


ESTATES SERVICE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: SITE AUDIT PROCEDURES	ESP 10	Rev. 02	
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	Owner: T Tomlinson		

1.0 PURPOSE

The purpose of this procedure is to assist the University of Lincoln Estates Services in discharging their health and safety responsibilities by carrying out regular, recorded site visits (referred to here as audits) of any Contractors brought on to site for a project lasting longer than 1 working week (5 days) by ensuring that the Contractor is working in a way that ensures not only their own safety but also those of staff, visitors, people living nearby and other members of the public.

2.0 GENERAL

For each project identified, where the Contractor is expected to be on site here on any University campus for more than 5 continuous days a site audit will be carried out using the attached proforma.

This would normally be carried out by the Compliance Officer specific to Estates Services Department. However, in his absence it is also permitted for the Project Manager to carry out this function providing a copy of the audit document is forwarded onto the Estates Department Compliance Officer for him to file electronically.

3.0 PROCEDURE


3.1 Identify the Projects requiring audits

3.1.1 Clearly not all projects run by the Estates Department will require an official site audit to be carried out, many are very short term projects (less than 1 day), also the overall tasks carried out by the maintenance contractors do not fall under the scope of this procedure. However, they do get site visits and audits as deemed necessary by the inherent risk within each task, normally carried out by the M&E Maintenance Engineer and recorded differently.

3.2 Select a suitable date and time for the audit

3.2.1 The whole point of the exercise is to ensure Contractors, site health and safety standards are met, or exceed what is expected here at the University of Lincoln and has been explained as such to the Contractor during their site induction.

3.2.2 The best way to check these is by carrying out an unannounced site audit carried out at the convenience of the auditor during normal site working hours (as determined at the site induction). It must take into account what is happening on site at the time and should not expect the site to come to a standstill while it is being carried out.

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3.2.3 It is meant to be a 'snap shot' of what is happening on site at that particular time and may be used as a guide to how the auditor believes site health and safety is being controlled at that point of the project.

3.2.4 On completion of the audit form, the status box is to be coloured as shown below:

Green – Satisfactory

Amber – Adequate – can be improved, see comment

Red – Unacceptable – remedy action required immediately

N/A – Not applicable

4.0 RESULT OF THE SITE AUDIT

4.1 If health and safety performance is found to be unacceptable during the audit, it will be commented on verbally as well as recorded, this is to give the Contractor a chance to rectify it during the audit process.

4.2 If 6 or more separate issues are found to be unacceptable in the view of the auditor they (the auditor) have the power to stop work on that site until the points raised have been rectified. If this occurs then both the Project Manager and the Estates Deputy Director should be informed at the earliest practical convenience via email.

4.3 The University via the auditor must stop the Contractor working on the job until the requirements have been met.

4.4 In the event that work has been stopped on a site then where applicable that site is to have an extra audit carried out in the following week.

4.5 The audit form is shown on ESP 10a gives guidance on what issues that should be checked, note not all will apply with every project so it is acceptable to annotate the form as n/a where this is the case.