



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 2026

The *Head of Department Health and Safety Monitoring Report* is used to provide enhanced information on health and safety performance to Executive Committee (ExCom) and Council. The *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 the annual and interim/annual health and safety performance reports. Further information on the process is available on the [Health and Safety Performance Monitoring](#) webpage.

The monitoring report assists in measuring the University *Health and Safety Key Performance Indicators (KPI)* for 2025-26 and implementation of the University's *Health and Safety Plan 2025-28*. The Key Performance Indicators applicable for this round of reporting include:

Leadership KPI

- Heads of Department/Section 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)¹. The form will demonstrate engagement by those with responsibility for managing health and safety risks with these issues.

Compliance KPI

Workplace Inspections: The University requires each department to undertake an annual inspection of the workplace. 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.

¹ For this round of monitoring, while the University is undergoing structural change, forms will be sent to Workplace Health, Safety and Wellbeing. Further details are provided below.

06 August 2026

For Action

Workplace Health, Safety and Wellbeing (WHSW) Tel: 01206 87 2944 or email safety@essex.ac.uk

The KPI for 2025-26 regarding annual workplace inspection is as follows:

- 100% of annual workplace health and safety inspection(s) carried out and an action plan produced by each department/section between August 2025 and July 2026.
- 100% of high priority actions² on the inspection action plan addressed or mitigated within a defined period, with completion within a maximum of three months from the inspection date.

Risk Registers

In addition to the above KPI, the monitoring form will record the most recent activity regarding applicable University Risk Registers. These Registers are in place to record and monitor significant health and safety risks to the University. These include those that can cause severe or catastrophic harm, could affect many people, significantly disrupt business, affect reputation or lead to significant fines.

What you need to do:

For this academic year, due to the ongoing structural changes across the University, Head of Department Health and Safety Monitoring Reports will be collated by the relevant Health and Safety/Compliance teams and reported to Executive Deans and within the Annual Health and Safety Performance Report.

Heads of Department must complete a [Head of Department Health and Safety Monitoring Report](#) by **9th September 2026** and send it to the following:

- Academic Departments and Professional Services will need to send the completed form to Workplace Health, Safety and Wellbeing at safety@essex.ac.uk.
- UECS sections will send completed forms to the Chief Compliance Officer.

Please complete only one form per Department/Section. If you have any questions regarding the content of this report or the monitoring process please contact Workplace Health, Safety and Wellbeing (WHSW) at safety@essex.ac.uk

² High priority action is defined as: Substantial efforts to reduce the risk. Risk reduction measures to be implemented urgently within a defined time period. It may be necessary to suspend or restrict the activity or put into place short term mitigations. Considerable resources might have to be allocated to additional controls. Maintain existing controls rigorously and keep under regular review until risk reduced.