Health and Safety Bulletin

To: Heads of Department/Section, Executive Deans, HSLOs and DHSOs, Faculty Managers

For Information

Good practice

Reporting dangerous work practices

Following a discussion at Health and Safety Group on 7th October, it was agreed that information on what to do if unsafe behaviour is observed on our campuses would be communicated through a Health and Safety Bulletin. Please could you ensure the contents of the bulletin are communicated to staff in your department / section.

If someone is seen to behave unsafely, it can be dealt with in the following ways:

- If you can do so without endangering yourself the individual concerned, you can raise your concerns directly. You should also report the incident (see below) as it will assist in preventing a similar incident happening again.

- If you do not feel comfortable with a direct approach you can also report unsafe behaviour by contractors or Estate Management Staff, or unsafe use of vehicles on campus to:
  - Colchester campus: the EMS helpdesk during normal office hours or Information Centre (Colchester campus)
  - Southend or Loughton: Reception or security staff.
  They will ensure the information is forwarded to the relevant manager or project officer.

- For unsafe behaviour by other staff or students please refer to guidance on reporting Health and Safety Concerns on the University Website.

The following posters have been produced for display on your health and safety noticeboards. These include all the relevant telephone numbers and email addresses:

- Report unsafe behaviour and hazards (Colchester Campus)
- Report unsafe behaviour and Hazards (Southend and Loughton Campuses)

Please provide as much information as possible. A photograph can be particularly useful. If urgent intervention is needed, please do not rely on email.

You will find further information on how to report health and safety incidents and concerns, including contact details, in guidance on reporting Health and Safety Concerns on the University Website.