

Health and Safety Management System

Audit Report and Action Plan

Audit Ref. No: DR/H/01	Date of Audit: March 2009	Standard: Health & Safety Policy	Contact: A Calvert G Hills	Location: Chester Rd	No. of Pages: 3	
Audit Team (Names): Neil Gallimore Richard Cattle	Auditor(s): Neil Gallimore	Audit Type & Subject: System: CDM compliance				
<p>Management Summary</p> <p>Following investigation into a complaint from a member of the public to HSE some areas of non-compliance with CDM was apparent and therefore it was identified the process required investigation further</p>						
No.	Findings (include Best Practice)	Category	Corrective/Preventative/Improvement Action	Actioned by	Target Date	Verified
1	<p>A HSE complaint was received by Highways, relating to the site layout at Chester Rd.</p> <p>Investigation revealed the principal contractor was working unsafely with inadequate working space.</p> <p>There was inadequate segregation between members of the public on foot and in vehicles and construction plant and equipment. Consequently during a reversing operation a JCB and a private vehicle collided.</p>	1	<p>Action:</p> <p>The site manager was instructed by the H & S Adviser to adjust the barriers to the working area and ensure all movement on the highway was supervised by a competent banks man.</p> <p>An urgent meeting to be called with the client to agree safety working procedures and specifically initiate a road closure.</p>	<p>Site manager</p> <p>Ray Telfer</p>	<p>15/3/09</p> <p>17/3/09</p>	<p>Complete</p> <p>complete</p>

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2	Operative witnessed working with no PPE and operating a sthil saw in live traffic	1	Work stopped immediately	Neil Gallimore	16/3/09	Complete
			Manager to re-enforce safe working procedures with employees and document discussion	Site manager	16/3/09	Complete
3	Welfare site cabin in dirty condition and equipment stored inappropriately	1	Manager to ensure welfare facilities cleaned, equipment moved	Site Manager	16/3/09	Complete
4	Site manager reported on-going issue with cleaning of welfare facilities across	2	Permanent arrangements to be put in place for future cleaning of all welfare cabins	Graeme Hills	23/3/09	
5	CDM co-ordinator had not been appointed therefore:- The job had not been notified to HSE	1	CDM co-ordinator needs to be appointed	Burney Johnson	16/3/09	Complete
			Job required notification to HSE	Alan Calvert		Complete
6	There was no communication and consultation between client, designer, or principle contractor The PC health and safety plan was inadequate to control risk	2	Meeting between client; CDM C; designer and PC to agree safe working for the remainder of the contract; including appropriate phasing of the works and necessary road closures	Alan Calvert	23/3/09	Complete
			The Client decided to suspend works until all necessary health and safety requirements had been complied with			
7	Health and safety plan is inadequate for the job	2	Review of health and safety plan to reflect work being carried out	Graeme Hills	Before work recompe nses	

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8	Designer had failed to address significant health and safety risks during the design phase, and arrange road closures, therefore the principal contractor was left working unsafely	3	Investigate competence of designer and take appropriate action	Alan Calvert	June 2009	
	Practice notes are not in place within Highways for client officers, designers and CDM's to follow		Develop and issue design practice notes to all relevant parties Train all in the new procedures Managers and supervisors to monitor use of practice notes for all jobs	Burney Johnson	June 2009	
Categories : 1 (Critical) - 24hrs to fix weeks if taken forward 2 (Major) - up to 1 week to correct 3 (Minor) - up to 12 weeks to correct 4 (Observation) - up to 12						

NB: Managers must retain this form either in paper or electronic format, as records will be requested for audit purposes.

Version 1.1 19/3/09

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Appendix One



example