

# School Quarterly Safety Audit process

---

## School Quarterly Safety Audit process:

### Audits:

Once every 3 months members of the School Safety Committee conduct a School Safety audit. This audit process takes 2 forms:

- General overview of Health and Safety compliance in the School.
- In-depth audit of a lab or research group (on the request of a Principle Investigator or lab manager).

You will be notified by email in advance of the audit and you are required to co-operate fully with the members of the Safety Committee.

### Audit reports:

The Safety audit will be followed by a Safety Audit report. Issues highlighted in this report **must** be investigated fully and resolved as quickly as possible.

- Reoccurring issues with individuals or groups (eg. not wearing a lab coat or blocking access to fire extinguishers) will result in warnings being issued by the Head of School.
  - See *School policy on official warnings* for detailed information.