

To: Heads of Department/Section, HSLOs and DHSOs,
Faculty Managers, members of USG, Deans / Deputy Deans.

For Information

Revised University¹ Health and Safety Policy and Managing Health and Safety Code of Practice

Following a decision to have separate strategies on health and safety and health and wellbeing, the above documents have been reviewed to ensure they are focused on health and safety at work and to align the Policy to the People Supporting Strategy.

Significant changes² include:

- The removal of references to wellbeing throughout both documents
- Responsibilities of "Health and Safety Director" have been assigned to the Registrar and Secretary (previously this was the responsibility of the Deputy Vice- Chancellor)
- The inclusion of the responsibilities of the Loughton Campus Supervisor
- The Managing Health and Safety Code of Practice includes clarification of responsibility for staff based at Southend and Loughton campuses (paragraph 3.2.4)
- Responsibilities for common areas of the Silberrad building have been added to Appendix 1: Responsibility for common areas.

The revised Policy and Code of Practice are available on the University website at: <http://www.essex.ac.uk/health-safety/policies/hs-policy.aspx>

A revised version of the Employee Guide to the University's Health and Safety Policy has also been produced. It can be viewed directly by following the link below. Printed copies are also available via HSAS.

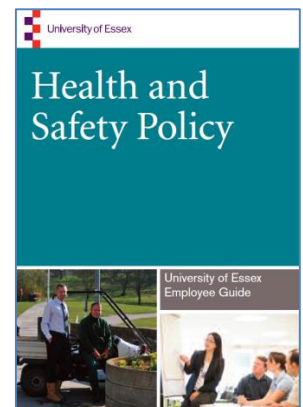
<http://www.essex.ac.uk/health-safety/policies/documents/employee-guide.pdf>

What do you need to do?

Heads of Department / Section and Executive Deans should ensure employees are informed that the Policy has been revised and where it can be found. Employees should also be advised of changes relevant to them.

For most employees it will be sufficient to show them the new Employee Guide leaflet. This should be drawn to their attention and displayed on health and safety noticeboards. The above link can also be issued to those with computer access. Copies of the leaflet are available, on request, if required for noticeboards or those without computer access. Please email safety@essex.ac.uk with the number you require. The new leaflet will also be provided to new University employees as part of the recruitment process.

The [Your Responsibilities](#) pages of the health and safety website also gives an overview of the health and safety responsibilities of employees, managers, principal investigators/researchers and senior managers, along with links to information relevant to the role.



¹ Note: These documents only apply to University employed staff and to students, as UECS and Wivenhoe House Hotel have their own Health Safety and Wellbeing Policies and Managing Safety Codes of Practice.

² A full [list of the amendments](#) is available on the managing health and safety/consultation page of the University website.