



Contract audit of PPE and workwear

Committee Audit and Standards

Date of meeting 18 March 2016

Date of report 7 March 2016

Report by Assistant Chief Executive (Business Support)

1. Object of report

To advise the committee on the findings of a contract audit of personal protective equipment (PPE) and workwear. This engagement is included in the annual Internal Audit plan for 2015/16.

2. Background

In accordance with the *Health and Safety at work etc. Act 1974 (as amended)* and *Personal Protective Equipment at Work Regulations 1992 (as amended)*, SPT provides appropriate equipment to employees following assessment. Employees are also provided with corporate workwear to enhance safety and security arrangements.

SPT awarded ARCO Ltd. a contract for PPE in October 2012 for 3 years with a 1 year extension. The option to extend this contract was taken in October 2015.

SPT awarded First Corporate Clothing Ltd. a contract for staff uniforms in December 2012 for 3 years with a 1 or 2 year extension period, subject to satisfactory performance. The option to extend this contract has been taken.

The objective of this engagement was to review and evaluate the current procedures and monitoring arrangements in place for the provision of personal protective equipment (PPE) and workwear.

This engagement tested elements of the internal controls and mitigation against SPT 6: security and SPT 21: adverse publicity, as identified in the corporate risk register.

3. Outline of findings

Over 80% of SPT employees require some form of PPE and/or workwear. The volume and range of PPE/workwear required varies dependent on the tasks completed by individual employees.

Engagement testing found no central record held of PPE orders placed or equipment issued. Departmental control sheets are used and require individual employees to acknowledge receipt of equipment. This arrangement requires review.

Current controls relating to replacement PPE/workwear where a SPT logo is appended also require review. Some services collate returned/used PPE equipment and remove the SPT logo, prior to disposal. Workwear is not routinely returned.

There are areas for improvement, and these areas have been addressed by eight audit recommendations. Customer Standards management have agreed to implement these recommendations, which are currently being actioned.

4. Conclusions

The Audit and Assurance team has undertaken a contract audit of personal protective equipment and workwear. Areas for improvement have been identified and eight recommendations have been agreed.

Key controls exist and are applied consistently and effectively in the majority of areas tested in this engagement.

Reasonable assurance can be taken from the areas covered in this engagement.

5. Committee action

The committee is asked to note the contents of this report and agree that the Audit and Assurance Manager submits a follow-up report on the implementation of the recommendations to a future meeting.

6. Consequences

Policy consequences	<i>None</i>
Legal consequences	<i>None</i>
Financial consequences	<i>None</i>
Personnel consequences	<i>None</i>
Social Inclusion consequences	<i>None</i>
Risk consequences	<i>As detailed in the report</i>

Name Valerie Davidson

Name Gordon Maclennan

Title **Assistant Chief Executive
(Business Support)**

Title **Chief Executive**

For further information, please contact Iain McNicol, Audit and Assurance Manager on 0141 333 3195.