HASMAP INTERNAL INSPECTION AND AUDIT POLICY

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Policy Owner	**Policy Author/Reviewer**
Jimmy Fenton Health, Safety and Wellbeing	Jimmy Fenton
Approving body	**Date of approval**
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Queries relating to this document should be directed to the Policy Owner – Jimmy Fenton, w.fenton@ulser.ac.uk OR healthandsafety@ulster.ac.uk This document can be made available on request, in alternative formats and in minority languages to meet the needs of those who are not fluent in English.	

	HEALTH AND SAFETY **HASMAP Internal Inspection and Audit Policy**		

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The current version is available on the Health & Safety website at:
[Health, Safety and Wellbeing Policies and Procedures - Ulster University](#)

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1. PURPOSE

The purpose of this policy is to outline the University's procedure in completing HASMAP Internal Health and Safety Inspections and Audits.

2. SCOPE AND COMMENCEMENT

The Health and Safety of our University community is our top priority. Inspection and Audit are integral to the progression of Health and Safety standards at Ulster University. All Faculties, Schools and Departments will be subject to Health and Safety Audits as defined by the HSW Team.

3. BACKGROUND

Health and safety inspections and audits play an important role in assessing the implementation and effectiveness of UU health and safety policies/procedures. Conducting audits and inspections is also important for identifying what needs to change and will assist us to analyse our overall safety performance.

4. DEFINITIONS

HASMAP	Health and Safety Management Profile
Inspection	A safety inspection is an on-site walk through to identify potential hazards to occupants and personnel and options for remedial action.
Audit	A structured process of collecting independent information on the efficiency, effectiveness, and reliability of the Health and Safety Management System and drawing up recommendations for corrective action.

5. KEY LEGAL REQUIREMENT

The Health and Safety at Work (Northern Ireland) Order 1978

6. RESPONSIBILITIES

Please refer to the main Health, Safety and Wellbeing policy on the University's website for responsibilities, using the link below:

https://www.ulster.ac.uk/__data/assets/pdf_file/0007/125647/Health-Safety-and-Wellbeing-Policy.pdf

7. INSPECTION

An inspection may take between 1.5 and 4 hours depending on the areas to be covered, complexity of the work area and level of risk**.** Due to the possible duration, appropriate rest breaks will be included. The inspection team will be determined by area Management and should consist of the Safety Team, Local Management and Trade Union Health & Safety Reps. Staff should be in attendance for their area/s of responsibility, where appropriate and feasible, e.g. Laboratory/Workshop Technicians. On completion of the walk-around inspection, required actions will be discussed, agreed and recorded.

8. AUDIT

The HASMAP (**Appendix 1**) online audit system will be used to complete a Health and Safety Management System audit and report compilation. The audit team will consist of the Safety Team and Local Management. Staff should be in attendance for their area/s of responsibility, where appropriate and feasible, e.g. Laboratory/Workshop Technicians. The audit will be a sit-down conversation using the online audit system to prompt questions and assist with fact gathering**.**

9. APPENDIX 1

Follow this link for further information on the HASMAP system.

You may need to "Request Access" when prompted in order to access the above link.