

To: Heads of Department, Executive Deans,  
HSLOs and DHSOs, Faculty Managers and  
Deputy Deans (Research) for Faculties of Social  
Sciences and Humanities

Action by 4<sup>th</sup>  
January 2019

## Health and Safety Training for Principal Investigators

One of the actions in the University's Health and Safety Plan is for:

***Principal Investigators to be trained in health and safety management and risk assessment by the end July 2019.***

This bulletin is to advise you of the requirements and what you need to do to ensure Principal Investigators in your department(s) are suitably trained before the end of July 2019.

There are two parts to the training:

**Managing Health and Safety Essentials:** This is available as an online [Moodle course](#). It is one of a suite of [Essential Training](#) all managers and employees are required to complete. All managers (including Principal Investigators) and employees will shortly receive notification of the need to complete the University's essential training and advising them of which courses haven't yet been completed. Heads of Department will have access to a dashboard showing levels of compliance.

***What Heads of Department will need to do:***

- Advise employees of the need to complete essential training relevant to their role and allocate time to do so within a reasonable timescale
- Monitor and take necessary action to ensure employees complete the training.

**Research risk assessment:** A bespoke Research Risk Assessment course has been developed and is available for booking through [HR Organiser](#). Available dates are given overleaf. It can also be delivered as a bespoke course to departments (minimum 8 delegates).

***What Heads of Department will need to do:***

- Identify who needs to attend risk assessment training:
  - Principal Investigators whose research may involve risks over and above those covered by the office and driving for work risk assessments. (e.g. research work in the community).
  - Other employees who supervise research or education activities that require risk assessment
- Advise them of the need to book on and attend the research risk assessment course during this academic year and to book on the course through HR Organiser
- Record the number of staff identified on your Head of Department Monitoring Form (to be issued early December). The health and safety team will regularly update you on who has booked on / attended the training.
- If you want a bespoke session, contact [safety@essex.ac.uk](mailto:safety@essex.ac.uk) to arrange the trainer, then arrange a room and invite the delegates.
- Monitor and take necessary action to ensure employees complete the training.

## Research risk assessment course

### About the course

This course is aimed at Principal Investigators Academic Supervisors and others who supervise research and education activities that require a health and safety risk assessment. The course highlights the importance of risk assessment and how it fits into the ethics framework. It will take you through the 5 step risk assessment process and signpost you to tools available to help you to carry out a suitable and sufficient risk assessment.

### Objectives

1. Know why risk assessment is important and your risk assessment responsibilities.
2. Understand risk assessment terminology and the key steps in the risk assessment process.
3. Able to use the University's risk matrix to estimate and evaluate the risk.
4. Know the hierarchy of control and use risk controls to reduce the likelihood and consequence of a hazard.
5. Know requirements for recording and reviewing risk assessments.
6. Aware of the tools available on the University website to assist you.

### Course dates:

<b>Date</b>	<b>Time</b>	<b>Location</b>
Friday 11 <sup>th</sup> January 2019	09:30 – 12:30	4SA.6.19
Wednesday 13 <sup>th</sup> February 2019	09:30 – 12:30	4SA.6.17
Tuesday 26 <sup>th</sup> March 2019	09:30 – 12:30	4SA.6.19
Wednesday 19 <sup>th</sup> June 2019	09:30 – 12:30	4SA.6.19
Thursday 4 <sup>th</sup> July 2019	09:30 – 12:30	4SA.6.19