

To: Heads of Department/Section, Executive Deans,  
HSLOs and DHSOs, UECS Business Managers  
Faculty Managers, Assistant Registrar

Action by: 6<sup>th</sup> July  
2018

## Health and Safety Monitoring Report

Health and Safety Bulletin: [Health and Safety Plan and Health and Safety Performance Indicators](#) (issued 6 December 2017) advised that a new six monthly *Head of Department Health and Safety Monitoring Report* is being introduced to provide enhanced information to USG and Council.

This Bulletin is to advise you of the process and to request that you complete the *Head of Department Health and Safety Monitoring Report (June 2018) Monitoring Form* **by 6<sup>th</sup> July 2018**. You will need to send the completed form to your Faculty Manager (Academic staff), the Assistant Registrar (or for Professional Services) or the Head of Customer Services (UECS).

### Purpose of the Monitoring Report

For several years Heads of Department have been required to ensure that health and safety inspections are carried out. The completion of inspections and production of an inspection action plan has been monitored and reported to Health and Safety Group, USG and Council as a University Health and Safety KPI.

For 2017-18 the following Inspection KPIs were agreed, to give greater assurance that high priority areas are being addressed:

- Completion of annual inspections and production of an inspection action plan within 1 month of the inspection.
- Completion of a review of 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.

The Monitoring Report has been developed to enable Heads of Department to report back on the above KPIs. In addition the 2018 form will monitor:

- Use of University risk register to record and monitor significant health and safety risks to the University<sup>1</sup>. This would include those that can cause severe or catastrophic harm, could affect many people, significantly disrupt business, affect reputation or lead to significant fines.
- Completion of the review of risk assessments and migration into the University's risk assessment template. See Bulletin: [Risk Assessment Review](#) (issued 6 June 2018)

### Action by Head of Department/Section

Each Head of Department / Section is required to complete and submit the [Head of Department Health and Safety Monitoring Report 2018](#) to their Faculty Manager (Academic Departments), the Assistant Registrar (Professional Services Sections) or UECS Customer Services Manager **by 6<sup>th</sup> July 2018** to confirm the above. This is in addition to submitting their inspection action plan to HSAS and, for Academic Departments, their Faculty Manager within one month of the inspection completion date.

A Monitoring Report will need to be completed by Heads of Department every June and December, so that the information can be added to annual and interim health and safety reports for USG and Council. Further information on the process is available on the [Health and Safety Performance Monitoring](#) webpage.

<sup>1</sup> See Section 3.1 of the [Managing Health and Safety Code of Practice](#)

## **Action by Faculty Managers and Assistant Registrar**

A [Health and Safety Monitoring Form Summary Report](#) has been developed for use by the Divisions (i.e. the Faculties and Professional Services) to summarise and report back to the Health and Safety Advisory Service on the outcome.

The Faculty Manager (or for Professional Services the Assistant Registrar) supports their Executive Dean / the Registrar and Secretary in ensuring that Health and Safety Monitoring Summary Report is completed and sent to HSAS. HSAS will then use them to inform the annual and interim reports for USG and Council. The Form will need to be completed and submitted by **31 July 2018**.

## **Other news**

### **Leadership Toolkit for Heads of Department**

We have produced a new [Health and Safety Toolkit for Heads of Department / Section](#) to help you to demonstrate and meet your leadership responsibilities. It is based on the academic year, although some items may be carried out at different times of year in your department.

A link to the Toolkit has been added to [Senior Managers Responsibilities](#) on the University's health and safety webpages.

### **University Health and Safety Policy and Managing Health and Safety Code of Practice**

Following their revision in November 2017, the University's Health and Safety Policy and Managing Health and Safety Code of Practice have now been rebranded and are available on the University's [Health and Safety Policies](#) webpage.

NB: You can view the changes made to the Policy and Code of Practice (highlighted in red) by following the links below:

[Health and Safety Policy \(showing November 2017 amendments\)](#)

[Managing Health and Safety Code of Practice \(showing November 2017 amendments\)](#)