



Safety Systems Review – Construction

Guidance and specification

Version 1 – 2014

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Safety Systems Review

The review will evaluate how effectively your organisation's health and safety arrangements are being implemented. It can be used for single or multiple sites to benchmark your systems.

Benefits

- Independent review of how effectively your systems are being implemented at selected site(s)
- Recommendations for improvement within a user friendly report including an action planning table
- Ongoing support to help you maximise business efficiencies from your management systems
- Opportunity to benchmark effective management between sites
- Provides a base point for more in depth auditing
- A cost effective solution to maintaining health and safety standards across the business.

How does it work?

The review is based on this specification which contains:

- An outline of each element of the review
- Details of a quantifiable scoring process
- Typical information requirements during the review
- Suggestion for personnel required during the review (interviewees).

The specification is discussed with your site management before the review.

You will receive a summary report with recommendations for improvement and details of how well your systems and arrangements are being implemented at chosen sites.

1.

Specification for Safety Systems Review – Construction

Section 1 – health and safety management

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
1. Health and Safety Management System(s) and Arrangements	<p>To determine whether the documented arrangements and procedures are effectively communicated to all employees on site.</p> <p>To ensure the safety management system(s) (SMS) content is readily available, easy to follow and that staff have a good awareness of relevant content.</p>	25	<p>Policy statement – signed and dated</p> <p>SMS available in either electronic or paper based format which is easily accessible to everyone</p> <p>Training/information given to all staff on contents of SMS and how to complete relevant forms etc.</p> <p>Induction process</p>	<p>Site Manager</p> <p>Supervisor</p> <p>Safety representative</p> <p>Employees</p>
2. Competent Occupational Health and Safety (OH&S) Personnel	<p>To ensure that management on site has received the appropriate training and information to enable them to implement the requirements of the SMS.</p> <p>To ensure competent advice and support is available for on site management.</p>	25	<p>Documented job description/role profile with relevant OH&S responsibilities clearly defined</p> <p>Suitable training commensurate with the risks of the business and role responsibilities. (NEBOSH Construction Certificate or similar for H&S appointee – National Construction College/CITB accredited courses – Site Management Safety Training Scheme for management.</p> <p>Clear reporting and communication channels</p> <p>Access to OH&S support</p>	<p>Site Manager</p> <p>Supervisor</p> <p>HR Personnel</p> <p>OH&S Manager/ Advisor</p> <p>Safety representative</p>
3. Consultation and Communication	<p>To ensure the site receives regular communication from Head Office on OH&S issues.</p> <p>To confirm that a system is in place which enables employees to raise OH&S issues and receive feedback.</p> <p>To confirm staff representation at health and safety committee meetings.</p> <p>To confirm clear lines of communication between principle contractors and sub-contractors/suppliers.</p>	30	<p>Health and safety bulletins/newsletter/notice board</p> <p>Formal communication</p> <p>Management reports</p> <p>Minutes of health and safety committee/team meetings</p> <p>Evidence of staff involvement in OH&S issues</p> <p>Suggestion schemes</p> <p>Pre-contract meetings – daily or weekly progress meetings – inclusion in works council/safety committee meetings.</p>	<p>Site Manager</p> <p>Safety representative</p> <p>Employees</p> <p>Contractor management, supervisors and employees</p>
4. Competence and Training	<p>To confirm that all staff are appropriately trained to carry out their tasks competently.</p> <p>To ensure a suitable OH&S induction process is in place on site.</p> <p>To ensure that staff development and training needs are continually reviewed including any mandatory refresher training.</p>	30	<p>Training plan(s) and records</p> <p>Job description/role profile</p> <p>Certification, licences, CSCS cards etc.</p> <p>Appraisal process and CPD plans</p> <p>Induction process</p>	<p>Employees</p> <p>Supervisor</p> <p>Site/Group HR personnel</p> <p>Contractors</p>
5. First Aid Facilities (including Occupational Health)	<p>To ensure that adequate first aid resources (personnel and equipment) are in place on site.</p> <p>To confirm that:</p> <ul style="list-style-type: none"> Staff health and wellbeing is monitored Promotion of a healthy balance between work and personal life is in place including health surveillance Absence monitoring and where appropriate return to work plans are in place Emergency first aid is available for others on site. 	30	<p>First aid assessment</p> <p>First aid equipment/facilities</p> <p>Occupational health facility available at site level</p> <p>Health surveillance and lifestyle promotions</p> <p>Return to work policy</p> <p>Training records</p>	<p>Site/Group HR personnel</p> <p>Site Manager</p> <p>First Aiders</p> <p>Employees</p> <p>Occupational Health</p> <p>Safety Representative</p>

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
6. Workplace Inspections and Internal Auditing	<p>To ensure all areas of the workplace are subject to regular inspection and when non conformities are raised, they are dealt with in a timely manner.</p> <p>To confirm the site has been subject to a suitably detailed internal health and safety audit.</p>	30	<p>Documented workplace inspections including equipment and external areas</p> <p>Inspection schedule/programme</p> <p>Identified actions monitored for completion and signed off in a timely manner</p> <p>Competent personnel to carry out inspection(s)</p> <p>Management involvement in inspection process</p> <p>audit report(s) and schedule</p> <p>Input from head office</p>	<p>Site Manager</p> <p>Safety representative</p> <p>Supervisor</p> <p>Inspection</p> <p>Personnel</p> <p>Internal auditor(s)</p> <p>OH&S Manager/ Advisor</p> <p>Sub-contractor personnel</p>
7. Management of Change	<p>To ensure that whenever any organisational or site level change occurs, all potential issues affecting health and safety are suitably assessed and managed in an appropriate manner.</p>	20	<p>Risk assessment of potential impact on H&S of change</p> <p>Communication of assessment findings</p>	<p>Site Manager</p> <p>OH&S Manager/ Advisor</p> <p>HR personnel</p> <p>Supervisors</p> <p>Employees</p>
8. Traffic Management and Access Routes	<p>To ensure suitably robust policies and procedures are in place to manage the risks associated with LGV and mobile plant movement, to include site based and visiting vehicles.</p> <p>Loading and delivery locations managed to reduce risk and maintain control, with reversing minimised or controlled.</p> <p>Site access and egress for vehicles is managed to reduce risks to public routes and nearby businesses.</p> <p>To ensure access and egress routes for pedestrians are managed to reduce the risk of interaction with vehicles and plant.</p>	30	<p>Traffic management risk assessment</p> <p>One way circuits, speed limits, speed reduction schemes and lines of visibility</p> <p>Records of inspections</p> <p>Segregation of pedestrians and all vehicles</p> <p>Suitable lighting, crossing points and signs</p> <p>Trained banksmen for reversing areas</p> <p>Implementation of controls</p>	<p>Site management</p> <p>OH&S Manager</p> <p>All site staff and Contractors</p> <p>Visitors</p> <p>Delivery drivers</p> <p>Plant operators</p>
9. Control of Contractors	<p>To ensure that there are suitable control systems in place on site to reduce risk presented to employees, others and property by the activities of contractors.</p> <p>All equipment brought to site by sub-contract personnel subject to initial and continued inspection.</p>	25	<p>Contractor selection and approval documentation</p> <p>Contractor Induction and ID</p> <p>Approved contractor register</p> <p>Monitoring of contractor performance</p> <p>Risk assessment(s)/method statement(s)</p> <p>Training records/site induction records</p>	<p>Site Manager</p> <p>Sub- contractor Management</p> <p>OH&S Manager/ Advisor</p> <p>Contractor personnel</p>
10. Risk Assessment and Safe Working Practices	<p>To ensure suitable, sufficient and current risk assessments have been carried out at site level which identify hazards and assess risks to workers and others who may be affected by the undertakings of the organisation.</p> <p>To ensure identified controls are effectively implemented.</p> <p>To confirm risk assessments have been communicated to all relevant personnel.</p> <p>To review subsequent safe working procedures and practices, ensuring they are carried out in a safe and effective manner.</p>	30	<p>Specific and generic risk assessments covering routine and non routine tasks</p> <p>Tool box talks/team briefings/training records</p> <p>Management and staff awareness</p> <p>Safe working procedures (operational control)</p> <p>Training records</p>	<p>Site Manager</p> <p>Supervisor</p> <p>Safety Representative</p> <p>Employee(s)</p>

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
11. Work Equipment	<p>To ensure that suitable procedures and controls are in place for the provision and safe use of work throughout the site, including both administrative and operational measures.</p> <p>Equipment to be audited will depend upon nature of activities being undertaken.</p> <p>Power tools.</p> <p>Pressurised cylinders and ancillaries.</p> <p>Static plant (compressors – generators etc.).</p> <p>Any other items identified by auditor.</p>	25	<p>Planned preventative maintenance programme</p> <p>Risk assessment(s)</p> <p>Maintenance records</p> <p>Inspection records (including thorough examination)</p> <p>Adequate space/access to work equipment</p> <p>Hand tools in good order, inspected and stored correctly</p> <p>Defect reporting system</p> <p>Emergency stop controls and signage</p> <p>Training records</p>	<p>Site Manager</p> <p>Employee(s)</p> <p>Maintenance personnel</p>
12. Mobile Plant and Vehicles	<p>To ensure all aspects of vehicle safety management are controlled and managed throughout the site, including material and equipment delivery vehicles.</p> <p>Suitable ROPS/FOPS and seat belts maintained.</p> <p>To ensure all site based mobile plant and vehicles are subject to inspection and maintenance programmes.</p> <p>All vehicles and mobile plant are suitable for activities, including visibility and manoeuvrability.</p>	30	<p>Risk assessment</p> <p>Licences and training records</p> <p>Pre-use and periodic inspections by drivers/operators and management</p> <p>Service and maintenance records</p> <p>Records of seat belt wearing being monitored and managed</p>	<p>Site Management</p> <p>OH&S Manager</p> <p>Employees and Supervisors</p> <p>Contractors</p>
13. Permit to Work	<p>To ensure robust policies and procedures are in place for the management of high risk activities.</p> <p>Written procedures in place to identify specific PTW activities.</p>	30	<p>Formal and detailed policies and procedures</p> <p>Not simply used for contractor control, restricted to high risk activities only (excavation – HV – roped access at height – confined space – hot work in hazardous environments). Issued for period of task but not for days or weeks.</p> <p>Training records specific to hazards being managed, both issuers and receivers of PTW</p> <p>Risk assessment(s) and Safe Systems of Work (SSW)</p> <p>Permits issued and cancelled appropriately, with detailed procedures to ensure measures are maintained should extension be authorised.</p>	<p>Site Manager</p> <p>OH&S Manager</p> <p>Supervisor(s)</p> <p>Employees</p>
14. Working at Height	<p>To ensure all activities that involve working at height are suitably planned and controlled.</p> <p>Written procedures and suitable management competence for activities being conducted.</p> <p>Suitable equipment (MEWP – ladder – roof access – formwork access) being employed.</p>	40	<p>Risk assessments and safe systems of work</p> <p>Permits to work or temporary work authorisation</p> <p>Training records</p> <p>Equipment inspection records</p> <p>Activities to be observed to ensure personnel are following the hierarchy of control</p> <p>Edge protection systems (including working over water)</p>	<p>Site Manager</p> <p>OH&S Manager</p> <p>Supervisor(s)</p> <p>Employees</p> <p>Contractors</p>

1. Section 1 – health and safety management cont.

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
15. Scaffolding	<p>To review all arrangements regarding how the erection, maintenance and dismantling of scaffolding is assessed and managed to prevent falls from height and collapse.</p> <p>Suitable selection of contract scaffolders.</p> <p>Suitable mobile tower scaffolds employed.</p>	30	<p>Risk assessments and safe systems of work</p> <p>Temporary work authorisations</p> <p>Authorisations</p> <p>Selection of suitable scaffolders (National Access and Scaffolding Confederation registered)</p> <p>PASMA accredited training for mobile tower use</p> <p>Inspection records</p> <p>Equipment storage and maintenance</p>	<p>Site Manager</p> <p>OH&S Manager</p> <p>Supervisor(s)</p> <p>Employees</p> <p>Contractors</p>
16. Lifting Operations and Equipment	<p>To review all arrangements regarding operations requiring lifting of equipment and personnel.</p> <p>Written procedures covering:</p> <ul style="list-style-type: none"> • Suitable equipment selection and maintenance • Competent personnel conducting activities • Management of danger zones and exclusion areas • Methods of communications suitable for activities conducted. 	30	<p>Risk assessments and safe systems of work</p> <p>Authorisations</p> <p>Selection and assessment of contractors</p> <p>Training records (appointed persons, slingers, banksmen etc.)</p> <p>Inspection records</p>	<p>Site Manager</p> <p>OH&S Manager</p> <p>Supervisor(s)</p> <p>Employees</p> <p>Contractors</p>
17. Excavations	<p>To review all arrangements regarding the design and management of all hazards associated with all excavations, cofferdams and caissons.</p> <p>Suitable management controls are evident across the site, including permits to excavate, UG and OH services management and protection from vehicles and materials, fumes and water ingress.</p> <p>Suitable support systems and access/egress means.</p>	30	<p>Risk assessments and safe systems of work</p> <p>Permits to work or temporary work authorisations</p> <p>Training records</p> <p>Daily inspection records</p> <p>Suitable protective devices/procedures being followed dependent upon nature of excavation</p> <p>Signs, barriers and stop blocks evident and maintained</p>	<p>Site Manager</p> <p>OH&S Manager</p> <p>Supervisor(s)</p> <p>Employees</p> <p>Contractors</p>
18. Control of Hazardous Substances	<p>To review arrangements (including storage and labelling) for the control of potential exposure of persons and the environment to substances hazardous to health (including asbestos management).</p>	30	<p>Hazardous substance index</p> <p>COSHH assessments/safety data sheets</p> <p>Asbestos survey and register</p> <p>Legionellosis survey/assessment</p> <p>Training records</p> <p>Storage and security facilities</p> <p>PPE</p> <p>Spillage/leak procedures</p>	<p>Site Manager</p> <p>Supervisor(s)</p> <p>Employees</p> <p>Contractors</p>
19. Electrical Installations, Equipment and Portable Appliances	<p>To review arrangements and controls intended to prevent the risk of electrocution from portable or fixed electrical appliances and/or systems.</p> <p>Suitable access limitations to electrical installations.</p> <p>Isolation and lock out procedures.</p> <p>Protection from UG/OH high voltage lines.</p> <p>To ensure legislative duties in respect of the above are being met.</p>	25	<p>Maintenance, test and inspection records</p> <p>Risk assessments/safe working procedures</p> <p>Secure access to high voltage/electrical equipment locations</p> <p>Goalposts, safety zones, equipment selection and CAT scanning</p> <p>All hand tools 110v or battery operated where appropriate</p> <p>Training records</p>	<p>Site Manager</p> <p>Maintenance personnel</p> <p>Contractors</p>

Element headings	Purpose and scope	Score	Typical information/evidence requirements	Possible interviewee(s)
20. Manual Handling	To ensure suitable assessments of manual handling tasks have been carried out by competent persons. Confirm all staff have received relevant manual handling training. Confirm provision of MH mechanical and automated aids.	25	Manual handling assessments Training records Equipment records	Site Manager Supervisor(s) HR personnel Employees
21. Safety Signage and Notices	To ensure appropriate health and safety signage is prominently displayed throughout the site including: <ul style="list-style-type: none"> • H&S legal poster • Mandatory, prohibition, warning safe condition signage • Fire escape route and other emergency information signage. 	15	Risk assessments Fire and emergency information signage Inspection records	Employees
22. Public Protection	To confirm suitable protection measures have been introduced and managed to reduce the risks to members of the public or neighbours.	25	Risk assessments and Inspection records Fences and barriers – including gates and access control Contact with schools if children trespassing is a potential Interaction with neighbouring business End of shift site safety and security checks (materials, stacking and storage, vehicles, access to scaffold and ladders, excavations, CoSHH items etc.). Traffic and pedestrian management if working on or near public access routes	Site Management OH&S Manager Supervisors Employees Neighbours Contractors
23. Accident, Incident and Near Miss Reporting and Investigation	To ensure procedures are in place for the reporting of all accidents and incidents (including near miss and damage) and that such events are subsequently investigated to prevent re-occurrence. To confirm all relevant incidents/accidents are reported to the relevant authorities as required.	30	Safe working procedures Accident/incident report data Investigation documentation Site reports to management Training records First aid record	Site Management OH&S Manager Employees and Supervisors to ascertain their knowledge of incidents and recommendations to prevent recurrence
24. Workplace Welfare Facilities	To ensure adequate welfare and hygiene facilities (including toilets, rest area, canteen, changing area, etc.) have been provided for employees and other site personnel. To ensure general and specific waste is collected and disposed of in a suitable manner.	25	Risk assessments Inspection records Cleaning schedule(s) Waste transfer notes	Site Manager
25. Personal Protective Equipment (PPE)	To confirm suitable PPE is available to all relevant staff. To confirm assessment of PPE requirements has been carried out. To ensure process for replacement of PPE is in place. To confirm staff awareness and use of PPE.	25	PPE assessment PPE records Training records Storage and cleaning facilities	Site Manager HR personnel Employees
26. Housekeeping	To confirm management of the work area to prevent slip, trip and fall injuries and reduce fire risk.	25	Roles and responsibilities Inspection records Material storage and waste management Segregation of pedestrian routes and materials Cable management	Site Manager Supervisor(s)

2.

Section 2 – control of emergency incidents

Section 2 – control of emergency incidents

	Purpose and Scope	Score	Typical information/evidence requirements	Possible Interviewee(s)
27. Fire Risk Assessment	<p>To ensure a suitable and sufficient fire risk assessment(s) has been carried out on site which identifies the hazards and associated risks of fire.</p> <p>To ensure all identified controls are being effectively implemented.</p> <p>To confirm that the risk assessment content has been effectively communicated to relevant personnel.</p>	25	<p>Fire risk assessment(s)</p> <p>Evidence of identified actions closed out</p> <p>Hot work permits being issued where required</p> <p>Training records</p> <p>Inspection records (briefings/meetings, etc.)</p> <p>Communication of assessment content</p>	<p>Site Manager</p> <p>Supervisor(s)</p> <p>H&S Advisor/Manager</p> <p>Maintenance personnel</p> <p>Fire Warden(s)</p>
28. Alarm Systems	<p>To ensure that effective systems are in place for the manual or automatic detection of fire and the audible/visual warning to those who will need to evacuate the site in the event of a fire incident.</p> <p>To confirm such systems are suitably maintained and tested on a regular basis.</p>	25	<p>Maintenance records</p> <p>Fire alarm test records</p> <p>Fire risk assessment(s)</p> <p>Training records</p> <p>Inspection records</p> <p>Signage</p>	<p>Site Manager</p> <p>Supervisor(s)</p> <p>H&S Advisor/Manager</p> <p>Maintenance personnel</p> <p>Fire Warden(s)</p> <p>Employees</p>
29. Fire Fighting Equipment	<p>To ensure that there is adequate fixed/portable fire-fighting equipment available on site and that such equipment is maintained and serviced on a regular basis.</p> <p>To confirm relevant personnel have received training in the correct use and application of such equipment.</p>	25	<p>Fire risk assessment(s)</p> <p>Maintenance and inspection records</p> <p>Training records</p> <p>Visual inspection</p> <p>Signage</p>	<p>Site Manager</p> <p>Supervisor(s)</p> <p>H&S Advisor/Manager</p> <p>Maintenance personnel</p> <p>Fire Warden(s)</p>
30. Evacuation, Drill and Instruction	<p>To confirm that effective procedures are in place to ensure that all personnel on site (including anyone with specific needs) can evacuate to a safe place in the event of an emergency.</p> <p>To ensure that suitably trained personnel are on site to effectively implement the aforementioned procedures (including use of any related evacuation equipment).</p> <p>To ensure the evacuation procedures are tested on a regular basis.</p>	30	<p>Evacuation procedures</p> <p>Fire drill records</p> <p>Training records</p> <p>Risk assessment(s)/personal evacuation plans</p>	<p>Site Manager</p> <p>Supervisor(s)</p> <p>Fire Wardens</p> <p>H&S Advisor/Manager</p>
31. Emergency Escape Routes, Exits and Lighting	<p>To ensure that adequate means of escape are provided and maintained for the safe evacuation of people from the site and all locations within the site.</p> <p>To confirm appropriate escape route/exit signage and lighting is in place.</p> <p>To confirm such emergency lighting is tested and maintained on a regular basis.</p>	25	<p>Inspection records</p> <p>Fire Risk assessment(s)</p> <p>Emergency lighting test and servicing records</p> <p>Signage (including assembly point)</p> <p>Visual inspection</p>	<p>Site Manager</p> <p>Fire Wardens</p> <p>Maintenance Personnel</p> <p>Employees</p>
32. Emergency Planning	<p>To review site/organisational contingency planning in the event of a major incident.</p> <p>All significant and potential emergencies assessed, planned and tested (rescue from height, excavations, fire, medical, electrical, adverse weather including flooding, scaffold collapse, confined space etc.).</p> <p>To confirm site management awareness and testing of contingency plans.</p>	20	<p>Emergency plans and procedures</p> <p>Business recovery plan (site level and/or organisational)</p> <p>Training records</p> <p>Management meetings</p>	<p>Site Manager</p> <p>H&S Advisor/Manager</p> <p>Supervisors</p> <p>Employees</p> <p>Contractors</p>

Preparing for the review

In order for the review to run as smoothly as possible, it is important for the organisation to prepare in advance.

With this specification document, the organisation will be able to determine the type of information they are likely to be asked for, and the persons that the auditor may wish to speak to. Documents should be readily available, whether in paper format or electronically. If held on computer, it would be advisable to print off an index list of what is available, so that the auditor can match the document to a particular element of the review.

Our auditors are flexible and will willingly review elements 'out of sequence' in order to accommodate members of staff who may only be available at certain times; however, it must be remembered that on short duration reviews there is limited time available.

Standardisation

On an annual basis the British Safety Council reviews and updates the review process and its contents to reflect the current sector management techniques and relevant legislative requirements. The review is subject to periodic review and amendment and there is potential for bespoke versions of the specification to be developed.

Standardisation of acceptable evidence and auditor scoring is also reviewed on a regular basis as part of our internal QA process which includes both on-site and specific report feedback. There is also an annual appraisal interview and CPD review for our auditors.

The tour of the premises and site

This important aspect of the review should be carried out at an agreed time and encompass all aspects of the site. During the tour, the auditor may take the opportunity to talk to employees, contractors and visitors to further verify the evidence required for the completion of the review. If more than one site is included within the assessment, the travelling time between sites must be taken into account during the scoping stage with the British Safety Council account manager.

The competency of the auditor

The auditors receive initial training on the review protocol and this is updated as and when necessary. All our auditors are experienced health and safety practitioners with appropriate qualifications and membership of relevant professional bodies. They are expected to maintain their CPD as per the requirements of their membership of the aforementioned professional bodies. In addition the British Safety Council holds an annual standardisation meeting during which auditors receive both an update of organisational requirements and external CPD from industry specific experts. Auditors in their initial period of work are given additional support in the form of extra QA and one to one discussion with the audit portfolio manager.

Element headings

1.0 Health and safety management		Score
1	Health and Safety System(s) and Arrangements	25
2	Competent OH&S Personnel	25
3	Consultation and Communication	30
4	Training	30
5	First Aid Facilities (including Occupational Health)	30
6	Workplace Inspections and Internal Auditing	30
7	Management of Change	20
8	Traffic Management and Access Routes	30
9	Control of Contractors	25
10	Risk Assessment and Safe Working Practices	30
11	Work Equipment	25
12	Mobile Plant and Vehicles	30
13	Permit to Work	30
14	Working at Height	40
15	Scaffolding	30
16	Lifting Operations and Equipment	30
17	Excavations	30
18	Control of Substances Hazardous to Health	30
19	Electrical Installations, Equipment and Portable Appliances	25
20	Manual Handling	25
21	Safety Signage and Notices	15
22	Public Protection	25
23	Accident, Incident and Near Miss Reporting and Investigation	30
24	Workplace Welfare Facilities	25
25	Personal Protective Equipment	25
26	Housekeeping	25
	Sub section total	715
2.0 Control of emergency incidents		Score
27	Fire Risk Assessment	25
28	Alarm Systems	25
29	Fire Fighting Equipment	25
30	Evacuation, Drill and Instruction	30
31	Emergency Escape Routes, Exits and Lighting	30
32	Emergency Planning and Business Continuity	20
	Sub section total	155
	Maximum available score	870



**No-one should
be injured or
made ill at work.**

British Safety Council

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