

# Health & Safety Management System Review

(GAP Analysis)



## Introduction

William Martin would commence with the undertaking of an Independent Review and Gap Analysis of the respected Health & Safety Management System and arrangements in operation across the organisation, against the principles of The HSE publication "Managing for health and safety" (HSG65).



## Objectives

The objectives of this review would include:

1. Undertake a high-level overview review to assess the current status of health and safety compliance and management at the organisation and whether these are adequate to meet statutory, best practice and your own requirements.
2. To review current policies & procedures, internal audit system, processes in place, components of the organisations' health & safety management system, training matrix, organisation accountabilities & responsibilities, profile of risks within the organisation and to what extent current arrangements are working effectively.
3. To consider to what extent the organisations' current health & safety management system is an integral part of workplace actions, behaviours, attitudes, and cultures.
4. To highlight the areas of strength of the organisations' current approach.
5. To identify any gaps and areas where improvements can be made.
6. To produce a prioritised action plan of requirements & recommendations for stepping up to the next level and maintaining such standards.

## Methodology

In outline, the Review would involve:

### Stage 1 - Document review

Obtain and undertake a review of all relevant health & safety documentation, including the organisations' management structure, organisation & responsibility charts, policies & procedures, compliance documents, monitoring & inspection documents, training matrix & records, contractor management documentation and accident & incident records. A list of documentation will be provided in advance.

### Stage 2 - Meetings with staff

Meet with and 'interview' key members of staff to understand the health & safety implications of the organisations' business activities, business culture and objectives, responsibilities for health & safety and to assess how the policies and processes currently in place are applied, adhered to, and managed.

### Stage 3 - Sample Site Audits

Visit a pre-arranged sample of departments/managed sites/areas/activities to witness how effective the organisations' current risk management controls are and identify any aspects that can be improved upon.

### Stage 4 - Analysis of findings, report production and presentation

A written headline report will be produced and presented in a face-to-face meeting containing:

- Summary of findings.
- Positive findings.
- Gap analysis.
- RAG System Prioritised Action Plan based on workable business-led solutions.
- Recommendations within the action plan for achieving & maintaining continual improvement and fulfilling business led activities.



## Compliance without compromise

We create next-generation building compliance by fusing clever consultancy with cutting-edge technology, so our clients can grow. Our products include:




**Consultancy:** Unparalleled expertise to safeguard your people and property.



**Meridian:** Our online compliance and risk management platform gives you total visibility.



**Prosure360:** Take control of your supply chain, confidently and efficiently.

 0203 819 8829

 [enquiries@wmcompliance.co.uk](mailto:enquiries@wmcompliance.co.uk)

 [wmcompliance.co.uk](http://wmcompliance.co.uk)

---

Health & Safety • Legionella • Fire Safety • Asbestos • Contractor Management • Accessibility • Environmental • Training

---

London Office, 20 Grosvenor Place, London, SW1X 7HN

Registered Office, C/O Marlowe Plc, 20 Grosvenor Place, London, England SW1X 7HN

William Martin is part of the SRC Group. Our other brands are Elogs and Barbour EHS.