

Audit Outcomes

Executive summary

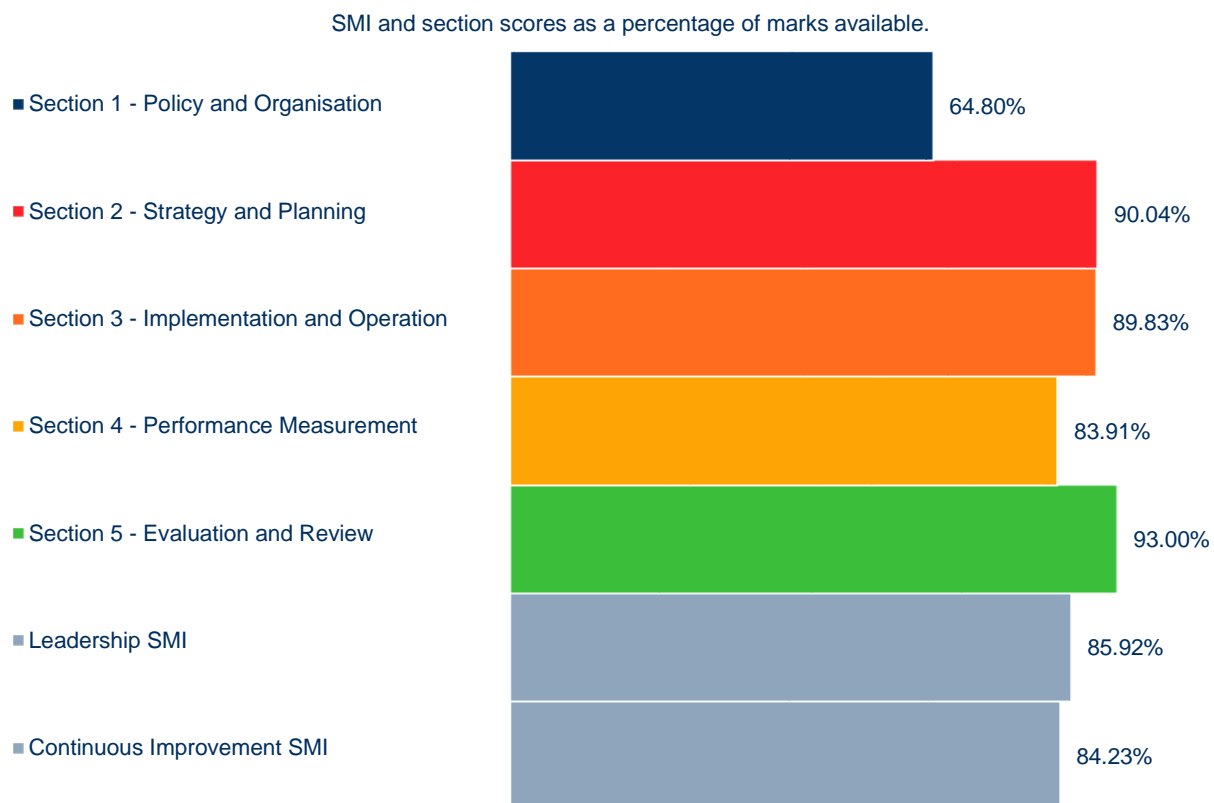
The primary aim of this audit was to provide an external, independent assessment of the occupational health and safety management systems and arrangements developed by the organisation and the effectiveness of their implementation.

Five Star Audit result

The organisation was awarded an overall audited score of **85.35%** and also achieved a cumulative score of **85.08%** within the Safety Management Indicator areas.

These outcomes equate to an overall star grading of: **4 Stars**

A summary of organisational performance is provided in graphical format below:



Policy and Organisation

The general policy statement is a personal statement from the CEO. This is an excellent way of demonstrating leadership commitment to health and safety and evidence was seen showing that some departments have their own chief officer's statement. However, the CEO's personal statement could be supported by a second statement from the director with designated responsibility for the implementation of OH&S policy which could contain specific commitments to the subjects listed in 1.02 below.

The organisation of OH&S is understandably complex given the nature of the business. Care should be taken that the overarching occupational health and safety processes remain flexible enough for individual departments to adapt them, with approval, to their own needs. This should be accomplished and maintained as a corroborative process.

Strategy and Planning

The strategic plans for the business and the departments are clear and it is apparent that OH&S is considered as an integral part of the business. The various methods for departments to communicate their commitment to and performance in OH&S are laid out and place the responsibility firmly in the hands of individual departments.

Given the scale of operations it would be advisable to develop a more formal internal audit programme, set and overseen by the central OH&S function and carried out by trained auditors

with cross-department auditing to ensure an impartial approach. These audits could be modelled on the British Safety Council Five Star Audit specification and should, in the first instance, aim to cover the whole specification for every department in a defined cycle lasting no more than two years. It may be appropriate to group similar and related Five Star Audit elements together and to design specific criteria, based on the specification that must be met. Which elements are audited in what order could be determined from the TopX reports, annual certificate of insurance and risk assessments received from each department. The central OH&S function should also audit the delivery of internal audits and the reports, for completeness and quality.

Implementation and Operation

This section of the audit proved difficult to perform as the brief was to determine the standard of the central OHSMS and not how it was being implemented within the departments. Some observations were made during a tour of the Guildhall and associated buildings. In addition, the auditor spent some time with the Rememberancer's Department and the Central Surveyor's Department.

The main observation in this section is that a more focused/robust audit process for both completeness and quality of records across the requirements of the central OHSMS is required. In the spirit of the Five Star Audit, these internal audits should seek to inform and guide rather than be seen as punitive.

Performance Measurement

There is a comprehensive reporting process in place with departments expected to identify and report their risks, controls and performance both as individual events and in departmental reports. A more quantitative reporting style might be in order.

It is important that the internal audit system is seen to confirm these departmental reports.

Evaluation and Review

Chief Officers for the departments produce an annual certificate of insurance which is intended to secure commitment from these Chief Officers to the OH&S objectives that the department and corporation have set. Objectives for the coming year are informed by these documents and agreed between senior managers.

Average SMI mark showing percentages required for bonus marks

