

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers

For Information

Update to health and safety forms, checklists and generic risk assessments

The Health and Safety Advisory Service undertook a review of the following health and safety documents and standards. The aim of the review was to ensure the information contained was current and correct. You will need to update your documents when they are next due for review.

Updated documents

- [Health and safety induction checklist](#) (.dotx) – updated course names and tidied up website hyperlinks. Removed the enrolment key requirement.
- [Health and safety induction guidance](#) (.pdf) - updated course names and tidied up website hyperlinks. Removed the enrolment key requirement and clarified what are mandatory health and safety courses
- [Health and safety inspection: all areas](#) (.doc) – covers offices and similar low risk areas. Main updates include identifying little used water systems, actions from the previous inspection being regularly reviewed and risk assessments updated in the new format.
- [Health and safety inspection: higher risk areas](#) (.doc) – checklist covering higher risk activities. Same updates as for the all areas' checklist and records for legionella flushing, workshop and laboratory specific checks and where applicable, genetically modified plants.
- [Generic Office Risk Assessment](#) (.dotx) – no major changes. Updated course names and hyperlinks.
- [Generic Driving for Work](#) (.dotx) – no change
- The generic risk assessment for [events](#), [events at Southend Campus](#), [marque events](#) and [events in the Hex](#) and the [Event Safety Plan](#) updated to include the security risk assessment process. Large scale events where it is expected to attract more than 250 participants with reputational importance require the Event Organiser to liaise with the Security Manager to determine the security threat level and necessary action. How to do this and the recommended time scales are detailed in the updated documents and on the [Organising events safely](#) website. For the marque events the risk assessment states the marquee company is a MUTA member and the marquee complies with BS 7837 Specifications for Flammability Performance for Textiles Use in the Construction of Marquees and Similar Tented Structures.
- [Health and Safety Management Statement](#). The Statement has a fresh new look. New sections include 'Organising Events' and guidance on record retention and iTrent.

Updated standards

- [Working at height](#). The safety standard for ladders and step ladder has been revised. The aim is to make selecting the right ladder easier and safer. From now on, ladders and stepladders need to meet EN 131 Professional standard. The new standard is not retrospective and if your portable ladder is in good condition there is no immediate needs to change your equipment. However, your equipment should be EN131 Trade/Industrial, BS1129 Class 1, BS2037 Class 1 or EN14183 standard.
- [Lifting and carrying at work](#). The Manual Handling standard has been updated. It now has a simple filter to help you decide how detailed your manual handling risk assessment should be based on the risks presented by the task. There is an improved summary on the manual handling risk assessment process as well as new information on who should be carrying out the manual handling risk assessment. There is also a new lifting and carrying risk assessment template and a new pushing and

pulling risk assessment template. Watch our video [Manual handling risk assessment. Guide to the standard.](#)