

Health and Safety Bulletin

10 December 2019

To: Heads of Department/Section, Executive Deans, HSLOs and DHSOs, UECS Business Managers, Faculty Managers, Assistant Registrar

Action by:
10 January 2020

Health and Safety Monitoring Report

As you are aware the *Head of Department Health and Safety Monitoring Report* is used to provide enhanced information on health and safety performance to the University Steering Group (USG) and Council.

This Monitoring Report is to be completed by Heads of Department every June and December, so that the information can be added to annual and interim health and safety reports for USG and Council. Further information on the process is available on the [Health and Safety Performance Monitoring](#) webpage.

This Bulletin is to request that you complete the [Head of Department Health and Safety Monitoring Report](#) by **10th January 2020**. You will need to send the completed form to your Faculty Manager (Academic staff), the Assistant Registrar (for Professional Services) or the Head of Customer Services (UECS).

Purpose of the Monitoring Report

The monitoring report assists in measuring the University's Health and Safety Key Performance Indicators for 2019-20 and implement the University's Health and Safety Plan. The report covers the following areas:

- Completion of annual health and safety inspections and production, implementation and review of the Health and Safety Inspection Action Plan
- Completion of high priority actions within three months of the inspection date
- Completion of essential health and safety training by employees and managers (according to their role)
- Training of Principal Investigators on health and safety management and risk assessment (Action 2.2 of Health and Safety Plan).
- Use of the University risk register to record and monitor significant health and safety risks to the University. This would include those that can cause severe or catastrophic harm, could affect many people, significantly disrupt business, affect reputation or lead to significant fines.

Action by Head of Department/Section

Each Head of Department / Section is required to complete and submit a completed Monitoring Report to their Faculty Manager (Academic Departments), the Assistant Registrar (Professional Services Sections) or UECS Customer Services Manager **by 10th January 2020** to confirm the above.

This is in addition to submitting their inspection action plans to Workplace Health, Safety and Wellbeing Health and Safety Team and, for Academic Departments, their Faculty Manager within one month of the inspection completion date.

Action by Faculty Managers and Assistant Registrar

A [Health and Safety Monitoring Form Summary Report](#) has been developed for use by the Divisions (i.e. the Faculties and Professional Services) to summarise and report back to the Workplace Health, Safety and Wellbeing Health and Safety Team on the outcome.

The Faculty Manager (or for Professional Services the Assistant Registrar) will need to support their Executive Dean / the Registrar and Secretary in ensuring that the Health and Safety Monitoring Form Summary Report is completed and sent to the Health and Safety Team.

The Health and Safety Team will then use them to inform the interim Annual Report on Health and Safety Performance for USG and Council. The Form will need to be completed and submitted by **31 January 2020**.

Health and Safety Review meetings

Please remember that your lead health and safety adviser would be happy to attend the three monthly health and safety review meeting with you and your HSLO / DHSO, to provide additional support to you on health and safety. Through these review meetings we can:

- Review your H&S Inspection Plan, performance records (e.g. essential training), risk register, incidents etc. and discuss areas of difficulty and how they could be overcome.
- Discuss health and safety support your department may need on upcoming projects and activities.
- Discuss the current and future University H&S Plans and the Healthy University Sub-strategy and the impact on your department.
- The promotion of health, safety and wellbeing in the department.

Please contact your lead health and safety adviser in good time to arrange for their attendance.

Our [Health and Safety Toolkit for Heads of Department / Section](#) can help you with your health and safety leadership responsibilities.