

## Health and Safety Inspection and Auditing

1 Day

Health and Safety inspections and auditing tools are crucial to the development of safety management systems to demonstrate continuous improvement and serve as inter-business benchmarking.

Line Business Services auditing promotes the integration of risk control into organisational culture. Utilising your own format or our package, audits conducted using a formalised systematic approach will identify risk exposures, provide an opportunity to specify risk reductions and help to structure long term continuous improvements.

### Designed for

All levels of staff with specific responsibilities for conducting routine inspections or audits.

### Objectives

On completion of the course delegates will:

- ❗ understand the difference between the relevant importance of inspections, safety sampling and audits
- ❗ recognise the growing legal duties for corporate risk reporting
- ❗ be able to plan an inspection or audit
- ❗ be able to produce an inspection and audit report

### Content

#### Legislation

What the law requires and the impact of specific regulations

#### Planning

Examine pre-audit routines and the importance of policies and procedures

#### Audit Plans and Check Lists

How to produce an audit plan and inspection checklist

#### Practical Auditing

How to conduct an audit from information gathering to analysis and decision making

#### Understanding Risk

What is risk? - the cost / risk balance

#### Control Strategy

The short term improvement versus the long term sustainable risk improvement

### Method

The course is designed to encourage participation using discussion and syndicate exercises.

**Note:** This course can be tailored to meet your exact needs. For further information or to obtain a quotation contact Line Business Services Ltd on 0117 986 2194