

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

Action at next  
scheduled review

## Updates to Generic Templates / Health and Safety Website

The Health and Safety Advisory Service has reviewed the templates for health and safety documents available on their website. As a result some changes have been made which will need to be included when you next review your departmental/team versions.

### Website Refresh

Our website is currently being refreshed into the University style. When it is published links embedded in your departmental documents or web pages will need to be updated. You will be notified when the site is made live. The new homepage address: [www.essex.ac.uk/health-safety](http://www.essex.ac.uk/health-safety) can be used now and links back to the current homepage [www.essex.ac.uk/ohsas](http://www.essex.ac.uk/ohsas).

### Departmental Health and Safety Management Statement

The Departmental Health and Safety Management Statement has been updated. Here's a summary of the main changes this year:

- The new HSAS website URL <http://www.essex.ac.uk/health-safety> is used. Specific locations on the website have been removed and replaced with the new link. This is to minimise broken links as the website is developed. It is hoped staff accessing the website will be able to easily navigate to the relevant sections through the new and improved site structure.
- Fire Safety Training section has been updated as basic fire safety is not part of an all staff induction day.
- Occupational Health section has been revised to include the new Employee Assistance Programme service (EAP) information.
- There have also been updates to terminology and URLs to reflect changes that have occurred during the year.

The template is now available on our website at: [www.essex.ac.uk/ohsas/hspolicy/DeptHSstatement.docx](http://www.essex.ac.uk/ohsas/hspolicy/DeptHSstatement.docx)

### Inspection Checklist for all areas

HSAS have seen a year on year improvement in health and safety inspections carried out around the University. This is a major achievement and a positive measure on how well departments are embedding health and safety into how they do things. To build on this good practice, and help you take your health and safety management systems to the next level, the [inspection checklist for all areas](#) has been updated. Some of the questions will require qualitative answers and evidence, rather than the simple 'yes'/'no' answers. HSAS will be running information sessions to introduce the updated checklist and go through what we would expect and suitable evidence. Dates and venue will be announced soon.

### Generic risk assessments

Updates to our range of generic risk assessments have been put on hold until the new health and safety website goes live, so that we can incorporate the new web links. You will be notified when they have been updated.

### Feedback

We welcome feedback on the templates, checklists and forms available through the HSAS website. Please let us know if you identify any areas for improvement.