NAME OF DEPARTMENT: 1-DAY SAFETY AUDIT (AUDIT DATE)

In place | Partially in place | Not in place | Not sampled

LEADERSHIP & PLANNING FOR EMERGENCIES

INDICATOR	PROCESS							REVIEW OF PROCESS	
1 Code of Practice (CoP)	Staff consultation for significant changes	Exist, sign-off and dated	Relevant to personnel, procedures, locations, etc.	Clearly linked to ICL policies and COPs	Clearly state MUSTs and SHOULDs			Formal review process	Significant change or incident promotes review, reissue and retraining for COPs, RAs, JDs as necessary
2 Formalising H&S roles and responsibilities	Senior management accountability	Roles, duties, JDs, contracts, H&S specialist roles	Relationships Interfaces Interactions	Organisations, neighbours, building occupiers, departments	Research and teaching activities, visits			Review documentation if postholder/role change	Significant change or incident promotes review, reissue and retraining for COPs, RAs, JDs as necessary
3 Setting and monitoring standards in CoP	Inspections	Encouraging participation from area users	Formally monitoring progress from recommendations and closing out actions at all levels						
	Workplace visits	Routine checks of understanding of emergency procedures	Asking 'What if....' questions	Commenting on good and bad practices	Group participates with problem solving e.g. risk assessments, near misses, incident analysis and mitigation				Significant change or incident promotes review, reissue and retraining for COPs, RAs, JDs as necessary
4 Delegation of authority to competent person(s)	Advising on and enforcing standards								
5 Competency [Knowledge, training and experience] Staff, contractors, volunteers	Achieving expected standards through continuous professional development and refresher training	Inspections and spot checks	Housekeeping and laboratory procedures	Risk assessment and control measures	Emergency procedures	Training matrix and training records maintained		Reviews and refresh e.g. at PRDP	Significant change or incident promotes review, reissue and retraining for COPs, RAs, JDs as necessary
6 Risk assessment	Leading on group risk assessment	Hazards & critical incidents identified	Effective controls put in place	Effective emergency procedures in place and tested	Competent users	Lone working included	Out of hours procedures included	Formal approval and review process	Significant change or incident promotes review, reissue and retraining for COPs, RAs, JDs as necessary
	Significant findings of risk assessments included on H&S risk register	Communicated to all who may be affected	Informs Emergency Response Team	Critical incident management	Protocols for immediate response	Protocol for recovery		Review, update and reissue Emergency Response Plan and signage	Significant change or incident promotes review, reissue and retraining for COPs, RAs, JDs as necessary
7 Communications	Channels/Meetings: Laboratory Research group Section Health and Safety Staff	Discuss risk assessments, inspections, audit findings and progress on actions	Discuss impact of activities on other persons and neighbours	Monitoring of training	Planning for significant changes	Reporting on and promoting lessons learnt from incidents and near misses within own & other organisations		Meeting attendees communicating back to their sections	Significant change or incident promotes review, reissue and retraining for COPs, RAs, JDs as necessary