

## **Elliott Nash Limited Inspection and Performance Monitoring Procedure (SHE 32)**

### **Introduction**

This document sets down the standards and procedures for monitoring the performance of the Elliott Nash Ltd Health and Safety Management System. This procedure details what will be required to complete the active monitoring aspect of the Annual Safety Management Cycle.

Essentially the “Active Monitoring” aspect of the Annual Safety Management Cycle involves the completion of two checklists:

### **General Workplace Inspection**

This is a general inspection of the workplace using a checklist and guidance. It is designed to look at the practical aspects of each regional office/premises to ensure that the recommended control measures are in place and working effectively. It should be completed three times annually or as required.

The procedure for this is laid out in Annex 1 of this guidance.

### **Performance Monitoring**

In line with the HSG(65) Management Model, Elliott Nash Ltd has adopted a procedure on Performance Monitoring. The procedure includes a number of Performance Indicators for Health and Safety and requires each regional office/premises to measure its performance against them and report annually.

The procedure for this is detailed out in Annex 2 of this guidance.

Section	Revision No	Issue Date	Review Date	Approved
SHE 32	1	July 2011	July 2012	Yes/BMP

## **Annex 1**

### **General Workplace Inspection Checklist Guidance (M1)**

#### **Introduction**

The checklist M1 is assessable via the above link. This should be used three times annually or as required. The Inspection checklist is to be used in each regional office and is a means of monitoring the offices safety compliance against set criteria.

#### **General Workplace Inspection**

##### **Inspection Preparation**

Establish a plan for inspections. The plan will outline who will carry it out, how you will split the premises up if required, who the inspection report should go to, the timings of the inspection and how you are going to action the findings of the report.

It may be useful to utilize the services of the External Safety Advisors to assist in the process.

##### **Carrying Out the Inspection**

Gather together the previous inspection reports in order to check if there are any outstanding issues that need to be addressed. Use the checklist M1 to carry out the inspection.

The completed checklist/s should be forwarded to the Company Safety Representative, in order that they can peruse the document/s and sign to acknowledge such consultation.

##### **Reporting**

Following the inspection the checklists should be forwarded to the Company office manager to allow a report to be compiled. This report will be used to indicate the actions required, by whom and with realistic timescales.

On successful completion of all office/premises M1 Inspection forms all relevant collated evidence will aid in compiling the Company's Annual Action Plan Report.

All completed checklists need to be retained as evidence of compliance with all other Health and Safety documentation.

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## Annex 2

### Performance Monitoring Checklist (M2)

#### Introduction

The Monitoring checklist is assessable via the above link. It should be used on an annual basis between January and March in all Elliott Nash Ltd offices as a means of monitoring the effectiveness of the Health and Safety Management System.

#### Carrying Out the Inspection

The Company Health and Safety Advisor will complete the checklist M2 – Performance Monitoring Questionnaire.

Only one form is required for each regional office. Once completed the form should be used in conjunction with the general workplace inspection checklist together with the M3 System Management Audit to compile the Companies Annual Action Plan Report.

#### Scoring

- 1 = 'Not acceptable' (less than 40% compliance)
- 2 = 'Weak' (40% - 60% compliance)
- 3 = 'Acceptable' (60% - 80% compliance)
- 4 = 'High standard' (80% - 100% compliance)

#### Reporting

On successful completion of all office M1/M2 forms together with an overall M3 System Management Audit an Annual Action Plan is compiled by the Nominated Safety Co-coordinator. This plan is then submitted to the company Director.

#### Note

Refer to procedure (SHE 34) for M3 System Management Audit Documents.

#### Standard Action Plan Report/GANNT Chart

The Company will review the report and commit the required time, resources and or finances to allow office/premises non compliances to be rectified and any possible breaches of Health and Safety legislation mitigated.

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