

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers,
Health and Safety Group (for information)

For Information /
Action

Health and Safety Plan and Health and Safety Performance Indicators

Health and Safety Plan 2015 - 2019

Council has approved revisions to the University's¹ Health and Safety Plan for the period August 2015 to July 2019. It can be viewed on the health and safety pages of the University's website by opening the PLAN tab at: [Managing Health and Safety](#) . New items are highlighted in red. Heads of Department should review the Plan for actions they are required to take.

H&S Key Performance Indicators for August 2018 – July 2019

USG and Council have agreed health and safety key performance indicators (KPIs) for the academic year August 2018 – July 2019. They provide a basis for USG and Council to have confidence that appropriate systems and processes are in place, that a culture that values health and safety is in place and that levels of health and safety performance can be monitored to ensure that the system of control is operating effectively. The KPIs are as follows:

Leadership

- [Head of Department Health and Safety Monitoring Form](#) completed by Heads of Department/Section every six months and sent to their Executive Dean (or for Professional Services to the Registrar and Secretary).

A Bulletin will be issued when the next monitoring form is available for completion.

Culture and capability: Health and Safety Training

- 90% of employees trained in Fire Safety Essentials
- 90% employees trained in Health and Safety Essentials
- 90% of managers trained in their health and safety responsibilities²

The above courses form part of a suite of [essential training](#) that all employees and managers are required to complete (according to their role). Reports will shortly be available for Heads of Department and Managers to see compliance levels for essential training.

- All travellers to high and extreme risk destinations between August 2018 and end of July 2019 have completed the University's online Travel Security course, or are able to demonstrate that they have had formal overseas travel security training from another provider.

¹ Note that the University's Plan does not cover UECS and Wivenhoe House Hotel, as they have their own Health and Safety Plans

² Managing Health and Safety Essentials, IOSH Managing Safely or senior manager 1:1 H&S inductions.

Compliance: Annual Inspections

The following measures are to give assurance that annual inspections are being carried out and that action has been taken to address areas requiring improvement

- *Annual health and safety inspection(s) of each Department/Section have been carried out by the Department/Section during the August 2018 - July 2019 academic year and an action plan produced within 1 month of the inspection date.*
- *Completion of a review of progress in implementing the inspection action plan by the Head of Department/Section within 3 months of the inspection date.*
- *High priority actions on the inspection action plan addressed within 3 months of the inspection date.*

Compliance: Built environment compliance (Applies to EMS and HSAS)

- *Six monthly Built Environment Compliance Dashboard based on information provided by the Estate Management Section and Health and Safety Advisory Service. (Required Mid October and Mid-April).*
- *Programme of compliance audits completed to schedule and all material issues identified resolved within agreed timescales.*
- *The annual visual inspection of Asbestos containing materials (ACMs) completed and a report on the remaining ACM's and their condition produced during the academic year.*
- *Annual refresher training for all staff who may come into contact with ACMs as part of their regular duties has been carried out during the academic year.*
- *All fire risk assessments reviewed within a month of their scheduled review date.*
- *All actions from Fire risk assessments have been addressed within the timescales agreed within the fire risk assessment.*

Performance: RIDDOR Reportable incidents

- *Number of RIDDOR incidents per 1,000 staff and 1,000 students, benchmarked against RIDDOR performance for other S10 universities.*