

# Internal Audit Report & Checklist



<b>Date of Audit</b>	9 <sup>th</sup> December 2021. Carried out remotely.		
<b>Client Name</b>	A1 Group Ltd.		
<b>Referenced Documents/Clauses/procedures:</b>	<ul style="list-style-type: none"> <li>• OP001 Risk assessments and method statements</li> <li>• OP004 Training and competency</li> <li>• OP005 Communication and consultation</li> <li>• OP009 Accident, incident and near miss reporting</li> <li>• Emergency preparedness</li> <li>• Car spares process, including eBay sales</li> <li>• Site walk, ref health, safety and environmental issues</li> </ul>		
<b>Auditor(s):</b>	Ian Wilson	<b>Auditee(s):</b>	C.O./S.W.
<b>Audit summary:</b> (Including observations)	Carried out November audit		
<b>Details of Non Conformances:</b> (Include reference Numbers of NC's raised if required)	Observation: The Fire Risk assessment is now 12 months old and may be due for review. SW advises this is being done next week.		

<p><b>Audit Notes and findings;</b></p> <ul style="list-style-type: none"> <li>• <b>OP001 Risk assessments and method statements</b></li> </ul> <p>This document explains the methodology used by A1 Group for the on-going identification of hazards and the assessment of risks in the workplace as required by the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended 2005)</p> <p>Risk assessments and method statements are completed for work activities and sites as required. They are stored on the back office and available to staff as required.</p> <p>The following examples were reviewed:</p> <p>Above ground pipe work          Operating a loading shovel          Bulk loading of batteries          CCTV surveying          Confined space work          Emptying vacuum tanker</p>
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Method statements are also available on back office. Examples viewed:

Nuttall LHR CCTV surveys of drains and sewers  
Basin cleaning BAA  
Henley Regatta  
Chatham Place development  
Pipe jetting  
Silt removal from water tanks

- **OP004 Training and competency**

This procedure defines how the company ensures that each member of staff on behalf of A1 Group is made aware of their responsibilities required by the Management System.

Competencies are suitably recorded with any certifications as required.

The company maintains a spreadsheet listing job description vs qualifications/training required for that job.

The HR system is managed by Sage HR, which not only records qualifications but also expiration. (Alerts set as appropriate)

Hard copy certificates are maintained in the office should originals or copies ever be required.

- **OP005 Communication and consultation**

This procedure defines how the company ensures that each member of staff on behalf of A1 Group is made aware of their responsibilities required by the Management System.

Competencies are suitably recorded with any certifications as required.

All employees have received information setting company policies and what their role will be to ensure that the Management System achieves its objectives and targets.

The company now has a structured communication process in place. The topics covered are:

1. Biannual newsletter
2. Annual Appraisals
3. Annual H&S Refresher training
4. Quarterly Management meetings
5. Monthly toolbox talks
6. Monthly Depot Transport meetings
7. Monthly H&S
8. Weekly Depot Team meetings

Noticeboards are scattered throughout the site with various information contained.

There is also a system in place through the back office that people can send in suggestions. However, none have

been recorded.

- **OP009 Accident, incident and near miss reporting**

All occurrences, regardless of the associated injury should be reported, recorded, and investigated as necessary, and all accidents, regardless of the associated injury.

There have been 6 incidents since March 2021, excluding minor road vehicle collisions. Four were in one month all resulting from clumsy handling of heavy items. None needed more than minor treatment, and all were back at work next day Action taken to minimise risk of repetition. One was a woman who fell down steps but had disappeared before an H&S rep got to her. The most serious was a RIDDOR event, where a member of the public was reversed into by a forklift. Racking has been moved, signage added, public barred from vulnerable area and a customer waiting area provided.

- **Emergency preparedness**

Advised previously that all fire risk-related and such related items are addressed the week before Isoqar attend, when a specialist consultant will attend and therefore any issues are fresh and are addressed prior to the visit.

Fire risk assessment was carried out on 9<sup>th</sup> December 2020 by HR & Business Systems of Keynsham, Bristol BS31 1PP. No concerns or recommendations. Observation: This is now 12 months old and may be due for review. SW advises this is being done next week.

Fire extinguishers inspected 14<sup>th</sup> February 2020 by RES Safety Engineers, Reading RG1 8NQ.

The Fire Prevention plan was reviewed on 31<sup>st</sup> August 2021 and is still current.

The fire evacuation plan was reviewed in January 2019 and is still current.

- **Car spares process, including eBay sales.**

When customers arrive at the yard seeking used parts for cars, they have two options.

Firstly, they can remove the parts themselves from a donor car, and staff will extract the vehicle, place it in a safe area and customers can remove the parts themselves. A toolkit can be loaned for a £40 deposit. The public is not allowed into the general car storage area and no climbing is allowed either. Bilingual signs reinforce this.

Secondly, if they want staff to carry out the removal, they can wait in reception and the part will be delivered to them.

Payment is by cash or card and the split is 50:50.

In the case of eBay sales, the parts are already removed, cleaned, and photographed prior to putting on the site. They are then kept in a secure area until sold and paid for, then boxed and despatched.

Parts are marked with a particular pen or stamp to avoid unscrupulous returns and normally parts do not have monies refunded; it's either a credit note or a like-for-like part.

Two first aid kits in spares department, both complete and advised up to date.

- **Site walk, ref health, safety and environmental issues**

Oil/fuel spillages are dealt with by the use of absorbent granules then the area is pressure washed. The slurry goes to interceptors/holding tanks and then periodically collected for safe disposal. Tyres are graded for resale or scrap; scrap is collected by contractors and alloy wheels are usually sent straight for scrap as they are usually damaged.

Could not be carried out due to Covid restrictions but site walks are carried out by staff and recorded on Back Office.