**University of Essex: Health and Safety Toolkit for DHSOs and HSLOs**

This toolkit has been set up to assist you with your responsibilities. It fits into the academic year and supports the toolkit provided for [Heads of Department](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/health-safety-leadership-toolkit-hod.docx). You start it in month 1 which is preparation for the Annual Inspection. If you want, you can combine months or add other checks.

You will find further information about your [HSLO and DHSO responsibilities](https://www.essex.ac.uk/staff/health-and-safety-support/health-and-safety-department-contacts) on the health and safety pages of the University’s website.

| **Month** | **Event** |
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| 1 | Inspection preparation | Get yourself inspection ready:* Make sure you have reviewed an up to date H&S Management Statement, based on current template[[1]](#footnote-1). Evidence of its being communicated to staff (e.g. notice board, email, minute from department meeting)
* Reviewed and up to date risk assessments (office, driving or department specific) based on the most current templates. Also, evidence of these being communicated to staff (e.g. notice board, email, minute from department meeting)
* Portable Appliance Testing (PAT) report and records of actions taken to make safe.
* Equipment inventories are up to date, inspections carried out and inspection records complete. Equipment tagged.
* Evidence of H&S communication via a team meeting, bulletin, employee reminders.
* H&S Law Poster is up, visible to staff and information correct.
* Examples of a recent completed DSE Self-Assessment and Induction checklist.

Don’t forget to invite the Trade Union Representatives two weeks beforehand. For higher risk areas you should also invite your lead Health and Safety Adviser to attend.Make sure you can access all the areas you intend to visit and inform the inspection party if there is anything else needed to access these areas safely. |
| 2 | Annual inspection | Carry out or co-ordinate the Annual Health and Safety Inspection of your department and record areas inspected and actions required. |
| 3 | Inspection action plan submitted | Submit the signed and dated inspection action plan to WHSW (and for Academic Departments, the Faculty Manager) within one month of the inspection. Keep a copy for your records. (NB: Old inspection action plans can be destroyed after 5 years). You can find out more about health and safety record retention [here](https://www1.essex.ac.uk/records_management/policies/health_and_safety_advisory_service_retention_schedule.aspx).Communicate the inspection findings to the department, particularly to those required to take action. |
| 4 | Inspection action | Take any action needed as listed in inspection action plan. |
| 5 | First action plan review (3 monthly review) | Review your inspection action plan with your Head of Department. High priority actions should have been address by now. Update the action plan and archive the old version.Your head of department should also be discussing Health and Safety KPI progress (e.g. essential training), monitoring and action. This is your opportunity to raise any health and safety issues or risks that might need to go onto the operational risk registers. |
| 6 | Electrical equipment PAT | Ensure your PAT inventory is up to date and current. Send it to EMS Helpdesk to arrange testing. Old PAT records should be kept for at least 3 years. . |
| 7 | Work equipment | Ensure your work equipment inventories are up to date; work equipment inspections completed, required actions taken and inspection records updated. Make sure that inspected equipment is tagged. Old records should be kept for 6 years. |
| 8 | Second action plan review | Review your inspection action plan with your head of department. Medium and high priority actions should have been address by now. Update the action plan and archive the old version.Your head of department should also be discussing KPI progress, monitoring and action. This is your opportunity to raise any health and safety issues or risks that might need to onto the operational risk registers. |
| 9 | H&S training | Check staff have completed essential health and safety training and other required training for their role. Re training records up to date? Check that health and safety induction checklists are being completed and signed off by the employee and their manager. |
| 10 | Roles and responsibilities  | Checking there are adequate DSE Facilitators in place and liaising with current DSE Facilitators to ensure records are up to date.Ensuring that there are enough Evacuation Stewards, Evacuation chair operators and First Aiders (if needed) for your team/department. |
| 11 | Risk assessment  | Review risk assessments and health and safety standards for common activities across the department.Remind managers to review their risk assessments. |
| 12 | Third action plan review | Review your inspection action plan with your head of department. All actions should have been address by now. Update the action plan and archive the old version.Your head of department should also be discussing KPI progress, monitoring and action. This is your opportunity to raise any health and safety issues or risks that might need to onto the operational risk registers. |

1. Available on University health and safety policy website: <https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/hs-policy.pdf> [↑](#footnote-ref-1)