

**Bulletin:**  
**Head of Department Monitoring  
Report (Health and Safety)**

10 February 2022

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

**For Action /  
Information**

## **Head of Department Monitoring Report & Key Performance Indicators 2021-22**

### **For action: by Head of Department**

As you are aware the *Head of Department Health and Safety Monitoring Report* is used to provide enhanced information on health and safety performance to the University Steering Group (USG) and Council. A *Head of Department Health and Safety Monitoring Report* is to be completed by Heads of Department twice a year 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.

This bulletin is to request that you complete a [Head of Department Health and Safety Monitoring Report](#) by **8<sup>th</sup> March 2022**. You will need to send the completed form to your Faculty Manager (Academic staff), the Assistant Registrar (for Professional Services) or the Head of Customer Services (UECS).

### **Purpose of the Monitoring Report**

The monitoring report assists in measuring the University's Health and Safety Key Performance Indicators (KPI) for 2021-22 and implementation of the University's Health and Safety Plan. The monitoring report will cover the following areas:

- Completion of annual health and safety inspections and production, implementation and review of the Health and Safety Inspection Action Plan.
- Completion of high priority actions within three months of the inspection date.
- Completion of essential health and safety training (*How we work at Essex* or equivalent booster course) by employees and managers (according to their role).
- Use of the University risk register to record and monitor significant health and safety risks to the University. 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.

### **For Action: by Faculty Managers, Assistant Registrar and Head of Customer Services (UECS)**

To help collate information gathered within the modified *Head of Department Health and Safety Monitoring Report*; a [Health and Safety Summary Report](#) has been developed for use by the Divisions (i.e. the

Faculties and Professional Services) to summarise and report back to the Workplace Health, Safety and Wellbeing team the overall outcomes.

The Faculty Manager (or for Professional Services the Assistant Registrar or the Head of Customer Services (UECS) will need to support their Executive Dean / the Registrar and Secretary in ensuring that the Health and Safety Summary Report is completed and sent to Workplace Health, Safety and Wellbeing.

Workplace Health, Safety and Wellbeing will then use them to inform the interim Annual Report on Health and Safety Performance for USG and Council. The Summary Report Form will need to be completed and submitted by **8<sup>th</sup> April 2022**.

### **For information:**

#### **Applicable H&S Key Performance Indicators for August 2021 to February 2022**

USG and Council have agreed health and safety key performance indicators (KPIs) for the academic year August 2021 to July 2022. These KPIs provide a basis for USG and Council to have confidence that appropriate systems and processes are in place, that a culture that values health and safety is in place and that levels of health and safety performance can be monitored to ensure that the system of control is operating effectively.

### **Leadership**

Heads of Department are required to complete the *Head of Department Health and Safety Monitoring Report* every six months and send it to their Faculty Manager and Executive Dean (or for Professional Services to the Assistant Registrar). The form will demonstrate engagement by those with responsibility for managing health and safety risks.

### **Compliance**

#### **Workplace Inspections**

The University requires that each department carries out an inspection annually. The inspection includes a physical check of workspaces and equipment and a review of paperwork and records required to support our health and safety management systems. The inspections are the responsibility of Heads of Department (who sign the action plan). Health and Safety Advisers attend and give advice on inspections of higher risk areas.

The following measures are proposed to give assurance that annual inspections are being carried out:

- *Annual health and safety inspection(s) of each Department/Section have been carried out by the Department/Section during the June 2021 - July 2022 academic year and an action plan produced within 1 month of the inspection date.*

#### **Actions arising from inspections**

Although the above indicates that an inspection action plan has been produced, it does not tell us whether actions have been carried out. To give a greater level of assurance, particularly in relation to high risk items, the Head of Department Monitoring form (see above) is used to measure the following KPIs:

- *Completion of a review of progress in implementing the inspection action plan by the Head of Department/Section within 3 months of the inspection date.*
- *High priority actions on the inspection action plan addressed within 3 months of the inspection date.*

### **Culture and capability**

#### **Health and Safety Training**

The University's training performance measure provides information on the extent to which employees have engaged with health and safety training required for their role.

It is a legal requirement to ensure that employees are provided with adequate health and safety training. The *How we work at Essex* course covers health and safety responsibilities and basic information all employees need to know to carry out their work safely and in accordance with the University's Policy and arrangements. Health and safety training is also essential to building a positive health and safety culture.

The following KPI are agreed:

- *95% of employees trained in Fire Safety Essentials*
- *95% employees trained in Health and Safety Essentials*
- *95% of managers trained in their health and safety responsibilities*
- *All new employees completed fire safety essentials and health and safety essential within six months of commencing employment*
- *All new managers completed Managing Health and Safety Essentials (or equivalent) within six months of employment / appointment.*

Note: the above KPI's are due to be updated in May 2022 to reflect the recent change to the new *How we work at Essex* and equivalent booster course, the HWWAE and booster will replace three of the individual courses named above.

The 2021-22 target is **95%** completion of the above courses for current employees. New starters must complete all their essential training within 6 months of starting employment at the University of Essex and the target for this completion is **100%**.