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Five Star Occupational Health and Safety Audit

Specification August 2022 Update
Summary of change document

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This summary document is intended to outline the main areas of change within British Safety Council's Five Star Occupational Health and Safety Audit Specification 2022 update (FSA).

The document is intended to assist those organisations who have previously undertaken the Five Star Occupational Health and Safety Audit Specification 2021 in their preparations for being audited against the Five Star Occupational Health and Safety Audit 2022 updated model.

It is important to note that the content of this summary should not be interpreted as a definitive or exhaustive source of information when preparing for the audit itself.

It is strongly recommended that the summary document is read and used in conjunction with the specification document itself, pre-audit reports (if applicable) and other related sources of information.

1.1

Background to the Five Star Occupational Health and Safety Audit Specification 2022 update (FSA)

As part of British Safety Council's commitment to the continual improvement of our products, together with a recognition of recent developments in both legislative and health and safety management trends, our Five Star Audit specification(s) are reviewed on an annual basis.

The subsequent 2021 version of the Five Star Occupational Health and Safety Audit Specification has been designed to complement our quality assurance and auditor standardisation processes in order to ensure a quality experience for the auditee.

The review of the 2021 version of the Five Star Occupational Health and Safety Audit Specification audit specification was carried out by a technical project team of health and safety professionals. The review process monitored various internationally recognised occupational health and safety management system models (including ISO45001 -2018 and supporting ISO family of supporting standards) together with sector and occupational health and safety management trends, including consultation with various professional bodies.

The Five Star Occupational Health and Safety Audit model is reflective of a **PLAN / DO / CHECK / ACT** management cycle.

The Five Star Occupational Health and Safety Audit specification 2022 update also recognises the importance of an integrated approach toward occupational health and safety and links to other management disciplines within an organisation in this respect such as social governance.

The Five Star Occupational Health and Safety Audit specification 2022 update provides organisations with a structured route toward a genuine best practice in managing and implementing occupational health and safety and the subsequent business benefits that improved occupational health and safety performance can bring.

2.0

Summary of changes

This section of the document is intended to outline the specific changes between the previous Five Star Occupational Health and Safety Audit Specification 2021 and the August 2022 updated version.

2.1

Sectional changes

The Five Star Occupational Health and Safety Audit Specification 2022 update specification model has retained the previous format in respect of four sections containing related elements.

Table 1:

Plan	Do	Check	Act
Section 1	Section 2	Section 3	Section 4
Organisational leadership, commitment and planning	Implementation and operation	Performance monitoring and measurement	Evaluation and continual improvement

During the audit process, the auditor will examine specific Occupational Health and Safety criteria and review how well the organisation can demonstrate an integrated approach to this subject area across the management cycle and the four sections of the Five Star Occupational Health and Safety Audit specification.

2.2

Best practice indicators (BPI)

The effective implementation and progression of mature occupational health and safety management systems (and associated arrangements) toward overall business efficiency cannot be overstated.

It is recognised that there are a number of factors involved for any organisation in reaching this status, but it is considered that five best practice indicators are primary management tools in respect of this:

BPI 1: Leadership and commitment

BPI 2: Stakeholder participation

BPI 3: Risk management

BPI 4: Organisational health and culture

BPI 5: Continual improvement

In order to reflect the significance of these indicators, the Five Star Occupational Health and Safety Audit specification includes a quantifiable (scored) measurement of an organisation's performance within these areas. The subsequent audit report document includes a summary of performance within these areas (measured against a best practice threshold) and also recommendations for improvement wherever appropriate.

2.3

Element changes

The number of elements within the Five Star Occupational Health and Safety Audit specification compared to 2021 remains the same at 57 elements, although some elements have been reworded and rescored/weighted.

Table 4 highlights the link between the previous 2021 specification and the August 2022 updated Five Star Occupational Health and Safety Audit specification.

It should be noted that, in keeping with the holistic approach to the audit process, an element may well be considered pertinent to more than one section and may also have relevance to other elements across the specification.

It should also be noted that those elements which remain unchanged from the previous specification have been subject to revision and have, in many cases, been updated from a content perspective.

2.3

Element changes

Table 4: Amended (and new) Elements (refer to specification document for examples of typical information required during the audit process)

2021 specification element title	Element reference	Updated (2022) specification element title	New element reference	Comment
Section 1 – Organisational leadership, commitment and planning				
Leadership and commitment	1.01	Leadership and commitment	1.01	No change to element name. Background question sets reviewed/reworded and reweighted upwards Additional emphasis on formal leadership OHS training.
Scope and context for occupational health and safety	1.02	Scope and context for occupational health and safety	1.02	No change to element name. Background question sets reviewed/reworded and reweighted upwards.
Status assessment	1.03	Status assessment	1.03	No change to element name. Background question sets reviewed/reworded and reweighted downwards.
Legislative (and other) compliance	1.04	Legislative (and other) compliance	1.04	Change to element name to include 'other'. Background question sets reviewed/reworded. Weighting remains same.
Stakeholder identification, consultation and participation (including corporate social responsibility)	1.05	Stakeholder identification, consultation and participation (including corporate social responsibility)	1.05	Change to element name. Background question sets reviewed/reworded and reweighted downwards. Reworded to meet best practice in terminology and especially corporate social responsibility (CSR).
Occupational health and safety policy statement	1.06	Occupational health and safety policy Statement	1.06	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Structure (roles, responsibilities, accountabilities and authorities)	1.07	Structure (roles, responsibilities, accountabilities and authorities)	1.07	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Occupational health, safety and wellbeing objectives	1.08	Strategic and operational risks and opportunities	1.08	Change to element name. Background question sets reviewed/reworded and reweighted upwards.
Occupational health, safety and wellbeing programmes and planning.	1.09	Occupational health, safety and wellbeing programmes and planning.	1.09	No change to element name. Background question sets reviewed/reworded. Weighting remains same.

2.3

Element changes

2021 specification element title	Element reference	Updated (2022) specification element title	New element reference	Comment
Provision of resources and support	1,10	Provision of resources and support	1.10	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Competence, capability and behaviours	1,11	Competence, capability and behaviours	1.11	No change to element name. Background question sets reviewed/reworded and reweighted downwards.
Strategic and operational risk management	1.12	Strategic and operational risk management	1.12	No change to element name. Background question sets reviewed/reworded and some questions reweighted downwards.
Management of change	1.13	Management of change	1.13	No change to element name. Background question sets reviewed/reworded and reweighted upwards.
Information management	1.14	Information management	1.14	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Procurement, outsourcing and contract management	1.15	Procurement, outsourcing and contract management	1.15	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Emergency response and crisis management	1.16	Emergency response and crisis management	1.16	Change to element name. Background questions set expanded. Reweighted upwards.
Business Recovery and Resilience	1.17	Business Recovery and Resilience	1.17	No change to element name. Background question sets reviewed/reworded and reweighted downwards.
	1.18	Wellbeing strategy, scope and objectives	1.18	Introduction of a revised element from 2019. Background question sets reviewed/reworded and reweighted upwards to reflect the language used in British Safety Council Wellbeing Audit module.

2.3

Element changes

2021 specification element title	Element reference	Updated (2022) specification element title	New element reference	Comment
Section 2 – Implementation and operation				
Identification of hazards, opportunities and assessment of risk	2.01	Identification of hazards, opportunities and assessment of risk	2.01	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Safe systems of work (operating procedures, method statements, work instructions etc)	2.02	Safe systems of work (operating procedures, method statements, work instructions etc)	2.02	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Management and control of work equipment	2.03	Management and control of work equipment	2.03	No change to element name. Background question sets reviewed/reworded and reweighted upwards.
Managing and control of manual handling	2.04	Managing and control of manual handling	2.04	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Management and control of workstation ergonomics (including DSE)	2.05	Management and control of workstation ergonomics	2.05	Change to element name. Background question sets reviewed/reworded Weighting remains the same.
Remote/Lone Working	2.06	Remote/Lone Working (Including home and hybrid working)	2.06	Change to element name expanding the scope. Background question sets reviewed/reworded and reweighted down.
Management of occupational road risk (including traffic and transport management)	2.07	Management of occupational road risk (including traffic and transport management)	2.07	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Permit to work and safe isolation systems	2.08	Permit to work and safe isolation systems	2.08	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Management and control of working at height	2.09	Management and control of working at height	2.09	No change to element name. Background question sets reviewed/reworded and reweighted upwards.
Management and control of lifting operations	2.10	Management and control of lifting operations	2.10	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Management and control of pressure systems	2.11	Management and control of pressure systems	2.11	No change to element name. Background question sets reviewed/reworded and reweighted down.

2.3

Element changes

2021 specification element title	Element reference	Updated (2022) specification element title	New element reference	Comment
Management and control of hazardous substances (including asbestos and legionella)	2.12	Management and control of hazardous substances (including asbestos and legionella)	2.12	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Infection control	2.13	Infection control	2.13	No change to element name. Background question sets reviewed/reworded and reweighted downwards.
Management and control of confined space work	2.14	Management and control of confined workspace	2.14	Change to element name. Background question sets reviewed/reworded and reweighted upwards.
Management and control of electrical hazards	2.15	Management and control of electrical safety	2.15	Change to element name. Background question sets reviewed/reworded. Weighting remains the same.
Management and control of noise & vibrations	2.16	Management and control of noise & vibrations	2.16	No change to element name. Background question sets reviewed/reworded. Weighting remains the same.
Management and control of personal protective equipment	2.17	Management and control of personal protective equipment	2.17	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Workplace welfare (housekeeping, storage, welfare facilities, etc.)	2.18	Workplace welfare (housekeeping, storage, welfare facilities, etc.)	2.18	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Implementing crisis management and business recovery plans	2.19	Emergency Response and Crisis Management	2.19	Change to element name. Background question sets reviewed/reworded and reweighted downwards.
Fire safety management (protective and preventative controls)	2.20	Fire safety management (protective and preventative controls)	2.20	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
	2.21	Wellbeing and psychosocial risk management	2.21	Additional element. Introduction to psychosocial risk management. Aligned with emerging expectations. Weighting reflects the increased focus on this area of risk management.

2.3

Element changes

2021 specification element title	Element reference	Updated (2022) specification element title	New element reference	Comment
Section 3 – Performance monitoring and measurement				
Monitoring of occupational health, safety and wellbeing objectives	3.01	Monitoring of occupational health, safety and wellbeing objectives	3.01	Change to element name. Background question sets reviewed/reworded and reweighted upwards.
Monitoring of occupational health, safety and wellbeing programmes and plans	3.02	Monitoring of occupational health, safety and wellbeing programmes and plans	3.02	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Audit (internal and external)	3.03	Audit (internal and external)	3.03	No change to element name. Background question sets reviewed/reworded. Weighting remains same.
Monitoring systems (including inspection, risk assessment review, sampling and surveys)	3.04	Monitoring systems (including inspection, risk assessment review, sampling and surveys)	3.04	No change to element name Background question sets reviewed/reworded. Weighting remains same.
Health monitoring	3.05	Health impact monitoring	3.05	Change to element name. Background question sets reviewed/reworded and reweighted upwards.
Monitoring of procurement, outsourcing and contractors	3.06	Monitoring of procurement, outsourcing and contractors	3.06	No change to element name. Background question sets reviewed/reworded. Weighting remains the same.
Effectiveness of information and communication management	3.07	Effectiveness of information and communication management	3.07	No change to element name. Background question sets reviewed/reworded and reweighted upwards.
Accident, incident, near miss report and investigation monitoring	3.08	Accident, incident, near miss report and investigation monitoring	3.08	No change to element name. Background question sets reviewed/reworded. Weighting remains the same.
Ill health monitoring (including absenteeism and presenteeism attendance management)	3.09	Ill health monitoring (including absenteeism and presenteeism)	3.09	Change to element name. Background question sets reviewed/reworded and reweighted up.
Loss/damage analysis	3.10	Loss/damage analysis	3.10	No change to element name. Background question sets reviewed/reworded and reweighted downwards.
Non-conformance monitoring	3.11	Non-conformance monitoring		No change to element name. Background question sets reviewed/reworded. Weighting remains the same.
Monitoring of competence, capability behaviours and health and safety culture	3.12	Monitoring of competence, capability behaviours and health and safety culture		No change to element name. Background question sets reviewed/reworded and reweighted downwards.

2.3

Element changes

2021 specification element title	Element reference	Updated (2022) specification element title	New element reference	Comment
Section 4 - Evaluation and continual improvement				
Top management review process.	4.01	Top management review	4.01	No change to element name. Background question sets reviewed/reworded and reweighted downwards.
Effectiveness of Leadership, resources and support	4.02	Effectiveness of Leadership, resources and support	4.02	No change to element name. Background question sets reviewed/reworded Weighting remains the same.
Opportunities for improvement	4.03	Opportunities for improvement	4.03	No change to element name. Background question sets reviewed/reworded Weighting remains the same.
Effectiveness of corporate social responsibility	4.04	Effectiveness of corporate social responsibility (part of ESG)	4.04	Change to element reword to include reference to ESG (environmental, social governance) Background question sets reviewed/reworded. Weighting remains same.
Evaluation of legislative (and other) compliance	4.05	Evaluation of legislative (and other) compliance	4.05	No change to element name. Background question sets reviewed/reworded Weighting remains the same.
Evaluation competence, capability, behaviours and health and safety culture	4.06	Evaluation competence, capability, behaviours and health and safety culture	4.06	No change to element name. Background question sets reviewed/reworded Weighting remains the same.
Evaluation competence, capability, behaviours and health and safety culture	4.06	Evaluation competence, capability, behaviours and health and safety culture	4.06	No change to element name. Background question sets reviewed/reworded Weighting remains the same.
Evaluation competence, capability, behaviours and health and safety culture	4.06	Evaluation competence, capability, behaviours and health and safety culture	4.06	No change to element name. Background question sets reviewed/reworded Weighting remains the same.



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