



# Health and Safety Bulletin

**To: Heads of Department/Section, Executive Deans, HSLOs and DHSOs, Faculty Managers.**

## **Head of Department Monitoring Report 01 February to 31 July 2023**

**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 Health and Safety Group (HSG), 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 **18<sup>th</sup> August 2023**. 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 2022-23 and implementation of the University's Health and Safety Plan. The monitoring report will cover the following areas:

1. Completion of annual workplace health and safety inspections. Including the production, implementation and review of the workplace health and safety inspection action plan.
2. Completion of high priority actions within three months of the inspection date.
3. Completion of essential health and safety training (*How we work at Essex* or equivalent booster course) by staff members and managers (according to their role).
4. 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.

**25 July 2023**

**For Action**

**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 Annual Report on Health and Safety Performance for USG and Council. The Summary Report Form will need to be completed and submitted by **6<sup>th</sup> September 2023**.

**For information:**

**Applicable Health and Safety Key Performance Indicators for August 2022 to July 2023:**

USG and Council have agreed health and safety key performance indicators (KPIs) for the academic year August 2022 to July 2023. 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 Monitoring Form every six months and send it to their 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 with these issues.

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 August 2022 - July 2023 academic year and an action plan produced within 1 month of the inspection date.

*Actions arising from inspections:*

- 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

It is a legal requirement to ensure that staff members are provided with adequate health and safety training. The [How We Work At Essex](#) training course covers health and safety responsibilities and basic information all staff members 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 2022-23 target is 95% completion of the above course for current staff members. New starters must complete all their essential training within 3 months of starting employment at the University of Essex and the target for this completion is 100%.

**For information:**

**Health and Safety Plan 2019 – 2025**

Council approved the University Health and Safety Plan for the period August 2019 to July 2025 on 28<sup>th</sup> November 2022. The Health and Safety Plan is updated every six months and can be viewed on the health and safety pages of the [Staff Directory](#). Heads of Department should review the Plan for actions they are required to take.