

To Vice-Presidents/Deans, Heads of Schools & Research Institutes, HoFAs,  
Directors in Professional Support Services

From Dr Melanie Taylor

Date 24 August 2010

cc Prof M Case, Dr D Barker, School Safety Advisors, Safety Representatives

Reference Safety Circular 6/2010

## HASMAP Audit programme

Action: Deans/HOSs/Directors are asked to:

- Fully support and facilitate the audit process and ask members of their teams to engage positively with the auditor;
- Brief their teams on what to expect from the audit process.

Health & Safety Committee recently approved a programme of audits using the Health and Safety Management Profile (HASMAP) audit package. More information and guidance about HASMAP is at

<http://www.campus.manchester.ac.uk/healthandsafety/CoPs&Guidance/HASMAP-g.pdf>

To ensure that individuals, schools and faculties are not overburdened by the process, and to provide Risk Committee with annual data on health & safety management performance across the campus, the audit has been broken down into 4 sections which loosely follow the "Plan Do Check Act" cycle promoted by HSG 65<sup>1</sup> and other safety management standards. Each year every Faculty, School and Directorate will be audited using a quarter of the criteria in HASMAP. The 1<sup>st</sup> year programme is outlined on the attached table. In subsequent years, progress on previous action plans and recommendations will be checked, and the next set of criteria used in the audit.

The first year of audits will commence in late September 2010, and focus on the commitment and engagement of senior management and how safety has been integrated into day to day business. They will be carried out by Andrew Morris, Safety Coordinator, who will provide a degree of independence and consistency. Your usual Safety Coordinator will continue to be your point of contact for all other matters.

Meetings will be arranged with the Deans and other senior managers before the audit of each Faculty so that they fully understand the process and timescales involved.

It is important to note that audits are distinct from any inspections or other monitoring activities and these should continue uninterrupted.

Dr Melanie Taylor  
University Safety Advisor

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<sup>1</sup> Successful health and safety management" HSG 65, Health and Safety Executive, 2000

**Table 1 - Estimated timescales to stage 1 audits**

		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept
EPS	Initial meetings	■												
	Faculty level audits		■											
	School level audits			■	■	■								
FLS	Initial meetings			■										
	Faculty level audits				■									
	School level audits					■	■	■						
MHS	Initial meetings					■								
	Faculty level audits						■							
	School level audits							■	■	■				
Humanities	Initial meetings							■						
	Faculty level audits								■					
	School level audits									■	■	■		
PSS	Initial meetings									■				
	Directorate level audits										■			
	Unit level audits											■	■	■
Cultural assets	Initial meetings											■		
	Audits													■