

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

For Action / Information

Workplace Inspections: 2021/2022

Annual workplace inspections for the period 2021-22 should be carried out between 01 June 2021 and 31 July 2022 subject to the University's protection measures remaining at the current level or lower. No retrospective inspections covering the 2020 to 2021 inspection year will be needed.

Departments are required to prepare a suitable workplace inspection schedule for their areas before the end of the current Academic Year, as detailed below:

High-risk areas

- The intention is to have all high risk areas and workshops inspected by **01 October 2021**
- Both Safety Advisers and Trade Union Safety Representatives will need to be invited to high-risk and workshop inspections.

Low risk areas

- Departments should conduct a workplace inspection as soon as they reasonably can.
- Light touch inspections are acceptable upon returning to campus however, a full inspection is required within the inspection period noted above.
- Light touch inspections must include or be supplemented by high-priority actions from the previous plan.
- A full inspection is required before **31 July 2022** even if a Light-Touch inspection has been completed earlier in the inspection year.
- For low risk areas, Trade Union Representatives to be invited. Safety Adviser attendance is discretionary.

Who can complete an inspection?

- Managers, HSLO's, Trade Union Safety Representatives, Health and Safety Advisers
- Must follow hygiene and social distancing guidance
- Update individual health risk assessment if required?

After the inspection has been completed

Where identified, issues must be documented on the [Health and safety inspection action plan](#) which should be reviewed throughout the year to ensure inspection findings are actioned.

A copy of this plan should be sent to the Union Representative who attended the inspection and to the Health and Safety team, within one month of the inspection date (for academic departments, a copy should be sent to the faculty manager).

Additional Information

More information on Health and safety inspections is available on the [Staff Directory](#).

For further queries please contact safety@essex.ac.uk.

