



Five Star Occupational Health and Safety Audit

Specification August 2024

Summary of Change document

Content

1.0: Introduction

1.1: Background to Five Star Occupational Health and Safety Audit Specification 2024

2.0: Summary of changes

2.1: Sectional changes

2.2: Best Practice Indicators (BPI)

2.3: Element(s) changes

1.0: Introduction

This summary document has been prepared to outline the main areas of change within the British Safety Council's Five Star Occupational Health and Safety Audit Specification 2024 (FSA).

The document is intended to assist those organisations who have previously undertaken the Five Star Occupational Health and Safety Audit Specification 2023 in their preparations for being audited against the Five Star Occupational Health and Safety Audit 2024 Updated model.

It is important to note that the content of this summary should not be interpreted as a definitive or exhaustive source of information when preparing for the audit itself.

It is strongly recommended that the summary document is read and used in conjunction with the specification document itself, pre audit reports (if applicable) and other related sources of information.

1.1: Background to the Five Star Occupational Health and Safety Audit Specification 2024 (FSA).

As part of the British Safety Council's commitment to the continual improvement of our products, together with a recognition of recent developments in technological advancements and health and safety management trends, our five-star audit specification(s) are reviewed on an annual basis.

The subsequent 2024 version of the Five Star Occupational Health and Safety Audit Specification has been designed to complement our quality assurance and auditor standardisation processes in order to ensure a quality experience for the auditee.

The review of the 2023 version of the Five Star Occupational Health and Safety Audit Specification audit specification was carried out by a technical project team of health and safety professionals. The review concluded that the 2024 model needed to continue to test the ongoing commitment and improvement that should be evident in mature Occupational Health and Safety Management Systems therefore a re-alignment has been included by introducing the expectation to explore & evaluate technological solutions into the 2024 specification.

The Five Star Occupational Health and Safety Audit model is reflective of a **PLAN / DO / CHECK / ACT** management cycle.

The Five Star Occupational Health and Safety Audit Specification 2024 has sought to cap the number of elements tested to 50 maintaining however the significant portion of marks are awarded within the 'Do' portion of the improvement cycle. It also recognises the need to recognise and address issues related to wellbeing in the workplace.

The Five Star Occupational Health and Safety Audit Specification 2024 provides organisations with a structured route toward a genuine best practice in managing and implementing occupational health and safety and the subsequent business benefits that improved occupational health and safety performance can bring.

2.0: Summary of changes

This section of the document is intended to outline the specific changes between the previous Five Star Occupational Health and Safety Audit Specification 2023 and the August 2024 version.

2.1: Sectional changes

The Five Star Occupational Health and Safety Audit Specification 2024 specification model has retained the previous format in respect of four sections containing related elements. However **FIVE** elements within section 1 have specific mandatory requirements to achieve a threshold mark.

Table 1:

Plan	Do	Check	Act
Section 1	Section 2	Section 3	Section 4
Organisational leadership, commitment and planning	Implementation and operation	Performance monitoring and measurement	Evaluation and continual improvement

During the audit process, the auditor will examine specific Occupational Health and Safety criteria and review how well the organisation can demonstrate an integrated approach to this subject area across the management cycle and the four sections of the Five Star Occupational Health and Safety Audit specification.

2.2: Best Practice Indicators (BPI)

The effective implementation and progression of mature Occupational Health and Safety management systems (and associated arrangements) toward overall business efficiency cannot be overstated.

It is recognised that there are a number of factors involved for any organisation in reaching this status, but it is considered that five best practice indicators are primary management tools in respect of this:

- BPI 1: Leadership and Commitment
- BPI 2: Stakeholder Participation
- BPI 3: Risk Management
- BPI 4: Organisational Health and Safety Culture
- BPI 5: Continual Improvement

The subsequent audit report document includes a summary of performance within these areas (measured against a best practice threshold) and also recommendations for improvement wherever appropriate.

2.3: Element changes

The number of elements within the Five Star Occupational Health and Safety Audit specification compared to 2023 had remained at 50 elements. The marks allocated per section have been further adjusted. Section 2 remains the section where the majority of marks can be achieved. Sections 1 and 3 now have equal standing. This reflects the need for leadership and commitment to be co-equal with Monitoring and reviewing.

Table 4 highlights the linkages between the previous 2023 specification and the August 2024 Five Star Occupational Health and Safety Audit specification.

It should be noted that, in keeping with the holistic approach to the audit process, an element may well be considered pertinent to more than one section and may also have relevance to other elements across the specification.

It should also be noted that those elements which remain unchanged from the previous specification have been subject to revision and have, in some cases, been updated from a content perspective.

Table 4: Amended (and new) Elements (refer to specification document for examples of typical information required during the audit process)

2023 specification element title	Element reference	Updated (2024) specification element title	Element reference	Comment
Section 1 Organisational leadership, commitment and planning				
Leadership and commitment	1.01	Leadership and commitment	1.01	No change to Element Name Within the maturity model the requirement to have a current H&S Policy is outlined.
Scope and context for Occupational Health and Safety	1.02	Scope and context for Occupational Health and Safety	1.02	No change to Element Name Background question sets reviewed/reworded and reweighted
Status Assessment	1.03	Status Assessment	1.03	No change to Element Name Background question sets reviewed
Legislative (and other) Compliance	1.04	Legislative (and other) Compliance	1.04	No change to Element Name Background question sets reviewed. Weighting remains same
Stakeholder Identification, Consultation and Participation (including corporate social responsibility)	1.05	Stakeholder Identification, Consultation and Participation (including corporate social responsibility)	1.05	Change to Element Name. Corporate Social Responsibility has been removed. Background question sets reviewed and reweighted upwards.
Structure (roles, responsibilities, accountabilities and authorities)	1.06	Structure (roles, responsibilities accountabilities and authorities)	1.06	No change to Element Name.
Occupational health, safety and wellbeing objectives	1.07	Strategic and operational risks and opportunities	1.07	No change to Element Name. Objectives aimed to stretch not simply comply.

Provision of resources and support	1,08	Provision of resources and support	1.08	No change to Element Name Weighting remains same
Competence, capability and behaviours	1,09	Competence, capability and behaviours	1.09	No change to Element Name This is now subject to the maturity model and threshold requirements.
Strategic and operational risk management	1.10	Strategic and operational risk management	1.10	No change to Element Name
Management of change	1.11	Management of change	1.11	No change to Element Name This is now subject to the maturity model and threshold requirements.
Information management	1.12	Information management	1.12	No change to Element Name Weighting remains same
Procurement, outsourcing and contract management	1.13	Procurement, outsourcing and contract management	1.13	No change to Element Name Weighting remains same
Emergency response and crisis management	1.14	Emergency response and crisis management	1.14	No change to Element Name
Wellbeing strategy, scope and objectives	1.15	Wellbeing strategy, scope and objectives	1.15	No change to Element Name
Business Recovery and Resilience	1.17	Business Recovery and Resilience	1.17	This element has been removed

2023 specification element title	Element reference	Updated (2024) specification element title	Element reference	Comment
Section 2 - Implementation and operation				
Identification of hazards, opportunities and assessment of risk	2.01	Identification of hazards, opportunities and assessment of risk	2.01	No change to Element Name Background question increased to include assessment of best available technology. Weighting remains same
Safe systems of work (operating procedures, method statements, work instructions etc)	2.02	Safe systems of work (operating procedures, method statements, work instructions etc)	2.02	No change to Element Name Background question increased to include assessment of best available technology. Weighting remains same
Management and control of work equipment	2.03	Management and control of work equipment	2.03	No change to Element Name Background question sets reviewed to include assessment of best available technology. Inclusion of Racking into the question set. A sub-set of questions on the subject of working at Height
Managing and control of manual handling	2.04	Managing and control of manual handling	2.04	Now a sub-section of Job Design (2.04) Background question increased to include assessment of best available technology. Weighting remains same
Management and control of workstation ergonomics (including DSE)	2.05	Job Design	2.04	Change to Element Name Background question increased to include assessment of best available technology. Questions of manual handling now incorporated.
Remote/Lone Working	2.06	Remote/Lone Working (Including home and hybrid working)	2.05	No change to Element Name. Background question increased to include assessment of best available technology. Weighting remains same.
Management of occupational road risk (including traffic	2.07	Management of occupational road risk (including traffic and	2.06	No change to Element Name

and transport management)		transport management)		Background question increased to include assessment of best available technology. Weighting remains same
Management and control of lifting operations	2.10	Management and control of lifting operations	2.07	No change to Element Name
				Background question increased to include assessment of best available technology. Weighting remains same
Management and control of pressure systems	2.11	Management and control of pressure systems	2.08	No change to Element Name
				Background question increased to include assessment of best available technology. Weighting remains same
Permit to work and safe isolation systems	2.08	Permit to work and safe isolation systems	2.08	This element has been amalgamated into element 2.02 Safe Systems of Work Background question sets reviewed/reworded
Management and control of working at height	2.09	Management and control of working at height	2.03	This element has been included as a sub-category of 2.03 Background question sets reviewed/reworded and reweighted upwards
Management and control of hazardous substances (including asbestos and legionella)	2.12	Management and control of hazardous substances (including asbestos and legionella)	2.09	Change to Element Name to include viruses Background question sets reviewed/reworded. Weighting remains same
Infection Control	2.13	Infection Control	2.13	Element merged into 2.09
Management and control of confined space work	2.14	Management and control of confined workspace	2.10	No change to Element Name Background question increased to include assessment of best available technology. Weighting remains same
Management of excavations and work below ground	2.11	Management of excavations and work below ground	2.11	No change to Element Name Background questions increased to include assessment of best available technology.
Management and control of electrical hazards	2.12	Management and control of electrical safety	2.12	No change to Element Name Background questions increased to include assessment of best available technology.
Management and control of noise & vibrations	2.13	Management and control of noise & vibrations	2.13	No change to Element Name Background questions increased to include assessment of best available technology.

Management and control of personal protective equipment	2.14	Management and control of personal protective equipment	2.14	No change to Element Name Background question sets reviewed/reworded. Weighting remains same
Workplace welfare (housekeeping, storage, welfare facilities, etc.)	2.15	Workplace welfare (housekeeping, storage, welfare facilities, etc.)	2.15	No change to Element Name Background question sets reviewed/reworded. Additional assessment of accommodation for workers Weighting remains same
Implementing crisis management and business recovery plans	2.16	Emergency Response and Crisis Management	2.16	No change to Element Name Background question sets reviewed. No changes necessary
Fire safety management (protective and preventative controls)	2.17	Fire safety management (protective and preventative controls)	2.17	No change to Element Name Background question sets reviewed. No changes necessary. Weighting remains same
Wellbeing and Psychosocial Risk Management	2.18	Wellbeing and Psychosocial Risk Management	2.18	No change to Element Name Introduction to psychosocial risk management. Aligned with emerging expectations. Weighting reflects the increased focus on this area of risk management.

2023 specification element title	Element reference	Updated (2024) specification element title	Element reference	Comment
Section 3 Performance monitoring and measurement				
Monitoring of occupational health, safety and wellbeing objectives	3.01	Monitoring of occupational health, safety and wellbeing objectives	3.01	No change to Element Name Background question sets reviewed/reworded and reweighted upwards
Monitoring of occupational health, safety and wellbeing programmes and plans	3.02	Monitoring of occupational health, safety and wellbeing programmes and plans	3.02	No change to Element Name Background question sets reviewed/reworded. Weighting remains same
Audit (internal and external)	3.03	Audit (internal and external)	3.03	No change to Element Name Background question sets reviewed/reworded. Weighting remains same
Monitoring systems (including inspection, risk assessment review, sampling and surveys)	3.04	Monitoring systems (including inspection, risk assessment review, sampling and surveys)	3.04	No change to Element Name Background question sets reviewed/reworded. Weighting remains same
Health Impact monitoring	3.05	Health impact monitoring	3.05	No change to Element Name Background question sets reviewed/reworded and reweighted upwards
Monitoring of procurement, outsourcing and contractors	3.06	Monitoring of procurement, outsourcing and contractors	3.06	No change to Element Name Background question sets reviewed/reworded. Weighting remains the same
Effectiveness of information and communication management	3.07	Effectiveness of information and communication management	3.07	Element Removed. Covered throughout other monitoring elements.
Accident, incident, near miss report and investigation monitoring	3.08	Accident, incident, near miss report and investigation monitoring	3.07	No change to Element Name Background question sets reviewed/reworded. Weighting remains the same

Ill health monitoring (including absenteeism and presenteeism)	3.09	Ill health monitoring (including absenteeism and presenteeism)	3.08	No change to Element Name Background question sets reviewed. No changes required.
Loss/damage analysis	3.10	Loss/damage analysis	3.09	No change to Element Name
Non-conformance monitoring	3.11	Non-conformance monitoring	3.11	No change to Element Name Background question sets reviewed/reworded. Weighting remains the same
Monitoring of competence, capability behaviours and health and safety culture	3.12	Monitoring of competence, capability behaviours and health and safety culture	3.12	No change to Element Name Background question sets reviewed/reworded and reweighted downwards
2022 specification element title	Element reference	Updated (2023) specification element title	Element reference	
Section 4 - Evaluation and continual improvement				
Top management review process.	4.01	Top management review	4.01	No change to Element Name Background question sets reviewed/reworded and reweighted downwards.
Effectiveness of Leadership, resources and support	4.02	Effectiveness of Leadership, resources and support	4.02	No change to Element Name Background question sets reviewed/reworded Weighting remains the same.
Opportunities for improvement	4.03	Opportunities for improvement	4.03	No change to Element Name Background question sets reviewed/reworded Weighting remains the same.
Effectiveness of corporate social responsibility	4.04	Effectiveness of corporate social responsibility (part of ESG)	4.04	Change to Element Reword to include reference to ESG (Environmental, Social Governance) Background question sets reviewed/reworded. Weighting remains same

Evaluation of legislative (and other) compliance	4.05	Evaluation of legislative (and other) compliance	4.05	No change to Element Name Background question sets reviewed/reworded Weighting remains the same.
Evaluation competence, capability, behaviours and health and safety culture	4.06	Evaluation competence, capability, behaviours and health and safety culture	4.06	No change to Element Name Background question sets reviewed/reworded Weighting remains the same.
