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Five Star Occupational Health and Safety Audit

Specification August 2023 update
Summary of change document

Contents

1.0: Introduction	1
1.1: Background to the Five Star Occupational Health and Safety Audit 2023 Specification Update	2
2.0: Summary of changes	3
2.1: Sectional changes	4
2.2: Best practice indicators (BPI)	5
2.3: Element(s) changes	6
2.4: Maturity Matrix Requirements (Sample)	

By outlining the main areas of change, this document is intended to assist organisations that were audited against the Five Star Occupational Health and Safety Audit 2022 specification in their preparations for being audited against the updated 2023 specification.

It is important to note that the content of this document should not be interpreted as a definitive or exhaustive source of information for organisations preparing to be audited.

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

1.1

Background to the Five Star Occupational Health and Safety Audit Specification 2023 update (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 both legislative and health and safety management trends, our Five Star Audit specification(s) are reviewed on an annual basis.

The review of the Five Star Occupational Health and Safety Audit specification was carried out by a technical project team of health and safety professionals. This review concluded that the 2022 specification did not sufficiently 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 maturity requirements into the 2023 specification.

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

This update has sought to cap the number of elements tested to 50 maintaining, however the significant portion of marks are awarded within the 'Do' section of the cycle. It also recognises the introduction of wider wellbeing in the workplace.

This update provides organisations with a structured route towards genuine best practice in managing and implementing occupational health and safety, and the subsequent business benefits improved occupational health and safety performance can bring.

2.0

Summary of changes

This section outlines the main changes between the Five Star Occupational Health and Safety Audit 2022 specification and the updated 2023 specification.

2.1

Sectional changes

The Five Star Occupational Health and Safety 2023 specification has retained the previous format in respect of four sections containing related elements. However, FIVE elements within Section 1 now 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, the auditor will examine specific criteria to review how well the organisation demonstrates an integrated approach to each subject area, across the management cycle and these four sections.

2.2

Best practice indicators (BPI)

The effective implementation and progression of mature occupational health and safety management systems (and associated arrangements) towards overall business efficiency cannot be overstated.

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

- **Leadership and commitment**
- **Stakeholder engagement**
- **Risk management**
- **Organisational health and safety culture**
- **Continual improvement**

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

2.3

Element changes

The number of elements within the 2023 specification has been reduced to 50. Although some subject elements have been removed, the remaining elements have been revised and re-scored to ensure sufficient rigor still exists.

Table 2 highlights the linkages between the 2022 specification and the updated 2023 specification.

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 elements which remain unchanged from the previous specification have been subject to revision and have, in some cases, been updated from a content perspective.

2.3

Element changes

Table 2: Amended (and new) elements (refer to specification document for examples of typical information required during the audit process)

2022 specification element title	Element reference	Updated (2023) specification element title	New element reference	Comment
Section 1 – Organisational leadership, commitment and planning				
Top management leadership and commitment	1.01	Top management leadership and commitment	1.01	This element is now subject to the maturity model and threshold requirements.
Scope and context of occupational health, safety and wellbeing managementsystem	1.02	Scope and context of occupational health, safety and wellbeing managementsystem	1.02	Background question set reviewed and reweighed downwards.
Status assessment	1.03	Status assessment	1.03	This element is now subject to the maturity modeland threshold requirements.
Legislative (and other) compliance	1.04	Legislative (and other) compliance	1.04	This element is now subject to the maturity modeland threshold requirements.
Stakeholder identification, consultation and participation (including corporate social responsibility)	1.05	Stakeholder identification, consultation and participation (including corporate social responsibility)	1.05	Background question set reviewed and reweighed upwards.
Occupational health and safety policy statement	1.06		1.06	Element removed. The occupational health and safety policy statement is now aprerequisite at the time of booking and will therefore nolonger be scored however form spart of the Maturity requirements set out in 1.01.
Structure (roles, responsibilities, accountabilities and authorities)	1.07	Structure (roles, responsibilities accountabilities and authorities)	1.07	Elementnumberchanged. Background question set reviewed and reweighed downwards.
Occupational health, safety and wellbeing objectives	1.08	Occupational health, safety and wellbeing objectives, programmes and plans	1.08	Elementsmerged. Background question set reviewed, merged and reweighed upwards.
Occupational health, safety and wellbeing programmes and plans	1.09		1.09	
Provision of resources and support	1.10	Provision of resources and support	1.10	Elementnumberchanged. Background question set reviewed, and reweighed upwards.

2.3

Element changes

2022 specification element title	Element reference	Updated (2023) specification element title	New element reference	Comment
Competence, capability and behaviours	1.11	Competence, capability and behaviours	1.11	Element number changed. This element is now subject to the maturity model and threshold requirements.
Strategic and operational risk management	1.12	Strategic and operational risk management	1.12	Element number changed. Background question set reviewed and reweighted downwards.
Management of change	1.13	Management of change	1.13	Element number changed. This element is now subject to the maturity model and threshold requirements.
Information management	1.14	Information management	1.14	Element number changed. Background question set reviewed, and weighting remains the same.
Procurement, outsourcing and contract management	1.15	Procurement, outsourcing and contract management	1.15	Element number changed. Background question set reviewed, and weighting remains the same.
Emergency response and crisis management	1.16	Emergency response and crisis management	1.14	Elements merged. Background question set expanded and reweighted downwards.
Business recovery and resilience	1.17		1.17	
	1.18	Wellbeing strategy, scope and objectives	1.18	Element number changed. Background question set reviewed, and weighting remains the same.

2.3

Element changes

2022 specification element title	Element reference	Updated (2023) specification element title	New 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	Background question set reviewed/ reworded, and reweighted upwards.
Safe systems of work (operating procedures, method statements, work instructions, permits etc.)	2.02	Safe systems of work (operating procedures, method statements, work instructions, permits etc.)	2.02	Background question set reviewed/ reworded, and reweighted upwards.
Management and control of work equipment	2.03	Management and control of work equipment	2.03	Background question set reviewed/ reworded and reweighted upwards.
Managing and control of manual handling	2.04	Job design	2.04	Elements merged and renamed. Background question set reviewed, and reweighted upwards.
Management and control of workstation ergonomics (including DSE)	2.05		2.05	
Remote/lone working	2.06	Remote/lone working (Including home and hybrid working)	2.06	Element name changed to expand the scope. Background question set reviewed/ reworded and weighting remains the same.
Management of occupational road risk (including traffic and transport management)	2.07	Management of occupational road risk (including traffic and transport management)	2.07	Background question set reviewed, and weighting remains the same.
Permit to work and safe isolation systems.	2.08		2.08	Removed and absorbed into other elements.
Management and control of working at height.	2.09		2.09	
Management and control of lifting operations	2.10	Management and control of lifting operations	2.10	Element number changed. Background question set reviewed, and reweighted upwards.
Management and control of pressure systems	2.11	Management and control of pressure systems	2.11	Element number changed. Background question set reviewed and weighting remains the same.

2.3

Element changes

2022 specification element title	Element reference	Updated (2023) specification element title	New element reference	Comment
Management and control of hazardous substances (including asbestos and legionella)	2.12	Management and control of hazardous substances (including asbestos, legionella and viruses)	2.12	Elements merged and renamed. Background question sets reviewed, and reweighted upwards.
Infectioncontrol	2.13		2.13	
Management and control of confined space work	2.14	Management and control of confined space work	2.14	Background question sets reviewed and reweighted downwards.
	2.15	Management of excavations and work below ground	2.15	Previously a sub-element of 2.14 Management and control of confined space work.
Management and control of electrical hazards	2.16	Management and control of electrical safety	2.16	Element number changed. Background question set reviewed, and weighting remains the same.
Management and control of noise and vibration	2.17	Management and control of noise and vibration	2.17	Element number changed. Background question set reviewed, and weighting remains the same.
Management and control of personal protective equipment (PPE)	2.18	Management and control of personal protective equipment (PPE)	2.18	Element number changed. Background question set reviewed, and weighting remains the same.
Workplace welfare (housekeeping, storage, welfare facilitiesetc.)	2.19	Workplace welfare (housekeeping, storage, welfare facilitiesetc.)	2.19	Element number changed. Background question set reviewed, and weighting remains the same.
Implementing crisis management and business recovery plans	2.20	Emergency response and crisis management	2.20	Element name and number changed. Background question set reviewed and weighting remains the same.
Fire safety management (protective and preventative controls)	2.21	Fire safety management (protective and preventative controls)	2.21	Element number changed. Background question set reviewed, and weighting remains the same.
	2.22	Wellbeing and psychosocial risk management	2.22	Element number changed. Background question sets reviewed, and reweighted upwards.

2.3

Element changes

2022 specification element title	Element reference	Updated (2023) specification element title	New 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	Background question set reviewed, and weighting remains the same.
Monitoring of occupational health, safety and wellbeing programmes and plans	3.02	Monitoring of occupational health, safety and wellbeing programmes and plans	3.02	Background question set reviewed, and weighting remains the same.
Audit (internal and external)	3.03	Audit (internal and external)	3.03	Background question set reviewed, and weighting remains the 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	Background question set reviewed, and reweighted upwards.
Healthmonitoring	3.05	Health impact monitoring	3.05	Element name changed. Background question set reviewed and reweighted upwards.
Monitoring of procurement, outsourcing and contractors	3.06	Monitoring of procurement, outsourcing and contractors	3.06	Background question set reviewed, and weighting remains the same.
Effectiveness of information and communication management	3.07		3.07	Element removed.
Accident, incident, near miss report and investigation monitoring	3.08	Accident, incident, near miss report and investigation monitoring	3.08	Element number changed. Background question set reviewed, and weighting remains the same.
Illhealthmonitoring (including attendance management)	3.09	Illhealthmonitoring (including absenteeism and presenteeism)	3.09	Element name and number changed. Background question set reviewed, and weighting remains the same.
Loss/damage analysis	3.10	Loss/damage analysis	3.10	Element number changed. Background question set reviewed, and weighting remains the same.

2.3

Element changes

2022 specification element title	Element reference	Updated (2023) specification element title	New element reference	Comment
Non-conformance monitoring	3.11	Non-conformance monitoring	3.11	Element number changed. Background question set reviewed, and 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	Element number changed. Background question set reviewed, and weighting remains the same.
Accident, incident, near miss report and investigation monitoring	3.13	Accident, incident, near miss report and investigation monitoring	3.13	Element number changed. Background question set reviewed, and weighting remains the same.
Ill health monitoring (including attendance management)	3.14	Ill health monitoring (including absenteeism and presenteeism)	3.14	Element name and number changed. Background question set reviewed, and weighting remains the same.
Loss/damage analysis	3.15	Loss/damage analysis	3.15	Element number changed. Background question set reviewed, and weighting remains the same.
Non-conformance monitoring	3.16	Non-conformance monitoring	3.16	Element number changed. Background question set reviewed, and weighting remains the same.
Monitoring of competence, capability, behaviours and health and safety culture	3.17	Monitoring of competence, capability, behaviours and health and safety culture	3.17	Element number changed. Background question set reviewed, and weighting remains the same.

2.3

Element changes

2022 specification element title	Element reference	Updated (2023) specification element title	New element reference	Comment
Section 4 – Evaluation and continual improvement				
Top management review process	4.01	Top management review process	4.01	Background question set reviewed/ reworded and reweighted upwards.
Effectiveness of leadership, resource and support	4.02	Effectiveness of leadership, resource and support	4.02	Background question set reviewed, and weighting remains the same.
Opportunities for improvement	4.03	Opportunities for improvement	4.03	Background question set reviewed, and weighting remains the same.
Effectiveness of corporate social responsibility	4.04	Effectiveness of corporate social responsibility (partofESG)	4.04	Background question set reviewed, and weighting remains the same.
Evaluation of legislative (and other) compliance	4.05	Evaluation of legislative (and other) compliance	4.05	Background question set reviewed, and 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	Background question set reviewed, and weighting remains the same.

2.4

Maturity Model

Table 3: Elements measured by maturity (Sample of document required during the audit process)

Within this latest specification five elements have been selected whereby clients will be objectively assessed and scored for compliance. The table below are a sample of the evidence requirements that are needed to attain the prescribed marks. The full list will be provided once a five-star audit has been confirmed.

Element	Minimum (10Marks)	Inconsistent (20 Marks)	Managed (30Marks)	Effective (40Marks)
Commitment & leadership	<ul style="list-style-type: none"> Senior person has signed off the H&S policy. There is a senior manager designated accountable for OHS. Subject matter management's personal objectives include health, safety, and wellbeing targets. A representative from senior management has had formal training in their OHS responsibilities within the last five years. 	<ul style="list-style-type: none"> A senior person has signed off the H&S policy. There is a senior manager designated accountable for OHS. Senior management personal objectives include health, safety, and wellbeing targets. Some Senior leadership have had formal training in their OHS responsibilities within the last 5 years. 	<ul style="list-style-type: none"> A senior person has signed off the H&S policy. There is a senior manager designated accountable for OHS. Most senior management personal objectives include specific health, safety and wellbeing targets. Most senior leadership have had formal training in their OHS responsibilities within the last five years. 	<ul style="list-style-type: none"> A senior person has signed off the H&S policy. There is a senior manager designated accountable for OHS. Senior management personal objectives include specific health, safety and wellbeing targets. Senior leadership have had formal training in their OHS responsibilities within the last five years.
Status assessment	<ul style="list-style-type: none"> A representative of senior management has formally reviewed a risk register which has health, safety and wellbeing risks are included. There must be evidence that the OHSMS is formally reviewed at least annually by the most senior person in the organisation. 	<ul style="list-style-type: none"> Senior leadership have reviewed a risk register which has health, safety and wellbeing risks are included. There must be evidence that the OHSMS is formally reviewed at least annually with the participation of some of the leadership team. Outcomes of reviews are shared with all relevant internal stakeholders. 	<ul style="list-style-type: none"> The senior leadership team as a formal body have reviewed the status of the OHSMS before setting out policy, procedures and set meaningful objectives. The senior leadership have formally reviewed a risk register which has health, safety and wellbeing risks are included. There must be evidence that the OHSMS is formally reviewed at least annually by senior leadership. Outcomes of reviews are shared with all relevant stakeholders. 	<ul style="list-style-type: none"> Documentary evidence of the senior leadership team have reviewed the status of the OHSMS before setting out policy, procedures and set meaningful objectives. The senior leadership have formally reviewed a risk register which has health, safety and wellbeing risks included. There must be evidence that the OHSMS is formally reviewed every six months by the senior leadership team as a whole. Outcomes of reviews are shared with all relevant stakeholders.

2.4

Maturity Model

Element	Minimum (10Marks)	Inconsistent (20 Marks)	Managed (30Marks)	Effective (40Marks)
Legislative & other compliance	<ul style="list-style-type: none"> A procedure in place to evaluate compliance with legislation and other requirements (Not documented) Evidence of controls in place to meet compliance. 	<ul style="list-style-type: none"> A documented procedure in place to evaluate compliance with legislation and other requirements. Evidence of controls in place to meet compliance. 	<ul style="list-style-type: none"> A documented procedure in place to evaluate compliance with legislation and other requirements. Evidence of controls in place to meet compliance. 	<ul style="list-style-type: none"> A documented procedure in place to evaluate compliance with legislation and other requirements. Evidence of controls in place to meet compliance.
Competence, capabilities & behaviours	<ul style="list-style-type: none"> A job specific induction program is in place that takes into consideration the risks associated with the person's work activity. A general induction program is in place. Training needs analysis done in ad hoc manner. 	<ul style="list-style-type: none"> A job specific induction program is in place that takes into consideration the risks associated with the person's work activity. A general induction program is in place. 	<ul style="list-style-type: none"> A documented learning / training needs analysis done. Training matrix and training calendar available. 	<ul style="list-style-type: none"> A job specific induction program is in place that takes into consideration the risks associated with the person's work activity. A general induction program is in place which covers the following topics. <ul style="list-style-type: none"> General H&S policies Fire Welfare Wellbeing arrangements Emergency response Incident reporting Business values
Management of change	<ul style="list-style-type: none"> A simple procedure on MoC is in place. A checklist is used to address the points related to intended change. Simple risk assessment is carried for some changes. There is a communication process, however it doesn't reach all stakeholders in MoC. 	<ul style="list-style-type: none"> The procedure contains some elements of MoC. Evidence of understanding of elements Management of Change 'What can go wrong' with the implementation of intended change has been recorded. Those concerned get communicated before and after the change has been implemented. 	<ul style="list-style-type: none"> The procedure contains many essential elements of MoC. Evidence of some changes that have been implemented have undergone formal process of MoC. The team undertaking change clearly understand the benefit of risk assessment before initiating MoC. Impact on health and safety is analysed through risk assessment before initiating change. 	<ul style="list-style-type: none"> Defined document procedure for management of change. Must include definition of what MoC ('Like for like' change is not MoC) Evidence of stakeholder involvement in the MoC process. There must be defined responsibilities roles and accountabilities.



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