CONCEPT

Safety Audit and Site Inspection: Findings, Risk Rating and Action Close-Out

25 – 29 January 2027
London - Central London four-star



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Ref: 259_11690 **Date:** 25 – 29 January 2027 **Location:** London - Central London four-star **Fees:** 25300 SAR

Introduction:

A safety audit and site inspection programme is often the main way an organisation learns whether its controls hold on the shop floor, yet many rounds produce long lists of trivial defects, vague photos and actions that are never closed. This Core Concept course trains the people who run these rounds to plan inspections by area and frequency, spot hazards systematically, gather evidence that stands up, rate findings by risk and drive corrective actions to verified close-out. Participants leave with a Site Inspection and HSE Audit Toolkit for their own workplace.

Course Objectives:

- Distinguish routine inspections, operational HSE audits and management reviews and select the right one for a given purpose
- Plan an inspection programme with defined areas, frequencies, team roles and area-specific checklists
- Conduct hazard spotting walkthroughs covering housekeeping, machinery guarding, electrical, work at height, hazardous substances, fire and vehicle movement
- Gather objective evidence through photographs, simple measurements, document sampling and worker interviews
- Rate findings on a likelihood-severity matrix, write an inspection or audit report and assign corrective actions with owners and due dates
- Track corrective actions to verified close-out and convert inspection data into leading and lagging indicators

Target Audience:

- Safety staff who schedule and lead routine site inspections across production, maintenance and storage areas
- Supervisors who carry out daily or weekly area checks and must act on what they find
- Safety committee members and worker representatives who take part in joint inspection rounds
- Facilities and building staff responsible for fire, electrical and housekeeping checks
- Contractor safety staff who inspect their own work fronts or are inspected by a host organisation

Course Outline:

Day 1: Inspections, Audits and Reviews: Purpose and Current Practice

- Inspection Versus Audit Versus Management Review Comparison Grid
- Active and Reactive Monitoring in the Plan-Do-Check-Act Cycle
- Unsafe Conditions and Unsafe Practices Recognition Framework
- Existing Information Sources: Equipment Manuals, Safety Data Sheets and Injury Logs
- Current Inspection Practice Self-Assessment Scorecard

Day 2: Planning the Inspection Programme and Building Checklists

- Who, What, Where, When and How Inspection Planning Worksheet
- Risk-Based Inspection Frequency Matrix by Area and Activity
- Inspection Team Composition, Objectivity and Supervisor Involvement Rules
- Area-Specific Checklist Design Without Checklist Blindness
- Site Layout Plans and Chemical Inventories as Pre-Walk Briefing Packs

Day 3: Hazard Spotting Walkthroughs by Area

- Housekeeping, Access Routes and Slip and Trip Checklist
- Machinery Guarding and Energy Isolation Point Checklist
- Portable Electrical Equipment and Distribution Board Checklist
- Hazardous Substance Storage, Labelling and Ventilation Checklist
- Fire Exits, Extinguishers and Vehicle-Pedestrian Segregation Checklist

Day 4: Evidence, Risk Rating, Reporting and Difficult Findings

- Photographic Evidence Protocol: Framing, Scale and Location Tagging
- Structured Worker Interview Technique for Inspection Rounds
- Likelihood-Severity Matrix Scoring and Urgent, Short-Term and Long-Term Priorities
- Inspection and Audit Report Template: Location, Hazard Class, Action, Owner, Due Date
- Interim Controls, Repeat Findings and Overdue Action Escalation Paths

Day 5: Mock Site Walkthrough and the Inspection Toolkit

- Mock Walkthrough: Workshop, Warehouse and Loading Bay Scenario
- Findings Rating and Report Drafting From the Walkthrough Evidence
- Corrective Action Tracker Build With Close-Out Verification Criteria
- Leading and Lagging Indicator Dashboard From Inspection Data
- Site Inspection and HSE Audit Toolkit Assembly and Peer Review

Skills You Will Gain:

- Inspection Programme Planning
- Area Checklist Design
- Hazard Spotting
- Inspection Evidence Collection
- Risk-Based Finding Prioritisation
- Inspection Report Writing
- Corrective Action Close-Out
- Safety Indicator Analysis

Why Attend This Course:

- Return with a Site Inspection and HSE Audit Toolkit: schedule, area checklists, report template and action tracker
- Turn inspection rounds from defect counting into prioritised findings that managers act on
- Stop actions being closed on paper only by applying clear verification criteria before sign-off
- Compare inspection practice with peers from manufacturing, logistics, facilities, utilities and construction

Conclusion:

Inspections and audits only reduce harm when findings are ranked, owned and closed with evidence. The course moves from the purpose of inspections, audits and reviews, through programme planning and checklist design, to area walkthroughs, evidence gathering, risk rating and report writing. The final day applies these methods in a mock walkthrough and produces a Site Inspection and HSE Audit Toolkit, with a corrective action tracker and indicator dashboard, ready for the next inspection round at work.