10.1 Existing Measures	10.2 Additional Controls	
	<p>Verbal instructions are given to Contractors when they attend Site.</p> <p>Formal Health and Safety Appraisals of Sub-Contractors is taking place.</p> <p>Sub-Contractors are made aware of the hazards present in the Workplace at the Site Induction.</p>	<p>Monitor system and performance of sub-contractors and provide additional training and instruction as required.</p>	4
11.	Do you operate a process of risk assessment, capable of supporting safe systems of work?		
	11.1 Existing Controls	11.2 Additional Controls	
	<p>Risk Assessments have been produced for the main activities on the larger projects that are being carried out.</p> <p>The significant findings of the Risk Assessments are communicated to relevant employees and they are reviewed and signed off on a project basis.</p> <p>Dynamic risk assessments are carried out for maintenance and urgent works</p> <p>DSE Risk Assessments for all persons using a display screen are being carried out</p>	<p>Monitor and provide training and instruction as required.</p> <p>Carry out DSE risk assessments annually</p>	4 4



12.	Do you operate a process of noise assessments?		
	12.1 Existing Controls	12.2 Additional Controls	
	Noise assessments are completed for the tools and equipment in use.	Monitor and provide training and instruction as required.	4
13.	Do you operate a process of COSHH assessments?		
	13.1 Existing Controls	13.2 Additional Controls	
	Safety Data Sheets and COSHH Assessments are available. Health Monitoring is being undertaken in the form of a questionnaire to ascertain if; <ul style="list-style-type: none"> • Unsuitable for certain activities; or • Requiring special precautions to be taken to ensure their health. 	Review and monitor the returned Health Forms. Monitor materials used and obtain the necessary COSHH assessments for new materials to be used.	4 4
14.	Do you operate a process of confined spaces assessments?		
	14.1 Existing Controls	14.2 Additional Controls	
	A permit to work system would be used. Operatives undertaking confined space works are trained and competent	Monitor and provide training and instruction as required.	4



15. Do you operate a process of vibration assessments?			
15.1 Existing controls	15.2 Additional Controls		
<p>There is a schedule of Lawtons tools which have had the vibration ratings and action levels identified.</p> <p>Where non Lawton tools are used there are blank forms to be completed to detail the vibration ratings and action levels.</p>	Monitor and provide training and instruction as required.	4	
16. Do you operate a process of DSE assessments?			
16.1 Existing controls	16.2 Additional Controls		
DSE assessments are undertaken annually.	Monitor and provide training and instruction as required.	4	
	Ensure that any actions arising from them are actioned within the appropriate time.	4	
17. Do you operate a process of Manual Handling Assessments?			
17.1 Existing Controls	17.2 Additional Controls		
<p>Manual Handling Assessments are carried out.</p> <p>Where possible mechanical means of lifting are used.</p> <p>Manual Handling Training has been undertaken by employees.</p>	Continual monitoring of Manual Handling requirements on Site and in the Office. Provide training where required.	4	



18.	Contractor / Principal Contractor: Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)?		
	18.1 Existing Controls	18.2 Additional Controls	
	Pre-contract meetings. Regular site / progress meetings	Monitor effectiveness.	4
19.	Contractor / Principal Contractor: Do you have arrangements for ensuring on-site welfare for your employees / other workforce?		
	19.1 Existing Controls	19.2 Additional Controls	
	Tender stage it is identified what facilities are available. Contracts manager and site foreman monitor on site. Health and Safety advisor monitors during site audits.	Monitor	4
20.	Contractor / Principal Contractor: Are you able to provide evidence of the skills, knowledge and experience of H&S in construction in your organisation?		
	20.1 Existing Controls	20.2 Additional Controls	
	Training matrix details operatives training. Training is reviewed regularly.	Monitor and provide training and instruction as required.	4



21.	Has your organisation been issued with an improvement / prohibition notice or been prosecuted in the last 5 years?		
	21.1 Existing Controls	21.2 Additional Controls	
	The Company has not had any enforcement notices from the HSE.	No additional controls required.	4
22.	Do you have arrangements to minimise the risk of employees / contractors disturbing asbestos materials when out on site?		
	22.1 Existing Controls	22.2 Additional Controls	
	The Company is aware of its duties under The Control of Asbestos Regulations. Asbestos information is requested from Clients.	Asbestos information is to be requested from all Clients. On-going Asbestos Awareness training for staff. Provide supervision to ensure company policies are being adhered to.	4 4 4
23.	Is Asbestos Awareness training be carried out annually?		
	23.1 Existing Controls	23.2 Additional Controls	
	Asbestos Awareness Training is carried out annually.	Monitor and provide training annually.	4
24.	Do you have a Permit to Work system in place to control high risk activities e.g., hot works, live working?		
	24.1 Existing Controls	24.2 Additional Controls	
	Permits to work are available for use. As a sub-contractor would comply with the Clients requirements.	Monitor and provide training and instruction as required. Provide supervision to ensure company policies are being adhered to.	4 4



25.	Do you have arrangements in place for ensuring that workplace equipment is regularly maintained and provided fit for use?		
	25.1 Existing Controls	25.2 Additional Controls	
	Work equipment is regularly checked and maintained. There is a plant register in place.	Monitor and provide supervision to ensure that plant and equipment is maintained.	4
26.	Do you have arrangements in place for ensuring that PAT testing of electrical equipment is carried out within the required time frames?		
	26.1 Existing Controls	26.2 Additional Controls	
	PAT testing of portable electrical appliances is taking place and records are being kept.	Monitor to ensure that PAT testing of all equipment is being undertaken every 3 months.	4
27.	Do you have arrangements in place for ensuring that a competent person has examined / tested the electrical installations within your premises and any defects are rectified?		
	27.1 Existing Controls	27.2 Additional Controls	
	Statutory examinations of main electrics have been carried out.	Monitor	4
28.	Does your organisation have procedures in place to control live electrical work?		
	28.1 Existing Controls	28.2 Additional Controls	
	Documented safe system of work in compliance with current legislation and regulations.	Monitor and provide adequate supervision to ensure compliance.	4



29.	Does your organisation have arrangements for carrying out annual fire risk assessments?		
	29.1 Existing Controls	29.2 Additional Controls	
	A Fire Risk Assessment is in place	Ensure the fire risk assessment is undertaken annually.	4
30.	Does your organisation have procedures in place to ensure that fire systems are regularly maintained by a competent person?		
	30.1 Existing Controls	30.2 Additional Controls	
	Fire system is regularly maintained.	Monitor and document	4
31.	Does your organisation have procedures in place to ensure that fire exit routes and doors are kept free from obstructions and are not blocked?		
	31.1 Existing Controls	31.2 Additional Controls	
	Visual inspections	Monitor	4
32.	Does your organisation carry out practice emergency evacuation procedures at least annually and keep adequate records?		
	32.1 Existing Controls	32.2 Additional Controls	
	Exeter and Grove office evacuation documentation seen.	Continue to do annually and document	4
33.	Does your organisation have policies and provide employees with all relevant personal protective equipment to carry out their works safely?		
	33.1 Existing Controls	33.2 Additional Controls	
	PPE is issued to employees and signed for. Detailed within the Health and Safety Policy.	Regular monitoring to ensure that PPE is being used and maintained in the correct manner.	4



34.	Does your organisation have a policy regarding face fitting of respiratory protection and provide the relevant respiratory PPE?		
	34.1 Existing Controls	34.2 Additional Controls	
	Face Fitting of Respiratory Protection is carried out annually.	Reusable Face Masks are used, monitor the formal checking procedure and ensure that these are documented.	4
35.	Does your organisation have procedures in place for managing company vehicles		
	35.1 Existing Controls	35.2 Additional Controls	
	A Vehicle Policy is in place.	Monitor Company Vehicle Policy.	4
36.	Does your organisation have procedures in place for Health Monitoring?		
	36.1 Existing Controls	36.2 Additional Controls	
	Health Monitoring is taking place in the form of Health Questionnaires on a monthly basis.	Monitor effectiveness of health monitoring	4
37.	Does your organisation have procedures for managing working at height?		
	37.1 Existing Controls	37.2 Additional Controls	
	Procedures are in place to carryout Risk Assessments for all Working at Height operations.	Check training requirements for use of access equipment and provide training as required.	3
38.	Does your organisation have procedures for dealing with lone workers?		
	38.1 Existing Controls	38.2 Additional Controls	
	There is a lone worker policy in place.	Monitor and provide training and instruction as necessary.	2
			2



39.	Does your organisation have policies and procedures for managing environmental issues and emergencies?		
	39.1 Existing Controls	39.2 Additional Controls	
	ISO 14001:2015 compliant Spill kits within company vans. Toolbox talk given on the use of the spill kits.	Monitor the effectiveness of the procedures and provide additional training and instruction as necessary.	4
40.	Does your organisation have policies and procedures for managing and dealing with Coronavirus (COVID-19)?		
	40.1 Existing Controls	40.2 Additional Controls	
	Risk assessment in place. Complies with Government Guidance.	Monitor	4



4. PROTOCOL

- 4.1 This Health and Safety Audit Report details the results of the recent Health and Safety visit. The Audit involved the assessment of the Company's arrangements for Health and Safety Risk Management through a process of interviews, document checks and observation.
- 4.2 Has developed a set of Health and Safety control standards for all the Health and Safety topics contained in this Audit Report. The control standards are based on Legislative requirements and enable our Health and Safety Consultants to review the key risk controls that are currently in place against the requirements specified in Legislation.
- 4.3 The scope of the Health and Safety Audit has been developed to assess the key risk areas of the Company; however, it is not an in-depth review of every risk area associated with the Company's activities.
- 4.4 In reviewing the key risk controls against the Health and Safety control standards, our Health and Safety Consultant will determine the level of compliance and allocate the following scores:
- | | | |
|--------------------------------------|---|-----------------------------------|
| Fully meets the control standard | = | 10 + 20 as indicated |
| Partially meets the control standard | = | Half of the value of the question |
| Does not meet the control standard | = | 0 |
- 4.5 The reason why scores are given is to quantify the level of Health and Safety risk the Company is exposed to as a result of their activities.
- 4.6 The overall score is then calculated as a percentage to give an overall risk rating.



Risk Rating		Risk Rating Definition
Category D	0-25	<p>POOR There's a lack of satisfactory measures in place that would assist in the defence of a claim should one arise.</p> <p>A significant number of the risk factors observed were found to be poor.</p> <p>There were many risk exposures with little evidence of suitable control measures in place.</p> <p>The Management appear to have minimal or no commitment to implementing the required risk controls.</p>
Category C	26-50	<p>FAIR Some measures and records etc. were in place that would assist in the defence of a claim should one arise.</p> <p>The Company has an understanding of its legal responsibilities and has some systems and controls in place.</p> <p>A more pro-active approach to managing Health and Safety risks on Site was required.</p>
Category B	51-75	<p>GOOD The majority of legal requirements have been fulfilled.</p> <p>Good safety systems and procedures were observed as being in place.</p> <p>Management were proactive and committed to providing effective risk control measures and records, however, there were some areas requiring improvement.</p>
Category A	76-100	<p>VERY GOOD Comprehensive and effective risk control measures were observed making it likely that a claim should one arise would be defended.</p> <p>The Company is complying with legal requirements and is also adopting 'Best Practice'.</p>



- 4.7 Each control standard is also given a priority to assist in targeting resources in improving the risk controls where necessary. Where the control standards are not met, or are partially met, the recommended improvements (Additional controls) are detailed in the Health and Safety Audit Findings. Note: The Health and Safety Audit Findings also details the current arrangements (Existing Controls) operating in the business at the time of the Audit.
- 4.8 The reason for documenting both the existing and additional controls is to give a balanced account of standards of Health and Safety Management.
- 4.9 The priorities for Health and Safety actions contained in the Health and Safety Audit Findings are details below:

Priority	Comments	Timescale
4-Tolerable	No additional controls are necessary. Consideration may be given to a more cost-effective solution or to improvements that impose no extra cost. Regular monitoring of existing controls is essential.	Ongoing
3-Moderate	Some additional controls are necessary. Consideration may be given to a more cost-effective solution or to improvements that impose no extra cost. Regular monitoring of existing controls is essential.	Within 3 months
2-Substantial	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.	Within 1 month
1-Intolerable	The relevant work should not be started or continued until the risk has been reduced. If it is not possible to reduce the risk even irrespective of cost, then work must be prohibited. If the work is in progress it must be stopped and alternative safe means of carrying out the work identified.	Immediate