


<b>Combe Mill Society Health &amp; Safety</b>		<b>Ref: CMS-ohs-04</b>
<b>Procedure Title: Auditing, monitoring and reviewing health &amp; safety management</b>		<b>Version No: 2 Copy No:</b>
<b>Approved by:</b>	<b>Amendments:</b>	<b>Date: 27-09-12 Page 1 of 3</b>

## 1 **INTRODUCTION**

The Society's management of occupational health and safety requires the Society to establish and maintain a procedure that details the way in which the management of health and safety is to be audited, monitored and reviewed.

## 2 **SCOPE**

This procedure details the way in which the CMS audit and review their management of health and safety.

## 3 **RESPONSIBILITIES**

### 3.1 **The Board**

The Board shall ensure that each item in the schedule of audits, monitoring and reviews attached to this procedure is undertaken at the specified time intervals.

3.2 The Board shall further ensure that corrective and preventive actions to deal with deficiencies or non-conformances resulting from any audit, monitoring or review are swiftly undertaken

## 4 **AUDITING**

4.1 Once each year a formal general audit of the OH&S management system, plus a Fire Risk assessment shall be undertaken.

4.2 Any deficiencies noted during the audit and the fire risk assessment shall lead to corrective and preventive actions.

4.3 The general audit shall assess the following key elements:

- (a) the intent, scope and adequacy of the policy document
- (b) the acceptance of health and safety responsibilities by Directors and all volunteers
- (c) the adequacy of volunteer consultation and communication arrangements
- (d) the adequacy of arrangements to secure the competence of volunteers
- (e) the adequacy of arrangements for identifying hazards, assessing risks, and preparing safe methods of working
- (f) the extent of compliance with the required precautions and prescribed working methods
- (g) the long-term improvement in performance
- (h) the ability of the organisation to learn from experience, improve performance, and respond to change

4.4 Only after deficiencies and non-conformances have been dealt with, shall the auditor sign-off and close-out non-conformance reports (usually at the start of the next audit).

- 4.5 Form F-03 shall be used for the Fire Risk assessment and Form F-09 shall be used to conduct an Audit. Documentary evidence must be sought when undertaking an audit.

5 **MONITORING**

A quick general health and safety check using Form F-05 shall be undertaken at the start of each Steaming Event or Group Visit. A quick fire safety check using Form F-04 shall be undertaken every two months.

6 **REVIEWS**

Annually, the Board shall review the important aspects of the health and safety management system - see the schedule attached to this procedure. Board members shall be given at least two weeks notice that such matters are to be reviewed and appropriate items shall be placed on the Agenda of a Board meeting. Items shall be reviewed systematically with all Board members present given an opportunity to make comments. If any changes are agreed then the relevant Board Member shall make the changes and the item brought back to the next Board meeting for formal approval.

7 **FIRE PRACTICE DRILL**

At least once each year during the steaming season the Board shall ensure that a Fire Practice Drill is undertaken. All alarms shall be tested and the Appointed Person (see Procedure CMS-ohs-01: "Emergencies") shall ensure that the alarm was heard in all parts of the Mill and that all persons present were able to swiftly escape from the Mill and assemble at the designated location. The time taken to clear the Mill shall be noted plus any problems in doing so. The Appointed Person shall present a brief report on the Fire Practice Drill to the next Board meeting.

### Schedule of Audits, Monitoring & Reviews

ITEM	FREQUENCY	BY WHOM?
General health and safety audit	Annually	Compliance Officer
Fire Risk Assessment	Annually	Compliance Officer
Review of Schedule of plant and equipment	Annually	Chief Engineer
Board review of the Health & Safety policy	Annually	The Board
Board review of all risk assessments and method statements	Annually	The Board
Board review of all Role Descriptions	Annually	The Board
Board review of competence of volunteers	Annually	The Board
Fire Practice Drill	Once per year during steaming season	The Chairman
Quick check of general health and safety	Immediately before each Steaming Event or Group Visit	Compliance Officer
Quick fire safety check	Once every two months	Compliance Officer