

To: HSLOs and DHSOs, Faculty Managers, Union Safety Representatives

Action

## Health and Safety – Things are changing!

There are some exciting changes taking place that we think will improve health and safety at the University and help you support your department. We want to ensure you are fully informed and consulted, so we have arranged a short update meeting on:

***Tuesday 1<sup>st</sup> December at 12noon to 1pm in room 6.345***

At the meeting we will be telling you about:

### Your new health and safety website

The new health and safety website was launched on **5<sup>th</sup> November 2015**. At our update meeting we will be giving you an overview of the content and giving you the opportunity to feedback on what further improvements you would like in the future. We are particularly keen to develop resources to help HSLOs/DHSOs, DSE Facilitators and managers.

We have a new web address (see below), which means all documents and websites with links to our site will need updating. Clicks on links to the old OHSAS web addresses will take you to the new health and safety homepage rather than a broken link page, but it will then be necessary to search the content for the desired information. We will try to get documents with revised links online as soon as possible. Please also take time to update your health and safety documents and websites with links to our site.

### The HROrganiser/ ITrent Learning and Development module is live!

The ITrent L&D module of HR Organiser was launched at the beginning of October, with all University courses available for booking via HR Organiser. Historical health and safety records have been uploaded and further functionality is currently being explored, such as interfacing Moodle online courses. This will enable reports to be produced to track and monitor compulsory training, providing compliance reports for mandatory health and safety training. Donna Scott and Zena Marlow from the Business Systems Team will be available to discuss further requirements and answer your questions.

### Health and safety inspections

We made some significant changes to the inspection checklist this year and we promised to tell you about them and show you what “good looks like”. So we will be doing this at the meeting.

We hope that you can come along to our update meeting. It will also be an opportunity to meet other HSLOs and to feedback on any other health and safety concerns you have. No need to book, but if you are based in Southend or Loughton and want us to set up a video-link, please let us know in good time. If you are unable to attend on the day, but want to know more, please contact your lead health and safety adviser, so that we can run through the changes with you.