

# Audit schedule – 2020

Department	Audit Date (√ = Confirmed, TBC = To be confirmed)	Report submission date	Management response receipt date	HoD	Safety liaison	Review date (2 hour meeting)
<b>FULL audit</b>						
Chemistry <i>Scoping meeting: Wed 11 Mar</i>	Tue 21 – Thu 23 Apr ✓			Oscar Ces	Stef Hoyle	
Student Union (Silfest) <i>Scoping meeting: Mon 30 Mar</i>	Tue 28 Jul – Sat 1 Aug TBC			?	Liaising with Tom Newman; Malcolm Martin	
Dyson <i>Scoping meeting: Thu 27 Feb</i>	Tue 8 – Thu 10 Sep ✓			Peter Cheung	Connor Myant	
<b>HASMAP (Short audit) topics year 1 of 2:</b> Leadership [substantial level], Health & Safety Monitoring [basic level] and Accidents & Incidents [basic level]						
Brain Sciences + Francis Fraser [part of Surgery & Cancer] <i>Scoping meeting: Tue 25 Feb</i>	Tue 2 Jun ✓			Paul Matthews	Marco Brancaccio	
Surgery & Cancer	Tue 10 Mar (focus area: Paterson Building) ✓			George Hanna	Elsa Paul (Department manager), Roger White (Operations Manager)	
Hamlyn <i>Scoping meeting: Mon 9 Mar</i>				Ferdinando Rodriguez y Baena (Interim co-director)	Salzitsa Yordanova Anastasova-Ivanova	
Hackspace <i>Scoping meeting: Tue 28 Jul</i>	Wed 21 Oct ✓			Liaising with Graham Hewson; Simon Hepworth	?	

# Department safety inspection schedule – 2020

Department	Inspection Date (√ = Confirmed, TBC = To be confirmed)	Inspection report receipt date	Progress report# receipt date	HoD	Safety liaison
Note: #Progress report to include completed action list and signed-off by HoD					
FoNS - Physics	Wed 26 Feb ✓			Michelle Dougherty	Stef Hoyle
FoE – Computing	Tue 3 Mar ✓			Daniel Rueckert	Michael Breza
FoE - Earth Science and Engineering	Wed 11 Mar ✓			Mark Sephton	Simon Davis
SS – Outreach	Tue 28 Apr ✓			Andrew Tebbutt	Melanie Bottrill
SS – Sports	Mon 30 Mar - Wed 1 Apr TBC			Will Hollyer	Richard Boakes
SS – Student Union	(joint inspection for Sports & Student Union across multiple sites: Charing Cross, Putney Boathouse, Ethos, Beit Quad & Royal Albert Hall)			Liaising with Julia Mattingley & Tom Newman	Malcolm Martin
SS - ICT (deskside services team) (across multiple campuses: South Kensington, St. Mary's, Hammersmith & White City)	Charing Cross_Wed 1 Apr Hammersmith & WC_Tue 5 May St. Mary's_Wed 6 May South Kensington_Wed 6 May All dates TBC			Sonja Browning-Page	Caroline Carter
FoM – National Heart & Lung Institute (NHLI)	Thu 4 Jun ✓			Edwin Chilvers	Gareth Hyde
SS - Security (focus area: welfare infrastructure)	Wed 26 – Thu 27 Aug (across multiple campuses: South Kensington, White City, St. Mary's & Hammersmith) ✓			Terry Branch	Lee Bryant
FoE – Mechanical Engineering (MechEng)	Tue 3 Nov ✓			Mike Lowe	Julia Easton
FoNS - Centre for Environmental Policy (CEP)[Silwood campus]	Awaiting FoNS to confirm TBC			Mark Burgman	Karen Lyle
SS - Catering	Tue 20 Oct ✓			Kamil Khoury	Maria Grigsby
FoE - Materials	Thu 22 Oct ✓			Peter Haynes (till Jun 20)	Peter Petrov
SS – Farmer's Market	TBC			Gary Lloyd	?

# Campus safety inspection schedule – 2020

Campus	Inspection Date
South Kensington	Thu 2 Apr (pm)
White City	Thu 12 Mar (pm)
Hammersmith	Thu 12 Mar (am)
Chelsea and Westminster	TBC
Charing Cross including Parson's House	TBC
Silwood Park	140120_Possibly Jun/Jul to coincide with DoLS annual staff meeting; awaiting date from FoNS
North West London Hospital (Northwick Park)	Tue 25 Aug
Royal Brompton	TBC
St. Mary's	Thu 4 Jun

## Audit schedule – 2019 (in progress)

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<b>HASMAP (Short audit) topics year 1 of 2:</b> Leadership, Health & Safety Monitoring and Accidents & Incidents						
Residences	Wed 30 Jan (Parson's House) ✓ & Thu 30 May (Xenia) ✓	Parson's (Fri 1 Feb); Xenia (Tue 23 Jul)	Sun 15 Sep	Paul Noke	Andrew Greig	Mon 20 Apr 20- @ 1300hr
Mathematics *	Thu 31 Jan ✓	Fri 22 Mar	Wed 8 May	David van Dyke	Andy Pope	Thu 15 Aug 19 @ 1100hr ✓
Chemistry *	Wed 1 May ✓	Tue 23 Jul	Tue 1 Oct	Alan Armstrong	Stef Hoyle	TBC
Office of Financial Strategy - GradPad	Wed 17 Jul ✓	Wed 11 Sep	TBC	Charles Gallagher	Julie Piesse (UPP Director of Residences)	TBC
Electrical and Electronics	Wed 5 Dec 2018 ✓ Rescheduled 27 Mar 2019 Rescheduled 2 Oct 2019 ✓	Mon 11 Nov	TBC	Eric Yeatman (Ext 46204)	Andy Paice (Ext 46190)	Wed 11 Mar 20 @ 1500hr
Office of Financial Strategy (Residential Tower – White City)	Wed 17 Jul 19 – Informal site tour ✓ Mon 30 Sep 19 – Pre-audit site familiarisation tour ✓ Fri 18 Oct 19 – Audit interviews ✓ Tue 29 Oct 19 – Site inspection tour with Hoare Lea ✓	Mon 16 Dec	TBC	John Anderson	Surgul Gonul/Charles Gallagher/Katrina McClellan	Mon 1 Jun 20 @ 1330hr
Office of Financial Strategy - Thinkspace	Tue 10 - Thu 12 Sep ✓	TBC	TBC	Simon Julliard	David Diedo (DNAe H&S manager)	TBC

## Department safety inspection schedule – 2019 (in progress)

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Note: #Progress report to include completed action list and signed-off by HoD					
Business School	Tue 26 Mar ✓			Francisco Veloso	Jon Tucker
School of Public Health	Tue 30 Apr ✓			Deborah Ashby	Sapna Halder
Invention Rooms	Tue 30 Apr ✓			Tom Pearson	Ian Johnson
Hackspace	Tue 30 Apr ✓			Oscar Ces	Ryan White
Early Years Education Centre	Tue 15 Oct ✓ <small>Changed from Wed 17 Jul 19</small>			Tracy Halsey	Tajinder Pal
Life Sciences	Thu 15 Aug ✓			Anne Dell	Allison Hunter
Civil Engineering	Thu 17 Oct ✓			Nick Buenfeld	Geoff Fowler
BioEngineering *	Tue 1 Oct ✓			Anthony Bull	Ken Keating
Library	Mon 14 Oct ✓			Chris Banks	Nova Larch & Wunmi Agunbiade
Hamlyn Centre	Wed 16 Oct – cancelled for SK; JC has completed site visit & discussion on 10.04.19 for Northwick Park			Guang-Zhong Yang	Salzitsa Yordanova Anastasova-Ivanova
Chemical Engineering *	Wed 30 Oct ✓			Nilay Shah	Severine Toson
Student Union	Wed 13 Nov ✓			Jarlath O'Hara	Malcolm Martin
CBS	Tue 26 Nov ✓			Mandy Thorpe; Rob Floyd (from 1 April 2019)	Sally Campbell (from 1 Jan 2020)
Dyson	Wednesday 27 Nov ✓			Peter Childs; Peter Cheung (from 1 Nov 19)	Connor Myant
Aeronautics	Wed 11 Dec ✓			Paul Robinson	Nigel MacCarthy

\* Guest inspector (internal) present

Change from audit to inspection
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# Audit schedule – 2018 (completed)

Department	Audit Date (1-day audit except ones in green)	Report submission date	Management response receipt date	HoD	Safety liaison	Review date (2 hour meeting)
<b>HASMAP (Short audit) topics year 2 of 2:</b> Leadership including planning (driving at work) and Emergency planning						
Earth Sciences & Engineering <i>Scoping meeting: Tue 16 Jan 18</i>	Wed 28 Feb ✓	Thu 22 Mar	Mon 21 May	Mark Sephton	Simon Davis	Mon 22 Oct 18 – 14.00
Catering EH <small>(audit rescheduled from Wed 24 Jan 18)</small> <i>Scoping meeting: Thu 25 Jan 18</i>	Tue 6 Mar ✓	Wed 28 Mar	Tue 28 Aug	Jemma Morris	Maria Grigsby	Wed 13 Mar 19 – 13.00
Materials <i>Scoping meeting: Tue 1 Feb 18</i>	Wed 7 Mar ✓	Wed 28 Mar	Fri 11 May	Peter Haynes	Peter Petrov	Mon 11 Feb 19 – 14.00
SPORTS (5 FTE days) <i>Scoping meeting: Tue 5 Dec 17</i>	Mon 12 – Thu 15 Mar ✓	Fri 6 Apr	Wed 2 May	Will Hollyer	James Blackley (up till 31 Dec 2017) Richard Boakes	Tue 12 Feb 19 – 09.30
Computing <i>Scoping meeting: Mon 5 Mar 18</i>	Wed 25 Apr ✓	Wed 6 Jun	Tue 24 Jul	Daniel Rueckert	Michael Breza	Tue 12 Feb 19 – 11.15
Dyson School of Engineering <small>(audit rescheduled from Wed 12 Dec 17)</small> <i>Scoping meeting: Thu 1 Nov 17</i>	Wed 02 May ✓	No audit report issued; agreed with Dyson. No management response required.		Peter Childs	Connor Myant	See notes.
Centre of Environmental Policy (CEP) <i>Scoping meeting: Tue 17 Apr 18</i> <small>(scoping meeting rescheduled from Mon 5 Mar 18)</small>	Thu 17 May ✓	Mon 23 Jul 18	Mon 13 Aug	Mark Burgman	Karen Lyle	Tue 12 Feb 19 – 14.00
Hackspace <i>Scoping meeting: Tue 20 Feb 18</i>	Tue 22 May ✓	Thu 7 Jun	Mon 20 Aug	Oscar Ces	Ryan White	Wed 13 Feb 19 – 09.30 (cancelled); rescheduled to Tue 30 Apr – 14.00
ICT <i>Scoping meeting: Tue 10 Apr 18</i> <small>(scoping meeting rescheduled from Tue 27 Feb 18)</small>	Wed 6 June ✓	Mon 20 Aug	Tue 26 Feb 19	Okan Kibaroglu	Caroline Carter	Tue 12 Mar 19 – 16.00 (cancelled); rescheduled to Mon 4 Mar 19 – 14.00
St. Mary's swimming pool (Part of Sports Imperial)	w/c/ Mon 11 Jun ✓	Wed 20 Jun	Part of Sports FULL audit	Will Hollyer	Richard Boakes	Part of Sports FULL audit
Physics <i>Scoping meeting: Thu 26 April 18</i>	Wed 13 Jun ✓	Tue 25 Sep	Mon 25 Feb 19	Michelle Dougherty (from 1 Jan 2018)	Stef Hoyle	Wed 13 Mar 19 – 15.00
OUTREACH (4 FTE days) <i>Scoping meeting: 12 April 18</i>	Tue 26 – Fri 29 Aug ✓	Thu 12 Jul	Thu 23 Aug	Andrew Tebbutt	Melanie Bottrill	TBC
School of Public Health (SPH) <i>Scoping meeting: Mon 19 Feb 18</i>	Wed 15 Aug ✓	Wed 26 Sep	Fri 21 Dec	Elio Riboli (up till 31 Dec 2017); Deborah Ashby (from 1 Jan 2018)	Sapna Halder	Mon 18 Feb 19 – 15.00
Invention Rooms	Thu 23 Aug ✓	No audit report issued; agreed with Invention Rooms. No management response required.		Tom Pearson	Ian Johnson	See notes.
NHLI <i>Scoping meeting: Tue 1 May 18</i>	Wed 5 Sept ✓	Wed 19 Sep	Tue 30 Oct	Sian Harding	Gareth Hyde	Tue 13 Nov 18 – 10.00
Catering – café inspection	Fri 14 & Mon 17 Sep	No audit report issued; agreed with Catering. No management response required.		Jemma Morris	Maria Grigsby	See notes.
MECHANICAL ENGINEERING/ESTATES INTERFACE (3 FTE days) <i>Scoping meeting: Thu 26 Jul 18</i> <i>Site Familiarisation: Wed 22 Aug (TBC)</i>	Mon 17 -20 Sep ✓	Sat 22 Dec	Thu 31 Jan 19	Peter Cawley & Nick Roalfe	Julia Easton	TBC
Residences <i>Scoping meeting: Tue 26 Jun 18</i> <small>(rescheduled from Thu 24 May 18)</small>	Wed 24 Oct ✓	Rescheduled to Wednesday 30 January 2019.		Paul Noke	Philip Notley, Carlos O Lozano Velasco (up till 30 Nov 2017), Andrew Greig (from 1 Dec 2017)	See notes.
Thinkspace <i>Scoping meeting: Tue 14 Aug 18</i>	Wed 14 Nov ✓	Rescheduled to 2019.		Simon Julliard	?	See notes.
Office of Financial Strategy (OFS) <i>Scoping meeting: Thu 16 Aug</i>	Thu 15 Nov ✓	Rescheduled to 2019.		John Anderson (Ext 48649)	?	See notes.
Mathematics <i>Scoping meeting: Wed 19 Sept 18</i>	Tue 20 Nov ✓	Rescheduled to Thu 31 Jan 19.		David van Dyck (from 1 Oct 2017)	Andy Pope	TBC
Conferences <i>Scoping meeting: Tue 31 Jul 18</i>	Nov (TBC)	Rescheduled - TBC.		Sally Jensen	Joao Gomes	See notes.
Electrical and Electronics (EEE) <i>Scoping meeting: Wed 10 Oct 18</i>	Wed 5 Dec ✓	Rescheduled to Wed 27 Mar 19.		Eric Yeatman (Ext 46204)	Andy Paice (Ext 46190)	See notes.

# Audit schedule – 2017 (completed)

Department	Audit Date (1-day audit except ones in green)	Report submission date	Management response receipt date	HoD	Safety liaison	Review date (2 hour meeting)
<b>HASMAP (Short audit) topics year 1 of 2:</b> Leadership including planning (driving at work) and Emergency planning						
Library	Wed 22 Feb	23 Mar 17	8 May 17	Chris Banks	Wunmi Agunbiade	7 Dec 17 – 09.30 (Postponed) 21 Feb 18 – 09.00 (Rescheduled)
Business School	Wed 8 Feb	7 Mar 17	9 May 17	Anand Anandalingam (Visiting Professor); Phillip Nelson (Acting Head); Francisco Velooso (from 1 Aug 2017)	Jon Tucker (as advised by P Nelson), Afrey Edes	31 Oct 17 – 09.30
Surgery & Cancer (Digestive Diseases)	Tues 14 Feb	25 Feb 17	3 Apr 17	Jeremy Nicholson, Mark Thursz (SC)	Julia Anderson, Diane T	5 Dec 17 – 14.00
BIOENGINEERING Week 1 Mon 27/02 – Fri 03/03 Week 2 Mon 06/03 – Fri 10/03	FEB - MAR	28 Mar 17	2 May 17	Anthony Bull	Ken Keating	21 Aug 17 – 14.00
Civil Engineering	Wed 26 Apr	22 Jun 17	7 Oct 17	Nick Buenfeld	Geoff Fowler	20 Feb 18 – 14.30
LIFE SCIENCES Week 1 Mon 15/05 – Fri 19/05 Week 2 Mon 22/05 – Fri 26/05	MAY	14 Jun 17	18 Aug 17	Anne Dell	Stef Hoyle	5 Feb 18 – 15.00 (Postponed) 23 May 18 – 12.00 (Rescheduled)
Chemistry	Tue 6 Jun	13 Jul 17	17 Nov 17	Alan Armstrong	Stef Hoyle	8 Feb 18 – 14.00
Department of Medicine	Tue 18 Jul	04 Oct 17	25 Oct 17	Martin Wilkins	Vanessa Powell	5 Dec 17 – 16.00
Estates (Security)	Wed 26 Jul	14 Aug 17	18 Oct 17	Terry Branch	Steve Walker	1 May 18 – 15.00
Student Union	Tue 26 Sep	23 Oct 17	8 Dec 17	Jarlath O'Hara	Malcolm Martin	26 Jun 18 – 15.00
Hamlyn Centre	Thu 28 Sep	09 Oct 17	10 Nov 17	Guang-Zhong Yang	Graham Brooks	23 Oct 18 – 14.00 (Confirmed)
EYEC	Wed 13 Sep	21 Sep 17	31 Oct 17	Jane Neary	Tracy Halsey	23 May 18 – 09.30
CBS	Wed 1 Nov	7 Dec 17	19 Jan 18	Mandy Thorpe	Colin Wells	14 Aug 18 – 14.00 (Confirmed)
Chem Eng	Wed 8 Nov	13 Dec 17	20 Feb 18	Nilay Shah	Severine Toson	23 Oct 18 – 11.00 (TBC)
Fire process safety (EXTERNAL)	Monday 20 Nov			Various HoDs	Various DSOs	TBC
Aeronautics	Wed 6 Dec	21 Jan 18	6 Jun 18	Ferri Aliabadi; Paul Robinson (from Oct 2017)	Nigel MacCarthy	20 Aug 18 – 15.00 (TBC)

# Audit schedule – 2016 (completed)

Department	Audit date (1-day audit except ones in green)	Report submission date	Management response receipt date	HoD	Safety liaison	Review date (2 hour meeting)
FONS - CHEMISTRY	Mar 2015	July 2015	Oct 2015	Alan Armstrong	Stef Hoyle	?
FOE - CIVIL ENGINEERING	Jul 2015	11 Sep 2015	25 Sep 2015	Nick Buenfeld	Geoff Fowler	5 Apr 16 - 10.00
FOM - HEPATOLOGY (DoM) Digestive Diseases (S&C) in Aug 2015	Aug 2015	24 Aug 2015	03 Mar 2016	Mark Thursz, Julia Anderson	Diane Thomason	Several
FOM - CBS	Wed 14 Oct 2015	23 Feb 2016	23 Jun 2016	Mandy Thorpe	Colin Wells	12 Dec 16 – 14.00
FOE - Aeronautics	Wed 4 Nov 2015	21 Jan 2016	9 Feb 2016	Ferri Aliabadi	Nigel MacCarthy	27 Jul 16 - 14.00
TICKLETUM NHS nursery	Nov 2015	3 Dec 2016	18 Apr 2016	NHS	Trish Teixeira	n/a
FOE - Chemical Engineering	Thu 26 Nov 2015	11 Jan 2016	25 Feb 2016	Andrew Livingstone (during) Nilay Shah (post)	Severine Toson	24 Nov 16 – 14.00
SS - EYEC	Sept 2015	2 Dec 2015	28 Jan 2016	Jane Neary	Tracy Halsey	3 Mar 16 - 13.00
SS - Catering	Thu 14 Jan 2016	18 Jan 2016	22 Feb 2016	Gemma Morris	David Hughes	18 Aug 16 – 14.00
FOE - Earth Science & Engineering	Wed 27 Jan 2016	8 Mar 2016	18 Apr 2016	Jan Cilliers (during) Mark Sephton (post)	Simon Davis	6 Oct 16 – 14.30
FOE - Materials	Thu 28 Jan 2016	15 Mar 2016	24 Aug 2016	Peter Haynes	Peter Petrov	6 Oct 16 – 12.00
FOE - Computing	Wed 16 Mar 2016	03 May 2016	30 Sep 2016	Susan Eisenbach (during) Daniel Rueckert (post)	Michael Breza	17 Nov 16 – 14.00
FOE - Mechanical Engineering Lab 123	Tue 12 Apr 2016	9 May 2016	28 June 2016	Peter Cawley	Steve Greenwood	14 Dec 16 – 15.00
FONS - Physics	Wed 13 Apr 2016	31 Jun 2016	15 Mar 17	Jordan Nash	Julia Easton (during)	5 Dec 17 – 11.00
SS - ICT	Mon 25 Apr 2016	26 May 2016	07 Jul 2016	John Shemilt	Caroline Carter	15 Dec 16 – 10.30
FONS - Life Sciences	Wed 27 Apr 2016	15 Sep 2016	18 Oct 2016	Murray Selkirk (during), Anne Dell (post)	Stef Hoyle	11 Apr 17 – 09.30
FONS - Mathematics	Wed 4 May 2016	22 Aug 2016	29 Sep 2016	Richard Craster	Julia Easton (during)	21 Jun 17 – 13.00
FONS - Centre for Environmental Policy	Wed 11 May 2016	27 Jul 2016	25 Oct 2016	Zen Makuch (during), Prof Mark Burgman (from Feb 17)	Stef Hoyle	15 May 17 – 13.00 4 Dec 17 – 13.00
FOM - NHLI	Tue 17 May 2016	22 Aug 2016	21 Sep 2016	Kim Fox	Gareth Hyde	11 Apr 17 – 14.00
SS - Residences	Wed 8 Jun 2016	25 Oct 2016	11 Jan 2017	Paul Noke	Philip Notley	22 Aug 17 – 09.30
FOM - School of Public Health (SPH)	Thu 7 Jul 2016	9 Sep 2016	13 Mar 17	Elio Riboli	Diane Thomason, Sukwinder Singh (during)	7 Dec 17 – 15.00
SS - Conferences Mon 8 Aug [Interviews] Wed 31 Aug [Event observations] Thurs 1 Sept [Debrief]	Mon 8 & Wed 31 Aug 2016	6 Sep 2016	13 Oct 16	Jane Neary	David Hughes	19 Jul 17 – 13.00
Student Recruitment & OutReach	Tue 13 Dec 2016	20 Dec 2016	26 Jan 17	Andrew Tebbutt	Mel Bottrill	20 Jul 17 – 13.00
BoatHouse	Thu 22 Dec 2016	10 Jan 2017	10 Apr 17	Will Hollyer	James Blackley	26 May 17 – 10.00
RADIATION Week 1 Mon 15/08 – Fri 20/08 Week 2 Mon 22/08 – Fri 27/08	Aug 2016	8 Feb 17		Ross Manson	Jon Fear	19 Jun 17 – 15.00
FOE - ELECTRICAL ENGINEERING Week 1 Mon 14/11 – Fri 18/11 Week 2 Mon 21/11 – Fri 25/11	Nov 2016	16 Jan 17	10 Feb 17	Eric Yeatman	Andy Paice	24 Jul 17 – 13.00