


<b>ESTATES SERVICE PROCEDURE</b>		
<b>Subject:</b>  SITE AUDIT PROCEDURE	ESP 10	Rev. 07
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	Owner: T Tomlinson	



**UNIVERSITY OF  
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## **1.0 Purpose**

The purpose of this procedure is to describe how the University of Lincoln Estates Department will discharge 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 five continuous working days. The aim is to ensure that the Contractor is working in accordance with University policies and in a way which ensures not only their own safety but also those of students, staff, visitors, people living nearby and other members of the public.

This procedure should be read in conjunction with ESP 11 Internal maintenance and projects audits.

## **2.0 General**

For each project identified, where the Contractor is expected to be on site on any University campus or site for more than five continuous days a site audit will be carried out using the proforma in ESP 10a Site Audit Blank Form.

This would normally be carried out by a member of the Estates Department Compliance Team. However, it is also permitted for a Project Manager to carry out this function providing a copy of the audit document is forwarded onto the Estates Department Compliance Team to be filed.

## **3.0 Procedure**

**Identify the projects requiring audits.** 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 one day), also the overall tasks carried out by the maintenance contractors do not fall under the scope of this procedure. Maintenance tasks will be audited separately under ESP 11.

**Select a suitable date and time for the audit.** Audits should be carried out without advance notice to the Contractor during normal site working hours (as determined at the site induction). They must take into account what is happening on site at the time and should not expect the site to come to a standstill while the audit is being carried out.

The audit 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.

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**

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.

If six or more separate issues are found to be unacceptable in the view of the auditor then the auditor has 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 Deputy Director of Estates should be informed at the earliest practical convenience.

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

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 week following a restart on site.

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