

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers,
Health and Safety Group (for information)

For Information /
Action

Health and Safety Plan and Health and Safety Performance Indicators

Health and Safety Plan 2015 - 2019

Council has approved revisions to the University's¹ Health and Safety Plan for the period August 2015 to July 2019. It can be viewed on the health and safety pages of the University's website by opening the PLAN tab at: [Managing Health and Safety](#) .

H&S Key Performance Indicators for August 2017 – July 2018

USG and Council have agreed health and safety key performance indicators (KPIs) for the academic year August 2017 – July 2018. This year Council requested enhancements to the KPIs to provide them with greater assurance on actions being taken to manage health and safety. They have also asked to receive an interim report in addition to the annual report.

To provide enhanced information to USG and Council, Heads of Department will be asked to complete a health and safety monitoring form (Appendix A) on a six monthly basis to provide information on:

- Action being taken on inspections
- Whether significant health and safety risks are recoded in operational risk registers and kept under review
- Whether departments have reviewed their risk assessments and migrated them to the University's new risk assessment template.

It is likely the monitoring form will be introduced in July 2018. However before it is launched it will be trialled in several departments over the coming months. Your comments on the proposed monitoring form are also welcome. Please forward comments to safety@essex.ac.uk

Inspections

New KPIs for health and safety inspections are as follows:

- **Annual health and safety inspection(s) of each Department / Section have been carried out by the Department / Section during the August 2017 - July 2018 academic year and an action plan produced within 1 month of the inspection date**
- **Completion of a review of progress with implementing the action plan by the Head of Department within 3 months of the inspection**
- **High priority actions have been addressed within 3 months of the inspection date**

Departments and Sections will need to arrange inspections and submit their inspection action plans to HSAS (CC their Faculty Manager for academic departments) within 1 month of the inspection date (or for inspections carried out in July, by mid- August). Heads of Department will also need to review their

¹ Note that the University's Plan does not cover UECS and Wivenhoe House Hotel, as they have their own Health and Safety Plans

inspection action plan(s) within 3 months of the inspection date and ensure high priority items have been addressed.

If you have not already done so, you are encouraged to book the date for your 2017-18 inspection into your diary now, or put reminders into your outlook calendar to ensure that time is allocated to completing inspections and action plans and that you are able to meet the targets within the above timescale.

Training

Training records for mandatory courses are now on HR Organiser, and it will shortly be possible to run reports showing who has or has not attended. The following KPIs will be set:

- **90% of employees trained in Fire Safety Essentials**
- **90% employees trained in Health and Safety Essentials**
- **90% of managers trained in their health and safety responsibilities²**
- **All travellers to high and extreme risk destinations between August 2017 and end of July 2018 have completed the University's online Travel Security course, or are able to demonstrate that they have had formal overseas travel security training from another provider.**

The mandatory health and safety training now forms part of a suite of essential training that all employees and managers are required to complete (according to their role). This is detailed in a new [Essential Training Policy](#) for the University. Employees and their manager can access their training records through HR Organiser / People Manager. Work is currently underway to produce reports on Tableau to enable Heads of Department and Managers to see compliance levels for essential training. Once this information is available you will be notified of target dates for compliance.

It is strongly recommended that you encourage staff to complete the essential training relevant to their role now.

Risk assessments

Following a health and safety audit of risk assessments, HSAS has produced new [risk assessment health and safety standard](#), which includes new risk assessment templates. A programme of reviewing all risk assessments and recording them onto the new template was started last year. Those departments with risk assessments for department specific risks were required to carry out a gap analysis and produce an action plan for reviewing transferring the risk assessment to the new template. This year the risk assessment KPI is:

- **Each Department/Section to provide evidence that their risk assessment action plan has been implemented by end July 2018.**

This will be measured through submission of the updated risk assessment action plan and samples of risk assessments to HSAS. Watch our short video [Risk Assessment KPI 17/18 – the next step](#) for more information.

Statutory compliance

USG and Council will receive a six monthly Built Environment Compliance Dashboard based on information provided by the Estate Management Section and Health and Safety Advisory Service.

Asbestos

KPIs for asbestos management are:

- **The annual visual inspection of Asbestos containing materials (ACMs) completed and a report on the remaining ACM's and their condition produced during the academic year.**
- **Annual refresher training for all staff who may come into contact with ACMs as part of their regular duties has been carried out during the academic year.**

² Managing Health and Safety Essentials, IOSH Managing Safely or senior manager 1:1 H&S inductions.

Proposed Head of Department / Section Health and Safety Monitoring Report

Heads of Department/Section are required to complete the following in July 2018 and return it to their Executive Dean (or for Professional Services the Registrar and Secretary) by 31 July 2018

This form is used to support monitoring of the University's KPIs on health and safety inspection and risk assessment review [*Link to HS Bulletin with KPIs to be added*] and information from them will be used in interim / annual health and safety reports to Health and Safety Group (HSG), USG and Council.

Health and Safety Inspections	
<p>Heads of Department are responsible for ensuring regular formal health and safety inspections are carried out of the areas under their control.</p> <p>As the accountable person Heads of Department are also responsible for monitoring the outcomes, to ensure actions are addressed. Depending on the size and structure of the department this could be carried out with the HSLO or, for larger departments, managers responsible for specific areas.</p> <p>The following University Health and Safety KPI's are reported to HSG, USG ad Council:</p> <ul style="list-style-type: none"> ▪ Completion of annual inspections and production of an inspection action plan (where necessary³) within 1 month of the inspection. ▪ Completion of a review of progress with implementing the action plan by the Head of Department within 3 months of the inspection ▪ High priority actions addressed within 3 months of the inspection date 	
Date ¹ of your last annual departmental health and safety inspection. ¹ For multiple inspections give date range.	
Date action plan signed by responsible person ⁴ . For multiple inspections give date range.	
Date of your personal review ² of the annual Health and Safety Inspection Action Plan(s), from the latest annual inspections. ² This can include formal departmental H&S meetings, direct report meetings and personal scheduled reviews	
How many actions were identified as high priority ?	
How many high priority items have been / will be addressed within 3 months of the inspection period?	
<p><i>If there are high priority items that have not / will not be addressed within 3 months, please give below reasons why and how the risk is being mitigated in the interim.</i></p>	
Have you attended any of your department's health and safety inspections?	Y / N If Y: date last attended:
Has your next annual health and safety inspection been booked?	Y / N / In progress Planned inspection date:

³ If inspection has identified no action needed, the department would just need to report that no action is needed.

⁴ Usually HoD, but in larger departments may be delegated to team leaders

Risk register	
<p>As a head of department, you are responsible for identifying health and safety hazards for which you are the risk owner, which present significant risk to the organisation if not adequately controlled; recording them in the appropriate operational risk register and monitoring the effectiveness of the risk controls. Where necessary you will need to alert senior managers to failures in risk control.</p>	
<p>Are significant health and safety hazards arising from your department's activities recorded on an appropriate operational risk register?</p>	<p>Y / N /NA</p>
<p>If Y, please give date you last risks reviewed these hazards and the adequacy of their control</p>	
<p>If there are any significant health and safety risks you are concerned about, please give details below: (The nature of the risk, why you are concerned and any risk mitigation in place).</p>	
Risk assessment review	
<p>This section only applies to those departments that have their own risk assessments, to cover risks over and above those covered by the University's generic risk assessments. The University has introduced a standard risk assessment template. Departments are required to review their risk assessments and migrate them to the new template. In 2016-17 departments carried out a gap analysis and produced a risk assessment action plan, which set out the steps needed to review and migrate risk assessments into the new template.</p>	
<p>Do you have a risk assessment review plan?</p>	<p>Y / N</p>
<p>If yes, have you personally carried out / scheduled regular reviews of the risk assessment?</p>	<p>Y / N</p> <p>If Y: Date last review: Date of next scheduled:</p>