



# Safety Systems Review – Healthcare

Guidance and specification

Version 1 – 2014

<b>Contents</b>	<b>Page</b>
Safety Systems Review	1
<b>1</b> Specification for Safety Systems Review – Healthcare	2
<b>1</b> <b>Section 1</b> – health and safety management	2
<b>2</b> <b>Section 2</b> – control of emergency incidents	6
<b>3</b> Safety Systems Review Process	7
– Preparing for the review	7
– Standardisation	7
– The tour of the premises and site	7
– The competency of the auditor	7
<b>4</b> Safety Systems Review Scoring	8
– Element headings	8

# Safety Systems Review

The review will evaluate how effectively your organisation's health and safety arrangements are being implemented. It can be used for single or multiple sites to benchmark your systems.

## Benefits

- Independent review of how effectively your systems are being implemented at selected site(s)
- Recommendations for improvement within a user friendly report including an action planning table
- Ongoing support to help you maximise business efficiencies from your management systems
- Opportunity to benchmark effective management between sites
- Provides a base point for more in depth auditing
- A cost effective solution to maintaining health and safety standards across the business.

## How does it work?

The review is based on this specification which contains:

- An outline of each element of the review
- Details of a quantifiable scoring process
- Typical information requirements during the review
- Suggestion for personnel required during the review (interviewees).

The specification is discussed with your site management before the review.

You will receive a summary report with recommendations for improvement and details of how well your systems and arrangements are being implemented at chosen sites.

# 1.

# Specification for Safety Systems Review – Healthcare

## Section 1 – health and safety management

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
<b>1. Health and Safety Management System(s) and Arrangements</b>	<p>To determine whether the documented arrangements and procedures are effectively communicated to all employees on site.</p> <p>To ensure the safety management system(s) (SMS) content is readily available, easy to follow and that staff have a good awareness of relevant content.</p>	25	<p>Policy statement – signed and dated</p> <p>SMS available in either electronic or paper based format which is easily accessible to everyone</p> <p>Training/information given to all staff on contents of SMS and how to complete relevant forms etc.</p> <p>Induction process</p>	<p>Site Manager</p> <p>Supervisor</p> <p>Safety representative</p> <p>Employees</p>
<b>2. Competent Occupational Health and Safety (OH&amp;S) Personnel</b>	<p>To ensure that management on site has received the appropriate training and information to enable them to implement the requirements of the SMS.</p> <p>To ensure competent advice and support is available for on site management.</p>	25	<p>Documented job description/role profile with relevant OH&amp;S responsibilities clearly defined</p> <p>Suitable training commensurate with the risks of the business and role responsibilities</p> <p>Clear reporting and communication channels</p> <p>Access to OH&amp;S support</p>	<p>Site Manager</p> <p>Supervisor</p> <p>HR Personnel</p> <p>OH&amp;S Manager/Advisor</p> <p>Safety representative</p>
<b>3. Consultation and Communication</b>	<p>To ensure the site receives regular communication from Head Office on OH&amp;S issues.</p> <p>To confirm that a system is in place which enables employees to raise OH&amp;S issues and receive feedback.</p> <p>To confirm staff representation at health and safety committee meetings.</p>	30	<p>Health and safety bulletins/newsletter/notice board</p> <p>Formal communication</p> <p>Management reports</p> <p>Minutes of health and safety committee/team meetings</p> <p>Evidence of staff involvement in OH&amp;S issues</p> <p>Suggestion schemes</p>	<p>Site Manager</p> <p>Safety representative</p> <p>Employees</p>
<b>4. Competence and Training</b>	<p>To confirm that all staff are appropriately trained to carry out their tasks competently.</p> <p>To ensure a suitable OH&amp;S induction process is in place on site.</p> <p>To ensure that staff development and training needs are continually reviewed including any mandatory refresher training.</p>	30	<p>Training plan(s) and records</p> <p>Job description/role profile</p> <p>Certification, licenses, etc.</p> <p>Appraisal process and CPD plans</p> <p>Induction process</p>	<p>Employees</p> <p>Supervisor</p> <p>Site/Group HR personnel</p>
<b>5. First Aid Facilities (including Occupational Health)</b>	<p>To ensure that adequate first aid resources (personnel and equipment) are in place on site.</p> <p>To confirm that:</p> <ul style="list-style-type: none"> <li>Staff health and wellbeing is monitored</li> <li>Promotion of a healthy balance between work and personal life is in place including health surveillance</li> <li>Absence monitoring and where appropriate return to work plans are in place</li> <li>Emergency first aid is available for others on site.</li> </ul>	30	<p>First aid assessment</p> <p>First aid equipment/facilities</p> <p>Occupational health facility available at site level</p> <p>Health surveillance and lifestyle promotions</p> <p>Return to work policy</p> <p>Training records</p>	<p>Site/Group HR personnel</p> <p>Site Manager</p> <p>First Aiders</p> <p>Employees</p> <p>Occupational Health</p> <p>Safety representative</p>

# 1. Section 1 – health and safety management cont.

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
<b>6. Workplace Inspections and Internal Auditing</b>	<p>To ensure all areas of the workplace are subject to regular inspection and, when non conformities are raised, they are dealt with in a timely manner.</p> <p>To confirm the site has been subject to a suitably detailed internal health and safety audit.</p>	30	<p>Documented workplace inspections including equipment and external areas</p> <p>Inspection schedule/programme</p> <p>Identified actions monitored for completion and signed off in a timely manner</p> <p>Competent personnel to carry out inspection(s)</p> <p>Management involvement in inspection process</p> <p>Audit report(s) and schedule</p> <p>Input from head office</p>	<p>Site Manager</p> <p>Safety representative</p> <p>Supervisor</p> <p>Inspection Personnel</p> <p>Internal auditor(s)</p> <p>OH&amp;S Manager/ Advisor</p>
<b>7. Management of Change</b>	<p>To ensure that whenever any organisational or site level change occurs, all potential issues affecting health and safety are suitably assessed and managed in an appropriate manner.</p>	20	<p>Risk assessment of potential impact of change on health and safety</p> <p>Communication of assessment findings</p>	<p>Site Manager</p> <p>OH&amp;S Manager/ Advisor</p>
<b>8. Lone Working, Violence/ Aggression</b>	<p>To ensure suitably robust policies and procedures are in place for lone working and the risk of violence/aggression toward staff.</p> <p>To confirm relevant staff awareness and training.</p> <p>To confirm support mechanisms are in place for “at risk” staff.</p>	25	<p>Implementation of associated controls</p> <p>Lone working procedure</p> <p>Violence and Aggression policy</p> <p>Training records</p> <p>Support process for staff</p> <p>Implementation of controls</p>	<p>Site Manager</p> <p>HR personnel</p> <p>Supervisors</p> <p>Employees</p>
<b>9. Control of Contractors</b>	<p>To ensure that there are suitable control systems in place on site to reduce risk presented to employees, others and property by the activities of contractors.</p>	25	<p>Contractor approval/permit to work (PTW) documentation</p> <p>Contractor Induction and ID</p> <p>Approved contractor register</p> <p>Monitoring of contractor performance</p> <p>Risk assessment(s)/Method statement(s)</p> <p>Training records/Site induction records</p>	<p>Site Manager</p> <p>Contractor</p> <p>OH&amp;S Manager/ Advisor</p> <p>Contractor personnel</p>
<b>10. Risk Assessment and Safe Working Practices</b>	<p>To ensure suitable, sufficient and current risk assessments have been carried out at site level which identify hazards and assess risks to workers and others who may be affected by the undertakings of the organisation.</p> <p>To ensure identified controls are effectively implemented.</p> <p>To confirm risk assessments have been communicated to all relevant personnel.</p> <p>To review subsequent safe working procedures and practices, ensuring they are carried out in a safe and effective manner.</p>	30	<p>Specific and generic risk assessments covering routine and non routine tasks</p> <p>Tool box talks/team briefings/training records</p> <p>Management and staff awareness</p> <p>Safe working procedures (operational control)</p> <p>Training records</p>	<p>Site Manager</p> <p>Supervisor</p> <p>Safety Representative</p> <p>Employee(s)</p>

## 1.

## Section 1 – health and safety management cont.

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
<b>11. Work Equipment (including lifting equipment)</b>	To ensure that suitable procedures and controls are in place for the provision and safe use of work equipment (including any lifting equipment, mobile plant and vehicles) throughout the site, including both administrative and operational measures.	25	Planned preventative maintenance programme Risk assessment(s) Maintenance records Inspection records (including thorough examination) Adequate space/access to work equipment Hand tools in good order, inspected and stored correctly Defect reporting system Emergency stop controls and signage Training records	Site Manager Employee(s) Maintenance personnel
<b>12. Medication Process (if applicable)</b>	To ensure robust policies and procedures are in place for the storage, use and administration of medication.  Confirm security arrangements relating to storage of medicines.  To confirm relevant staff are suitably trained and monitored.  To confirm documentation is in place for the control of medicines.  To ensure relevant standards and regulatory requirements are understood and followed at all times.	30	Medication policies and procedures Training records Risk assessment(s) Secure storage of medicines Adherence to standards and regulations (inspections/reports, etc. by relevant bodies)	Site Manager HR personnel Supervisor(s) Employees
<b>13. Control of Hazardous Substances</b>	To review arrangements (including storage and labelling) for the control of potential exposure of persons and the environment to substances hazardous to health (including asbestos management).	30	Hazardous substance index COSHH assessments/Safety data sheets Asbestos survey and register Legionellosis survey/assessment Training records Storage facilities PPE Spillage / Leak procedures	Site Manager Supervisor(s) Employees Contractors
<b>14. Electrical Installations, Equipment and Portable Appliances</b>	To review arrangements and controls intended to prevent the risk of electrocution from portable or fixed electrical appliances and/or systems.  To ensure legislative duties in respect of the above are being met.	25	Maintenance, test and inspection records Risk assessments/safe working procedures Secure access to high voltage equipment and locations Training records	Site Manager Maintenance personnel Contractors
<b>15. Manual Handling</b>	To ensure suitable assessments of manual handling tasks have been carried out by competent persons.  To confirm all staff have received relevant manual handling training.  To confirm provision of manual handling mechanical and automated aids.	25	Manual handling assessments Training records Equipment records	Site Manager Supervisor(s) HR personnel Employees

# 1. Section 1 – health and safety management cont.

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
<b>16. Safety Signage and Notices</b>	<p>To ensure appropriate health and safety signage is prominently displayed throughout the site including:</p> <ul style="list-style-type: none"> <li>• H&amp;S legal poster</li> <li>• Mandatory, prohibition, warning and safe condition signage</li> <li>• Fire escape route and other emergency information signage.</li> </ul>	15	<p>Risk assessments</p> <p>Fire and emergency information signage</p> <p>Inspection records</p>	Employees
<b>17. Accident, Incident and Near Miss Reporting and Investigation</b>	<p>To ensure procedures are in place for the reporting of all accidents and incidents (including near miss and damage) and that such events are subsequently investigated to prevent re-occurrence.</p> <p>To confirm all relevant incidents/accidents are reported to the relevant authorities as required.</p>	30	<p>Safe working procedures</p> <p>Accident/incident report data</p> <p>Investigation documentation</p> <p>Site reports to management</p> <p>Training records</p> <p>First aid record</p>	<p>Managers</p> <p>First aiders</p> <p>HR personnel</p>
<b>18. Workplace Conditions (heating, ventilation, housekeeping, waste management, welfare and hygiene)</b>	<p>To ensure adequate welfare and hygiene facilities (including toilets, rest area, canteen, changing area, etc.) have been provided for employees and other site personnel.</p> <p>To ensure general and specific waste is collected and disposed of in a suitable manner.</p>	25	<p>Risk assessments</p> <p>Inspection records</p> <p>Cleaning schedule(s)</p> <p>Waste transfer notes</p>	Site Manager
<b>19. Personal Protective Equipment (PPE)</b>	<p>To confirm suitable PPE is available to all relevant staff.</p> <p>To confirm assessment of PPE requirements has been carried out.</p> <p>To ensure process for replacement of PPE is in place.</p> <p>To confirm staff awareness and use of PPE.</p>	25	<p>PPE assessment</p> <p>PPE records</p> <p>Training records</p> <p>Storage and cleaning facilities</p>	<p>Site Manager</p> <p>HR personnel</p> <p>Employees</p>
<b>20. Specific Regulatory Requirements and Documentation (DDA, care standards, Human rights act, etc.)</b>	<p>To confirm management awareness of relevant regulatory requirements.</p> <p>To ensure any specific requirements are included within relevant policies and procedures.</p> <p>To ensure all necessary records and other documentation is available and maintained.</p>	25	<p>Policies and procedures</p> <p>Roles and responsibilities</p> <p>Training records</p> <p>Document and record keeping process</p>	<p>Site Manager</p> <p>Supervisor(s)</p> <p>HR personnel</p>

## 2.

## Section 2 – control of emergency incidents

### Section 2 – control of emergency incidents

	Purpose and Scope	Score	Typical information/evidence requirements	Possible Interviewee(s)
21. Fire Risk Assessment	To ensure a suitable and sufficient fire risk assessment(s) has been carried out on site which identifies the hazards and associated risks of fire.	25	Fire risk assessment(s)	Site Manager
	To ensure all identified controls are being effectively implemented.		Evidence of identified actions closed out	Supervisor(s)
	To confirm that the risk assessment content has been effectively communicated to relevant personnel.		Training records Inspection records (briefings/meetings, etc.) Communication of assessment content	H&S Advisor/Manager Maintenance personnel Fire Warden(s)
22. Alarm Systems	To ensure that effective systems are in place for the manual or automatic detection of fire and the audible/visual warning to those who will need to evacuate the site in the event of a fire incident.	25	Maintenance records	Site Manager
			Fire alarm test records	Supervisor(s)
	Fire risk assessment(s)		H&S Advisor/Manager	
	Training records		Maintenance personnel	
	To confirm such systems are suitably maintained and tested on a regular basis.		Inspection records Signage	Fire Warden(s) Employees
23. Fire Fighting Equipment	To ensure that there is adequate fixed/portable fire-fighting equipment available on site and that such equipment is maintained and serviced on a regular basis.	25	Fire risk assessment(s)	Site Manager
			Maintenance and inspection records	Supervisor(s)
	Training records		H&S Advisor/Manager	
	To confirm relevant personnel have received training in the correct use and application of such equipment.		Visual inspection Signage	Maintenance personnel Fire Warden(s)
24. Evacuation, Drill and Instruction	To confirm that effective procedures are in place to ensure that all personnel on site (including anyone with specific needs) can evacuate to a safe place in the event of an emergency.	40	Evacuation procedures	Site Manager
			Fire drill records	Supervisor(s)
	Training records		Fire Wardens	
	To ensure that suitably trained personnel are on site to effectively implement the aforementioned procedures (including use of any related evacuation equipment).		Risk assessment(s)/personal evacuation plans	H&S Advisor/Manager
	To ensure the evacuation procedures are tested on a regular basis.			
25. Emergency Escape Routes, Exits and Lighting	To ensure that adequate means of escape are provided and maintained for the safe evacuation of people from the site.	30	Inspection records	Site Manager
			Fire Risk assessment(s)	Fire Wardens
	To confirm appropriate escape route/exit signage and lighting is in place.		Emergency lighting test and servicing records	Maintenance Personnel
	To confirm such emergency lighting is tested and maintained on a regular basis.		Signage (including assembly point) Visual inspection	Employees
26. Emergency Planning	To review site/organisational contingency planning in the event of a major incident.	20	Business recovery plan (site level and/or organisational)	Site Manager
	To confirm site management awareness and testing of contingency plan.		Training records	H&S Advisor/Manager
			Management meetings	

### Preparing for the review

In order for the review to run as smoothly as possible, it is important for the organisation to prepare in advance.

With this specification document, the organisation will be able to determine the type of information they are likely to be asked for, and the persons that the auditor may wish to speak to. Documents should be readily available, whether in paper format or electronically. If held on computer, it would be advisable to print off an index list of what is available, so that the auditor can match the document to a particular element of the review.

Our auditors are flexible and will willingly review elements 'out of sequence' in order to accommodate members of staff who may only be available at certain times; however, it must be remembered that on short duration reviews there is limited time available.

### Standardisation

On an annual basis the British Safety Council reviews and updates the review process and its contents to reflect the current sector management techniques and relevant legislative requirements. The review is subject to periodic review and amendment and there is potential for bespoke versions of the specification to be developed.

Standardisation of acceptable evidence and auditor scoring is also reviewed on a regular basis as part of our internal QA process which includes both on-site and specific report feedback. There is also an annual appraisal interview and CPD review for our auditors.

### The tour of the premises and site

This important aspect of the review should be carried out at an agreed time and encompass all aspects of the site. During the tour, the auditor may take the opportunity to talk to employees, contractors and visitors to further verify the evidence required for the completion of the review. If more than one site is included within the assessment, the travelling time between sites must be taken into account during the scoping stage with the British Safety Council account manager.

### The competency of the auditor

The auditors receive initial training on the review protocol and this is updated as and when necessary. All our auditors are experienced health and safety practitioners with appropriate qualifications and membership of relevant professional bodies. They are expected to maintain their CPD as per the requirements of their membership of the aforementioned professional bodies. In addition the British Safety Council holds an annual standardisation meeting during which auditors receive both an update of organisational requirements and external CPD from industry specific experts. Auditors in their initial period of work are given additional support in the form of extra QA and one to one discussion with the audit portfolio manager.

### Element headings

<b>1.0</b>	<b>Health and safety management</b>	<b>Score</b>
1	Health and Safety System(s) and Arrangements	25
2	Competent OH&S Personnel	25
3	Consultation and Communication	30
4	Training	30
5	First Aid Facilities (including Occupational Health)	30
6	Workplace Inspections and Internal Auditing	30
7	Management of Change	20
8	Lone Working, Violence and Aggression	25
9	Control of Contractors	25
10	Risk Assessment and Safe Working Practices	30
11	Work Equipment (including lifting equipment)	25
12	Medication Process (if applicable)	30
13	Control of Hazardous Substances	30
14	Electrical Installations, Equipment and Portable Appliances	25
15	Manual Handling	25
16	Safety Signage and Notices	15
17	Accident, Incident/Near Miss Reporting and Investigation	30
18	Workplace Conditions (heating, ventilation, housekeeping, waste management, welfare and hygiene)	25
19	PPE	25
20	Specific Regulatory Requirements and Documentation	25
	<b>Sub section total</b>	<b>525</b>
<b>2.0</b>	<b>Control of emergency incidents</b>	<b>Score</b>
20	Fire Risk Assessment	25
21	Alarm Systems	25
22	Fire Fighting Equipment	25
23	Evacuation, Drill and Instruction	40
24	Emergency Escape Routes, Exits and Lighting	30
25	Emergency Planning (Business Continuity)	20
	<b>Sub section total</b>	<b>165</b>
	<b>Maximum available score</b>	<b>690</b>





**No-one should  
be injured or  
made ill at work.**

**British Safety Council**

70 Chancellors Road  
London W6 9RS  
United Kingdom

**T** +44 (0)20 8741 1231

**E** [ask@britsafe.org](mailto:ask@britsafe.org)

**W** [www.britsafe.org/audit](http://www.britsafe.org/audit)

**f** [/britishsafetycouncil](https://www.facebook.com/britishsafetycouncil)

**Twitter** [@britsafe](https://twitter.com/britsafe)

**LinkedIn** [/company/british-safety-council](https://www.linkedin.com/company/british-safety-council)