
	<h1>Audit Form</h1>		
Ref: AUD:001:18	RE: Level 1 Audit Tool – For Ward/Department Level		
Issue date:	July 2015	Revised:	Sept 2023
Author(s):	National Health and Safety Function (Audit and Inspection Team)		
Note:	<p><i>The HSE considers the management of occupational safety, health and wellbeing as being of fundamental importance in continually improving the quality of its services, as quality of service is intrinsically linked to the provision of a safe working environment and safe systems of work. The HSE is committed to ensuring the implementation of a safety management system that is compliant with the Safety, Health and Welfare at Work Act, 2005, associated legislation and best practice (HSE Corporate Safety Statement).</i></p> <p><i>Auditing is an essential element of the HSE's Occupational Safety and Health (OSH) management system. Formal auditing provides a comprehensive and formal assessment of compliance. In particular the audit will look at compliance with the criteria of this audit tool.</i></p> <p><i>This audit applies to all HSE Managers (staff who hold a management role at any level within the organisation) with responsibility for carrying out health and safety risk assessments. Detailed Roles and responsibilities are outlined in local Site / Service Safety Statements. This Audit is required to be completed by Line Managers as specified in 3.2.3 Site or Service Safety Statement and in Section 11 of Safety Statement and who are responsible for its completion. (Ref: GD:001:02 Guideline Document: Writing your Site or Service Safety Statement, July 2020) .</i></p> <p><i>The audit report assesses overall performance, identifies inadequacies, and makes recommendations on improvement actions. The result of the audit is fed-back to the relevant parties (HSE manager(s)) as soon as possible to allow corrective action to be taken. Managers are required to consider audit findings and recommendations and take appropriate and timely action. Follow-up monitoring must be established by the responsible person in the hospital/service.</i></p> <p><i>Audits will be prearranged and carried out in accordance with Covid-19 guidelines.</i></p> <p>See Also: Appendix 2 – Notes on Usage.</p>		

Location:	St Mary's
Hospital Group/CHO/Service	CHO 8
Line Manager:	Michael McCaul

Auditor name (Print):	1.Michael McCaul	2.Leenamma Varghese
Signature:	<i>1.Michael McCaul</i>	<i>2.Leenamma Varghese</i>

Audit Score:		Date:	
Last Audit Score:		Last Audit Date:	
Trace No:			

General Information (Ward/Department/Service)

Group of employees who report to the line manager:	Nursing, Health Care Assistants, Catering Staff,			
Number of staff:	15 nursing, 45			
Type of service:	Older Persons			
Capacity:	30			
Number of patients:	28			
Floor level:	Ground			
Agency Staff:	Yes	Yes	No	
Interviewees:				

The audit tool is divided into four sections:

Section A: Health and Safety Management System – 10 QUESTIONS

- Health and Safety Management
- Training
- Accident reporting and investigation

Section B: Hazard Identification and Risk Assessment – 50 QUESTIONS

- Physical hazards
- Psychosocial Hazards
- Chemical Hazards
- Biological Hazards

Section C: Health and Wellbeing – 3 QUESTIONS

- Information on Staff Services
- Pregnant Employees
- Welfare Facilities

Section D: Consultation – 2 QUESTIONS

- Methods for Consultation
- Safety Reps

Appendix 1 – Quality Improvement Plan

Appendix 2 – Notes on Usage

Appendix 3 - Document Changes

SECTION A: HEALTH AND SAFETY MANAGEMENT: Safety Health and Welfare at Work Act 2005 Part 3 Chapter 3 Section 20												
										N/A	Score	Comments
A	I		1. Is there access to the corporate safety statement?	NO			YES				100	
	O			0 marks			100 marks					
	D	√					√					
A	I		2. Is there access to the site and / or service safety statement?	NO			YES				100	
	O			0 marks			100 marks					
	D	√					√					
A	I		3. Does the ward/department/service safety statement detail the disciplines of staff working within the area and name and job title of the Line Manager, including their signature?	NO			YES				100	
	O			0 marks			100 marks					
	D	√					√					
A	I		4. Has the site and/or service safety statement been signed off by all current/floating/bank staff from this ward/department/service within the last 12 months?	0%	25%	50%	75%	100%		0		
	O											
	D	√		√								
A	I	√	5. Can the manager demonstrate how to access all relevant national health and safety policies?	NO			YES				100	
	O			0 marks			100 marks					
	D						√					
TRAINING: Safety Health &Welfare at Work Act 2005 Part 2 Chapter 1 Section 10												
A	I		6. Have training needs been identified based on legislation and risk assessment within the last year?	NO			YES				100	
	O			0 marks			100 marks					
	D	√					√					
A	I		7. Is there a system to show training that has been completed and training due based on policy?	NO			YES				100	
	O			0 marks			100 marks					
	D	√					√					
A	I		8. Have those with managerial responsibility completed the HSElanD module “Managing Health and Safety in the Healthcare setting”?	NO			YES				100	
	O			0 marks			100 marks					
	D	√					√					

	INCIDENT REPORTING AND INVESTIGATION: Safety Health & Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).							
A	I	✓	9. Can managers explain the process for recording and investigating accidents, incidents and near misses?	NO	YES		100	
	O			0 marks	100 marks			
	D				✓			
A	I	✓	10. Is the National Incident Management System (NIMS) being used to record staff related accidents/incidents?	NO	YES		100	
	O			0 marks	100 marks			
	D				✓			
A	How many employee accidents/incidents have been recorded in the previous 12 months?							
A	How are accidents /incidents reported to the HSA?							
				TOTAL SECTION A:				

SECTION B: HAZARD IDENTIFICATION AND RISK ASSESSMENT: Safety Health and Welfare at Work Act 2005 Part 3 Chapter 2 Section 19. To download a copy of the general risk assessment please click [here](#)

Note: A Risk Assessment is deemed invalid & there will be no progression to the Control Measures criterion, if one or all of the following is absent -: Department/ Service site, Date of assessment, Hazard Identified, Risk Description or Risk Rating. Please note if the Service is filled in on the Risk Assessment form (under Department / Service Site) and the site is not indicated, yet all of the other particulars above are completed and the controls measures documented can be localised to the site, the risk assessment marks lost is as allocated i.e. 15 marks this element.

All Control Measures listed for each hazard below must be detailed so that they are specific to the site or service. Marks will not be given unless this is evident.

PHYSICAL HAZARDS									
EQUIPMENT: Safety Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 2 Work Equipment									
B	I		1. Is there a list of equipment available on the unit/ward/department compiled within the last 12 months? (Electrical and non-electrical)	NO	YES				
	O			0 marks	100 marks				
	D	v							
B	I		2. Has a risk assessment been completed on the use of workplace equipment within the last 12 months using the national template and indicating the following?	Department/Service Site	15 Marks				
	O			Date of Assessment (within last 12 months)	15 Marks				
	D	v		Name of Risk Owner	15 Marks				
				Hazard Identified	20 Marks				
				Risk Description	20 Marks				
				Risk Rating	15 Marks				
				None	0 Marks				
B	I		3. Do control measures include:	Servicing/Maintenance	10 marks				
				Training	10 marks				
				Visual Inspection	10 marks				
				Instructions for use/SOP	10 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
	O			Other	15 marks				
D	v	None	0 marks						

MANUAL HANDLING: Safety Health and &Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 4 Manual Handling of Loads									
B	I		4. Has an overall unit/department risk assessment of the work environment and activities been completed for manual handling? This should be dated within the last 12 months using the national template and indicate the following:	Department/Service Site	15 Marks				
	O			Date of Assessment (within last 12 months)	15 Marks				
	D	√		Name of Risk Owner	15 Marks				
				Hazard Identified	20 Marks				
				Risk Description	20 Marks				
				Risk Rating	15 Marks				
				None	0 Marks				
B	I		5. Where inanimate tasks identified pose a potential risk of injury, has each task been individually risk assessed using TILE?	Task	25 marks				Take one sample
	O			Individual	25 marks				
	D	√		Load	25 marks				
				Environment	25 marks				
				None	0 marks				
B	I		6. Is there a review system in place for assessing people handling activities?	NO	Yes				
	O			0 marks	100 marks				
	D	√							
B	I		7. Does the system indicate the following?	Task	25 Marks				Take one sample
	O			Individual	25 Marks				
	D	√		Load	25 Marks				
				Environment	25 Marks				
				None	0 Marks				
DISPLAY SCREEN EQUIPMENT: Safety Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 5 Display Screen Equipment. To download a copy of the Display Screen Equipment risk assessment please click here									
B	I		8. Have the employees identified as DSE users completed the DSE User Awareness E-Learning Module on HSE LanD within the last 3 years?	NO	YES				
	O			0 marks	100 marks				
	D	√							

B	I		9. Does the department have a Display Screen Equipment Assessor who has completed the Display Screen Equipment Assessor Module on HSE LanD within the last 3 years?	NO	YES			
	O			0 marks	100 marks			
	D	✓						
B	I		10. Have DSE workstation risk assessment forms (national template) been completed by a Display Screen Equipment Assessor for employees identified as DSE users within the last 12 months?	NO	YES			
	O			0 marks	100 marks			
	D	✓						
	ELECTRICITY: Safety Health and Welfare at Work (General Application) Regulations 2007 Part 3 Electricity							
B	I		11. Has a risk assessment been completed on electricity within the last 12 months using the national template and indicating the following?	Department/Service Site	15 Marks			
	O			Date of Assessment (within last 12 months)	15 Marks			
	D	✓		Name of Risk Owner	15 Marks			
				Hazard Identified	20 Marks			
				Risk Description	20 Marks			
				Risk Rating	15 Marks			
				None	0 Marks			
B	I		12. Do control measures include:	Visual inspection of electrical outlets	10 marks			
	O			Visual inspection of electrical equipment prior to use	10 marks			
				Access to Technical Services	10 marks			
	D	✓		System for reporting defects	10 marks			
				Other	15 marks			
				Other	15 marks			
				Other	15 marks			
				Other	15 marks			
				None	0 marks			

RADIATION: Radiological Protection Act, 1991 (Ionising Radiation) Regulations 2019 (S.I. No. 30 of 2019)										
B	I		13. Has a risk assessment been carried out on the potential exposure to radiation within last 12 months using the national template and indicating the following?	Department/Service Site	15 Marks					
	O			Date of Assessment (within last 12 months)	15 Marks					
	D	✓		Name of Risk Owner	15 Marks					
				Hazard Identified	20 Marks					
				Risk Description	20 Marks					
				Risk Rating	15 Marks					
				None	0 Marks					
B	I		14. Do control measures include?	Procedure for each exposure identified	10 marks					
				Identification of potential exposure	10 marks					
				Consideration of pregnant employees	10 marks					
				Access to relevant expertise	10 marks					
				Other	15 marks					
				Other	15 marks					
				Other	15 marks					
	O			Other	15 marks					
	D	✓		None	0 marks					
	NOISE: Safety Health & Welfare at Work (General Application) Regulations 2007 Part 5 Chapter 1 Control of Noise									
B	I	✓	15. Has a noise survey been carried out where there is a potential exposure to noise within the last 3 years?	NO	YES					
	O			0 marks	100 marks					
	D									

B	I		16. Is a copy of the noise survey report available for review?	NO	YES				
	O			0 marks	100 marks				
	D	✓							
SLIPS, TRIPS AND FALLS: Safety Health & Welfare at Work Act 2005 Part 2 Chapter 1 Section 8 and Part 3 Section 19									
B	I		17. Has a risk assessment been completed on risk of slips trips and falls internal to the building within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	✓		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				
B	I		18. Do control measures include:	Suitable Footwear-for environment / work activity	10 marks				
				Signage	10 marks				
				Reporting Defects	10 marks				
				Housekeeping	10 marks				
				Other	15 marks				
				Other	15 marks				
	O				Other				15 marks
					Other				15 marks
	D			✓	Other				15 marks
					None				0 marks
B	I		19. Has a risk assessment been completed on risk of slips, trips and falls external to the building within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	✓		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				

B	I		20. Do control measures include:	Pedestrian Walkways	10 marks				
				External lighting	10 marks				
				Signage	10 marks				
	O			Maintenance including control of inclement weather	10 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
	D	✓		None	0 marks				
WORKING AT HEIGHTS: Safety Health & Welfare (General Applications) Regulations 2007 Part 4 Working at Heights									
B	I		21. Has a risk assessment been completed on the risk of working at heights within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	✓		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				
B	I		22. Do control measures include? <i>(Work at height is defined as working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level)</i>	Identification of work activities that involve working at heights	10 marks				
	O			Identification of equipment used for these activities	10 marks				
				Assessment of environment to ensure task can be carried out safely	10 marks				
				Identification of footwear suitable for the tasks undertaken	10 marks				
	D	✓		Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				

				None	0 marks				
DRIVING FOR WORK: Safety Health & Welfare at Work Act 2005 Part 2 Chapter 1 Section 8 and Part 3 Section 19 and 20									
B	I		23. Has a risk assessment been carried out on Driving for Work within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	✓		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				
B	I		24. Do control measures include:	Visual inspection prior to each journey	10 marks				
	O			Driving License	10 marks				
				Breakdown procedure	10 marks				
				Incident Reporting	10 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
	D	✓		None	0 marks				
	SECURITY: Safety Health & Welfare at Work Act 2005 Part 2 Chapter 1 Section 8 and Part 3 Section 19 and 20								
B	I		25. Has a risk assessment been completed on management of unit/ward/building security within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	✓		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				

B	I		26. Do control measures include:	Controlled access	10 marks			
				Security Checks e.g. windows/doors	10 marks			
	O			Safety of valuables/ personnel belongings	10 marks			
				Documented procedure for security breaches	10 marks			
				Other	15 marks			
				Other	15 marks			
	D	√		Other	15 marks			
				Other	15 marks			
				None	15 marks			
LONE WORKING: Safety Health and Welfare at Work (General Applications) Regulations 2007 Part 2 Chapter 3 Lone Working								
B	I		27. Has a risk assessment been completed on the risk posed by lone working within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks			
	O			Date of assessment (within last 12 months)	15 marks			
				Name of risk owner	15 marks			
	D	√		Hazard identified	20 marks			
				Risk description	20 marks			
				Risk rating	15 marks			
				None	0 marks			
B	I		28. Do control measures include:	Identification of lone workers including on call staff where applicable	10 marks			
				Manager has access to register of information on workers identified above i.e. car details, mobile no. and next of kin	10 marks			
	O			Procedure for lone working	10 marks			

	D	✓		Communication Measures for Lone Workers	10 marks			
				Other	15 marks			
				Other	15 marks			
				Other	15 marks			
				Other	15 marks			
				None	0 marks			
B	I		29. Is there evidence to indicate that all staff have signed the Lone Worker Procedure?	No	Yes			
	O			0 marks	100 marks			
	D	✓						
MANAGEMENT OF MONEY: Safety Health & Welfare at Work Act 2005 Part 2 Chapter 1 Section 8 and Part 3 Section 19 and 20								
B	I		30. Has a risk assessment been completed on the management of money within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks			
	O			Date of assessment (within last 12 months)	15 marks			
	D	✓		Name of risk owner	15 marks			
				Hazard identified	20 marks			
				Risk description	20 marks			
				Risk rating	15 marks			
				None	0 marks			
B	I		31. Do control measures include:	Money is counted out of sight of public areas.	10 marks			
				Money stored onsite is kept in a safe that cannot easily be moved.	10 marks			
				Safe access is for authorised personnel only and safe keys are stored securely.	10 marks			

				Monies are banked regularly but at random times and using a variety of routes to avoid creating a predictable pattern.	10 marks				
	O			Other	15 marks				
				Other	15 marks				
	D	✓		Other	15 marks				
				None	0 marks				
NIGHT WORKERS: Safety Health and Welfare at Work (General Applications) Regulations 2007 Part 6 Chapter 3 Night Work and Shift Work									
B	I		32. Has a risk assessment been completed on Night Workers within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
				Name of risk owner	15 marks				
	D	✓		Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				
B	I		33. Do control measures include:	Identification of staff deemed as night workers	10 marks				
	O			Health Surveillance	10 marks				
				Security measures	10 marks				
	D	✓		Adequate breaks	10 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				None	0 marks				

SENSITIVE RISK GROUPS: Safety Health & Welfare (General Applications) Regulations 2007 Chapter 1 Part 6 , Chapter 2 Part 6 & Chapter 3 Part 6									
B	I		34. Has a risk assessment been completed on sensitive risk groups. E.g. Placement Students, Volunteers, Young Person 16 -18 years within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	√		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				
B	I		35. Do control measures include:	Identification of sensitive risk groups	10 marks				
	O			Induction	10 marks				
				Supervision	10 marks				
				Defined duties	10 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				None	0 marks				
	D	√							
PSYCHOSOCIAL HAZARDS									
VIOLENCE AND AGGRESSION: Safety Health & Welfare at Work Act 2005 Part 2 & 3, Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 2 Chapters 1.									
B	I		36. Has a risk assessment been completed on the potential for violence and aggression in the workplace within the last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	√		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				

B	I		37. Do control measures include:	Training	10 marks				
	O			Documented response protocol	10 marks				
	D	√		Testing of response protocol	10 marks				
				Patient/service user assessment of potential for risk factors	10 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				None	0 marks				
STRESS: Safety Health & Welfare at Work Act 2005, Part 3 Chapter 2 Section 19. To Download a copy of the Stress Risk assessment please click here. To download a copy of the sample stress risk assessment please click here .									
B	I		38. Has a risk assessment been completed on work related stress using the national template within the last 12 months and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	√		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				
B	I		39. Do control measures include:	Occupational Health	10 marks				
	O			National Policy	10 marks				
	D	√		EAP Supports	10 marks				
				Incident reporting	10 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				None	0 marks				

CHEMICAL AGENTS: Safety, Health and Welfare at Work (Chemical Agents) (Amendment) Regulations (2001 -2015) Chemicals Act 2008 & 2010. Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 6 Chapter 2 Protection of Pregnant Post Natal and Breast Feeding Employees. Safety, Health and Welfare at Work (General Application) (Amendment) (No. 2) Regulations, S.I. No.70 of 2016. To download a copy of the chemical risk assessment form please click here								
B	I		40. Is there a list of chemicals for the department/service?	NO	YES			
	O			0 marks	100 marks			
	D	✓						
B	I		41. Are appropriate safety data sheets available and accessible and all dated within the previous 5 years?	NO	YES			
	O			0 marks	100 marks			
	D	✓						
B	I		42. Where a chemical is deemed to be potentially hazardous has a detailed risk assessment been completed within the last 12 months using the national chemical risk assessment template?	NO	YES			
	O			0 marks	100 marks			
	D	✓						
MEDICAL GASES: Safety Health & Welfare at Work (General Applications) Regulations 2001 Chemical Agents.								
B	I		43. Has a risk assessment been completed on the use of medical gases within the last 12 months using the national chemical risk assessment template?	NO	YES			
	O			0 marks	100 marks			
	D	✓						
NATURAL /BOTTLED GAS: Safety Health & Welfare at Work (General Applications) Regulations 2001 Chemical Agents. Safety Health & Welfare at Work (General Applications) Regulations 2007								
B	I		44. Has a risk assessment been completed on the use of natural/bottled gas within the last 12 months using the national chemical risk assessment template?	NO	YES			
	O			0 marks	100 marks			
	D	✓						
BIOLOGICAL HAZARDS								
Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020. (S.I. No. 572 of 2013 as amended by. S.I. No. 539 of 2020). HSE/RCPI, (2015) Core Infection Prevention and Control Knowledge and Skills: A Framework Document Note: A separate Biological Agent Risk Assessment is required for staff whose work activities involves the risk of occupational exposure to COVID 19 To download a copy of the Biological Risk Assessment please click here								

B	I		45. Has a risk assessment been completed on the potential exposure to biological agents using the national template within the last 12 months and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	√		Name of risk owner	15 marks				
				Hazard identified – Activity/Route of Transmission/Biological Agent and Category	20 marks				
				Risk description – Number of Staff & Category / Associated risk	20 marks				
				Risk rating	15 marks				
				None	0 marks				
				B	I				
O		Training	10 marks						
D	√	Incident and Accident Reporting	10 marks						
		PPE	10 marks						
		Other	15 marks						
		Other	15 marks						
		Other	15 marks						
		None	0 marks						
SHARPS: European Union (Prevention of Sharps Injuries in the Health Care Sector) Regulations 2014									
B	I		47. Has a risk assessment been completed on the use of sharps within last 12 months using the national template and indicating the following?	Department/Service Site	15 marks				
	O			Date of assessment (within last 12 months)	15 marks				
	D	√		Name of risk owner	15 marks				
				Hazard identified	20 marks				
				Risk description	20 marks				
				Risk rating	15 marks				
				None	0 marks				

B	I		48. Do control measures include:	Training	10 marks				
	O			Sharps policy	10 marks				
	D	✓		Needle Safe System	10 marks				
				PPE (must specify type)	10 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
				Other	15 marks				
		None	0 marks						
B	I		49. Has a sharps audit been completed within the last year?	NO	YES				
	O			0 marks	100 marks				
	D	✓							
B	I		50. Is a copy of the sharps audit available for review?	NO	YES				
	O			0 marks	100 marks				
	D	✓							
				TOTAL SECTION B:					
SECTION C: HEALTH AND WELFARE: Safety Health & Welfare at Work Act 2005 Part 3, Chapter 2 Section 19 & 22. Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 6 Chapter 2 Protection of Pregnant Post Natal and Breast Feeding Employees. Safety, Health and Welfare at Work (General Application) (Amendment) (No. 2) Regulations, S.I. No.70 of 2016. To Download a copy of the Pregnancy Risk Assessment please click here									
C	I		1. Is up to date information related to staff services readily available?	NONE	EAP	Occ. Health			
	O			0 marks	50 marks	50 marks			
	D	✓							
C	I		2. Are pregnancy risk assessments completed and reviewed as appropriate for all relevant employees?	No	Completed	Reviewed			
	O			0 marks	50 marks	50 marks			
	D	✓							
WELFARE: Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 2 Chapters 1 Workplace Layout and Welfare.									
C	I	✓	3. Do staff have access to the following:	Potable water	25 marks				
	O			Rest areas for meals	25 marks				
	D			Separate toilets for staff	25 marks				
				Hot and cold running water in staff facilities	25 marks				
				None	0 marks				

				TOTAL SECTION C:				
SECTION D: CONSULTATION: Safety Health & Welfare At Work Act 2005 Part 4 Section 25 & 26								
D	I		1. Describe methods used for exchange of information and consultation with staff.	Staff meetings – health and safety on agenda	50 marks			
	O			Staff Notice board	50 marks			
	D	✓		Specify any other methods of communication :				
D	I	✓	2. Is interviewee aware of the identity of the safety representative in their area?	NO	YES			
	O			0 marks	100 marks			
	D							
				TOTAL SECTION D:				

Scoring

Section	Number of Not Applicable Questions	Score for section	
A			Total number of questions : 65 - AAS/MAS x 100/1
B			
C			
D			
Total			

Auditor name (Print):	1.	2.
Signature:	1.	2.
Date:		

Example

Section	Number of Not Applicable Questions	Score for section	
A	0	630	Total number of questions : 65 Subtract number of n/a questions = 9 / 65-9 = 56 Maximum Audit Score = 5600 (56 x 100) Actual Audit Score = 4130 Score in % = AAS/MAS x 100/1 i.e. 4130/5600 x 100/1 = 74%
B	8	3200	
C	0	200	
D	1	100	
Total	9	4,130	

APPENDIX 1 – QUALITY IMPROVEMENT PLAN						
Section No	Question No	Area of Non Compliance	Corrective Action to be taken	Responsible Person	Timeframe	Review of implementation of Action
SECTION A: HEALTH AND SAFETY MANAGEMENT : Safety Health and Welfare at Work Act 2005 Part 3 Chapter 3 Section 20						
A						
A						
A						
A						
A						
TRAINING: Safety Health & Welfare at Work Act 2005 Part 2 Chapter 1 Section 10						
A						
A						
A						
INCIDENT REPORTING AND INVESTIGATION: Safety Health & Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).						
A						
A						
SECTION B: HAZARD IDENTIFICATION AND RISK ASSESSMENT: Safety Health and Welfare at Work Act 2005 Part 3 Chapter 2 Section 19						
PHYSICAL HAZARDS						
EQUIPMENT: Safety Health and Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 2 Work Equipment						
B						
B						
B						
MANUAL HANDLING : Safety Health & Welfare at Work(General Application)Regulations 2007 Part 2 Chapter 4 Manual Handling of Loads						
B						
B						
B						
B						

DISPLAY SCREEN EQUIPMENT: Safety Health & Welfare at Work (General Application) Regulations 2007 Part 2 Chapter 5 Display Screen Equipment						
B						
B						
B						
ELECTRICITY: Safety Health & Welfare at Work (General Application) Regulations 2007 Part 3 Electricity						
B						
B						
RADIATION: Radiological Protection Act, 1991 (Ionising Radiation) Regulations 2019 (S.I. No. 30 of 2019)						
B						
B						
NOISE: Safety Health & Welfare at Work (General Application) Regulations 2007 Part 5 Chapter 1 Control of Noise						
B						
B						
SLIPS, TRIPS AND FALLS: Safety Health & Welfare at Work Act 2005 Part 2 Chapter 1 Section 8 and Part 3 Section 19						
B						
B						
B						
B						
WORKING AT HEIGHTS: Safety Health & Welfare (General Applications) Regulations 2007 Part 4 Working at Heights						
B						
B						
DRIVING AT WORK: Safety Health and Welfare at Work Act 2005 Part 3 Chapter 2 Section 19 and 20						
B						
B						
SECURITY: Safety Health and Welfare at Work Act 2005 Part 3 Chapter 2 Section 19 and 20						
B						
B						
LONE WORKING: Safety Health and Welfare at Work (General Applications) Regulations 2007 Part 2 Chapter 3 Lone Working						
B						
B						
B						

MANAGEMENT OF MONEY: Safety Health & Welfare at Work Act 2005 Part 2 Chapter 1 Section 8 and Part 3 Section 19 and 20						
B						
B						
NIGHT WORKERS: Safety Health and Welfare at Work (General Applications) Regulations 2007 Part 6 Chapter 3 Night Work and Shift Work						
B						
B						
SENSITIVE RISK GROUPS: Safety Health and Welfare (General Application) Regulations 2007 Chapter 1 Part 6, Chapter 2 Part 6 & Chapter 3 Part 6						
B						
B						
PSYCHOSOCIAL HAZARDS						
VIOLENCE AND AGGRESSION : Safety Health & Welfare at Work Act 2005 part 2 and 3, Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 2 Chapter 1, and Part 6						
B						
B						
STRESS: Safety Health and Welfare at Work Act 2005 Part 3 Chapter 2 Sections 19						
B						
B						
CHEMICAL HAZARDS						
CHEMICAL AGENTS: Safety, Health and Welfare at Work (Chemical Agents) (Amendment) Regulations (2001 -2015) Chemicals Acts 2008 and 2010. Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 6 Chapter 2 Protection of Pregnant Post Natal and Breast Feeding Employees. Safety, Health and Welfare at Work (General Application) (Amendment) (No. 2) Regulations, S.I. No.70 of 2016.						
B						
B						
B						
MEDICAL GASES: Safety Health & Welfare at Work (General Applications) Regulations 2001 Chemical Agents.						
B						
NATURAL GAS: Safety Health & Welfare at Work Act 2005 Part 2 Chapter 1 Section 8. Safety Health & Welfare at Work Act (General Applications) Regulations 2001 Chemical Agents. Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 6 Chapter 2 Protection of Pregnant Post Natal and Breast Feeding Employees						
B						
BIOLOGICAL HAZARDS						

BIOLOGICAL AGENTS: Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 and 2020. (S.I. No. 572 of 2013 as amended by. S.I. No. 539 of 2020).						
B						
B						
SHARPS: European Union (Prevention of Sharps Injuries in the Health Care Sector) Regulations 2014						
B						
B						
B						
B						
SECTION C: HEALTH AND WELFARE: Safety Health & Welfare at Work Act 2005 Part 3 Chapter 2 Section 19 and Section 22. Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 6 Chapter 2 Protection of Pregnant Post Natal and Breast Feeding Employees. Safety, Health and Welfare at Work (General Application) (Amendment) (No. 2) Regulations, S.I. No.70 of 2016.						
C						
C						
Welfare : Safety Health & Welfare at Work (General Applications) Regulations 2007 Part 2 Chapter 1 Work Place Layout and Welfare						
C						
SECTION D: CONSULTATION: Safety Health & Welfare at Work Act 2005 Part 4 Chapters 3 Sections 25 & 26.						
C						
C						

Appendix 2 – Notes on Usage

- Complete all sections.
- Questions are marked out of 100. Some with single yes/no responses, and some divided into individual marks per response.
- Important Note for RISK ASSESSMENTS:
A risk assessment is deemed void/invalid (and there is no progression to control measure section) if one or all of the below is absent:

- Department/Service site
- Date of Assessment
- Hazard Identified
- Risk Description
- Risk Rating

Please note if the Service is filled in on the Risk Assessment form (under Department / Service Site) and the site is not indicated, yet all of the other particulars above are completed and the controls measures documented can be localised to the site, the risk assessment marks lost is as allocated i.e. 15 marks this element.

- Some questions are included for information purposes and do not carry any marks.
- Where a question asks for % completed, marks are awarded for the % of the total number completed e.g. 50 % approximately of staff who have signed the safety statement – 50 marks awarded.
- Verification is obtained by also ticking one of the boxes marked “IOD” i.e. Interview, Observation, Documentation.
- The auditor should calculate the audit score as a percentage.

This is explained by a worked example as follows:

Number of questions in audit: 65
Maximum Audit Score (**MAS**)
Total Number of Questions (65) x Maximum Score (100) = 6500 (65 x 100)
Actual Audit Score (**AAS**) (Sum of the total scores for each question)
Audit Score as a percentage = **AAS/MAS x 100/1**
Note: Where a question in a section is not applicable, it will not be given a score.

Example:

In the above case; if there were only 60 questions applicable (instead of 65) then the maximum audit score (MAS) would be 6000 (60x100)
Audit score as a percentage would then = actual audit score /maximum audit score) x 100/1

- The scoring for the audit provides a benchmark against which further audits can be compared.
- To demonstrate an acceptable level of compliance a benchmark score of 85% - 100 % should be achieved.
- A template quality improvement plan is provided in Appendix 1.

- Scores achieved on each audit are colour coded to assist managers and hospital management to implement a plan for improvement. See Table below:

Traffic light system for audits.	
85-100%	Compliant – Repeat self audit/ peer audit on annual basis as determined by hospital/service
51- 84%	Follow up by hospital/service. Repeat self audit/peer audit 6/12.
26-50 %	Immediate action by hospital –repeat self audit at 3 months - repeat audit by Audit and Inspection team at 6/12
0-25%	Critical – Immediate action by hospital/service - Repeat audit by Audit and Inspection Team at 3/12

Appendix 3

Document Changes

Superseded Document	Level 1 Audit Tool – For Ward/Department (February 2019) Ref: A:001:16
Changes to Ref: A:001:16	<ul style="list-style-type: none">• Section A: Health& Safety Management Question 1 – 2017 removed.• Section A: Health & Safety Management Question 3 rephrased• Section A: Health & Safety Management Training: Question 6 -Three years changed to yearly• Initial Risk Rating in risk assessment questions - the word initial removed from all questions• Appendix 3 - Document Changes added• Behavioural Hazards changed to Psychosocial Hazards

Changes to Ref: AUD:001:17

- Changes to Note section – *Audits will be prearranged and carried out in accordance with Covid-19 guidelines.*
- Page 3 Deleted *Location, Hospital Group / CHO/ Service and Line Manager*
- Section A Q2 word change to site and / or service
- Section A Q3 changed to *Does the ward/department/service department safety statement detail the disciplines of staff working within the area and name and job title of the Line Manager, including their signature?*
- Section A Q4 Changed to *Has the site and/or service safety statement been signed off by all current/floating/bank staff from this ward/department/service within the last 12 months?*
Removed - *The sheet must clearly indicate that it refers to risk assessments.*
- Section B – Note added - Note: A Risk Assessment is deemed invalid & there will be no progression to the Control Measures criterion, if one or all of the following is absent -: Department/ Service site, Date of assessment, Hazard Identified, Risk Description or Risk Rating. Please note if the Service is filled in on the Risk Assessment form (under Department / Service Site) and the site is not indicated, yet all of the other particulars above are completed and the controls measures documented can be localised to the site, the risk assessment marks lost is as allocated i.e. 15 marks this element. All Control Measures listed for each hazard below must be detailed so that they are specific to the site or service. Marks will not be given unless this evident.
- Updated legislation on Section B, Q13, Q40, Q45
- Q45 – Updated Hazard Identified and Risk Description
- Appendix 2 – Inserted *important note for risk assessments*
- Page 22 – changed 66 to 65
- Appendix 2 – Changed example 66 to 65
- Updated legislation on Section B Q13, Q14