



To Do / FAQs on preparing for the Health and Safety Audit

Who should attend:

- Head of School/Area, or equivalent (HoS) (strongly encouraged, but another member of the Senior Management Team may deputise if absolutely necessary)
- Director of Professional Services
- School Safety Advisor
- Any other relevant staff determined by the SSA/HoS/DoPS

We ask that the staff from the area being audited make the necessary arrangements, including sending diary invitations to those who are requested to attend.

The Turner and Townsend auditor will be Mr Ian Webster. Ian will be accompanied by a member of the university Health and Safety department.

How long will the audit last?

The audit will begin at 9.30am and can last all day, dependent on the size/complexity of the area being audited. The meeting part of the audit may run until approximately 12.30, with the tour/inspection, falling in the afternoon.

The HoS will be required for approximately 1-2 hours from 9.30am ideally, for the initial part of the meeting. Where possible, the auditor will try to keep this as short as possible. The audit can be flexible, if required, due to availability, but runs smoother with the meeting falling before the inspection of the work areas.

The remaining time will involve a tour of the work area – the SSA (or equivalent e.g. Technical Services Manager) is requested to lead this, and, depending on the size of the area, may take the remainder of the day. The HoS / Senior staff may attend this, but this is not required.

Where can we find out more about the audit programme, what is being covered in these audits, and the dates they are scheduled for?

More details can be found at <https://www.ed.ac.uk/health-safety/guidance/auditing>

Can we change the date of our audit?

We would kindly request that areas do not request to change audit dates. There are a large number of audits to be carried out, in a programme that runs until 2025, so alternative dates can be difficult to reschedule.



THE UNIVERSITY *of* EDINBURGH Health & Safety Department

Who should we contact if we have any issues or queries regarding the audit, including dates?

Please email health.safety@ed.ac.uk and they will respond or direct your query to the appropriate person in the Health and Safety department.

What else does the work area need to do before the audit?

1. Book a meeting room – we ask that the staff from the work area being audited book a suitable meeting room for the duration of the audit.
2. Please email the following information to
health.safety@ed.ac.uk
Candice.Schmid@ed.ac.uk
Susan.Woodman@ed.ac.uk
angharad.jenkins@ed.ac.uk
fiona.harper@turntown.co.uk
Ian.Webster@turntown.co.uk
 - Who is attending the audit (from the School/work area) – name and position held
 - Meeting room details – room number and full address
 - Where and when the auditor/member of H&S should meet the representative of the work area, and who this will be.

If you require this document in an alternative format please contact The Health and Safety Department on health.safety@ed.ac.uk or call (0131) 651 4255