

HEALTH & SAFETY

**MANAGEMENT**

**STATEMENT**



**Date published: 18 September 2023**

### INTRODUCTION

This health and safety management statement has been produced by the [*Department of Name*], following guidance issued by the University of Essex, and has been approved by [*name*], [*Head/Director/Business Manager of* *Department name*] It details specific responsibilities and arrangements for health and safety within the Department.

### RESPONSIBILITIES

The University’s Health and Safety Policy sets out the health and safety responsibilities of all [*University/UECS*] employees according to their job role. The responsibilities of employees and managers are also summarised in the *Employee Guide to the Health and Safety Policy.* Both documentscan be found at [*Specify where in Department*] or on the Staff Directory under [Health and Safety Policies](https://www.essex.ac.uk/staff/health-and-safety-support/policies). Managers should also refer to the *Managing Health and Safety Code of Practice* which sets out what they need to do to meet their responsibilities.

Specific roles within the department are briefly given below. Please refer to *Key Health and Safety Contacts* in appendixfor names and contact details of post holders.

|  |  |
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| **Role**  | **Responsibility** |
|  **Head of / Director of [insert *Department / section name*]** | Overall responsibility for ensuring that the [*Department*] complies with the University’s health and safety requirements and has effective systems in place for the management of health and safety. |
|  **Health and Safety Liaison Officer (HSLO) / Departmental Health and Safety Officer (DHSO).** | Assists with the co-ordination of health and safety and acts as the main point of contact on matters affecting health and safety in the [*Department / Section*]. |
| **Display Screen Equipment (DSE) Facilitators** | Provide guidance and assistance to employees on computer (DSE) risk assessment and training. |
| **Fire Evacuation Stewards** | Assists with safe evacuation in the event of a fire or emergency |
| **Evacuation chair operators** | Assists those who are unable to use the stairs with using an evacuation chair in the event of an emergency |
| **First aiders** | Provides emergency first aid. |
| **Departmental Non-Ionising Radiation Safety Advisers** **(DNIRPA)** | Advises on the technical requirements and procedures for the safe use of non-ionising radiation (for example lasers, sources of ultraviolet light)]. |
| **Workplace Wellbeing** | Provides competent advice on fire, health and safety and occupational health. |

NB: Staff based in Southend and Loughton should also refer to their local building user guides.

# GENERAL HEALTH & SAFETY ARRANGEMENTS

### CONSULTATION

Employees may raise any concerns directly with their manager or at team meetings. Alternatively, they should speak to their [Department’s HSLO / DHSO]

Employees may also speak to their Safety Representative, whose details can be found on the [Department’s] notice board. Safety representatives are appointed by trade unions to represent all employees on health and safety. Employees do not need to be a Union member to ask for their assistance with a health and safety concern.

Health and safety will be a regular agenda item at departmental meetings.

### [CO-ORDINATION]

### COMMUNICATION

Employees will find the health and safety information and contact details on the Department’s notice board(s), which [is/are] located at: [*give details*]. Health and safety information can also be found in the Staff Directory.

### TRAINING AND COMPETENCE

All employees must to be competent to meet their responsibilities and work safely. This is a legal requirement.

## Induction

[*The HoD / Line managers*] will ensure that new employees are adequately inducted into local health and safety arrangements. An [induction checklist and guidance](https://www.essex.ac.uk/staff/managing-people/health-and-safety-induction) can be found in the Staff Directory, under Managing People.

Health and safety information for new joiners is included in the University’s Welcome to Essex Induction Moodle Course, which you can access by following the [Starting at Essex link](https://www.essex.ac.uk/staff/starting-at-essex) under Working at Essex in the Staff Directory.

All staff with logins will need to complete the following online health and safety course within six months of their employment start date:

* How we work at Essex

The courses can be accessed by following the [Essential Training link](https://www.essex.ac.uk/staff/professional-development-and-training/essential-training) under Working at Essex/Professional Development in the staff directory. You will need your Essex login and password.

## Health and Safety Training for Managers

Managers must complete training in Managing Health and Safety Essentials (online Moodle course – follow the Essential Training link above to access the course) or, for managers of high-risk activities, IOSH Managing Safely.

## Risk Assessment training

## Those responsible for hazardous work activities (including research, events and field trips) will need to attend risk assessment training. The following courses are available and can be booked though HR Organiser:

* Risk Assessment Made Easy
* IOSH Managing Safely
* Research Risk Assessment (For Principal Investigators, Academic Supervisors and research staff)

## Further Health and Safety Training

Details of face to face and online health and safety courses provided centrally can be found on the [professional development/health and safety pages](https://www.essex.ac.uk/staff/professional-development-and-training/health-and-safety-training-courses) of the Staff Directory. Courses should be booked through HR Organiser.

Managers must assess the health and safety competence of the employees they directly line manage, identify their training and development needs and ensure that they are met. The [Health and Safety Competence and Training Matrix](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/hscompetenceandtrainingmatrix.docx) can assist with this.

## Training Records

Central records of online and face–to face training are kept on HR Organiser and can be viewed by employees and their manager. Records of departmentally arrange health and safety training and induction are kept by [*name / job role*].

### CAPABILITY

Risk assessments for the work activities need to take account of capability issues that may increase risk (for example pregnancy, maturity of young people, health conditions etc.). General advice on risk assessment and [people at risk](https://www.essex.ac.uk/staff/risk-assessment/people-at-risk)  is available from the Staff Directory. Advice on individuals with specific health concerns is available from [Occupational Health](https://www.essex.ac.uk/staff/professional-services/occupational-health-team). Advice on [Pregnancy](https://www.essex.ac.uk/staff/health-and-wellbeing/pregnancy-advice-and-support) can be found on by on the Staff Directory.

### HEALTH AND SAFETY STANDARDS

Health and safety standards (how we do things safely) are detailed in health and safety policies, codes of practice, standards, procedures and risk assessments covering a range of activities. This is how the University and Departments ensure that their legal obligations for health and safety are met. They are therefore mandatory.

University-wide policies and generic risk assessments are available on the [Staff Directory](https://www.essex.ac.uk/staff) under Health, Safety and Wellbeing. The University also adopts health and safety codes of practice published by University and Colleges Employers Association (UCEA) and Universities Safety and Health Association (USHA).

[*The Department has produced the following health and safety standards, available at*

* [list with location]

### HEALTH AND SAFETY INSPECTIONS

[*Insert name*] will arrange for an annual safety inspection of the areas for which the Department is responsible. The inspection party will normally consist of: [*list names*]

[*Insert name*] will ensure that a Trade Union Safety Representative is invited to attend.

A written report will be produced, in conjunction with the Head of Department, specifying responsibility for and time scales to remedy any health and safety problems identified by the inspection. The Plan will be reviewed by the Head of Department within three months of the inspection date, to ensure actions have been progressed.

A copy of the inspection action plan will be sent to the University’s Workplace Health, Safety and Wellbeing team, the Trade Union Safety Representative who attended the inspection *[and the appropriate Faculty Manager].*

### HEALTH AND SAFETY INCIDENTS

All accidents and health and safety incidents and concerns must be [reported](https://www.essex.ac.uk/staff/health-and-safety-incidents-or-concerns). Health and Safety Incident Reports should be completed as soon as possible so the Workplace Wellbeing team can ensure that statutory reporting to the HSE of RIDDOR[[1]](#footnote-1) reportable incidents is carried out.

[*Where relevant insert Department’s processes for reporting and investigating accidents*]

### OCCUPATIONAL ADVICE

Advice on [work-related stress](https://www.essex.ac.uk/staff/health-and-wellbeing/work-related-stress) and other [occupational health and wellbeing](https://www.essex.ac.uk/staff/health-and-wellbeing) concerns can be found on the Staff Directory.

The University also has arrangements in place to provide a free and confidential telephone advice service for staff through an [Employee Assistance Programme](https://www.essex.ac.uk/staff/health-and-wellbeing/counselling-and-support-services) (EAP).

All employees can access occupational health support from the Workplace Wellbeing team, through a management referral for confidential and impartial support and advice on any matters affecting health at work. If employees have specific concerns regarding the impact of their work on their health (or their health on their work), they should speak to their line manager or HR Employee Relations Adviser and ask them for a referral. If this is not possible, the employee can also contact their Union for advice.

Managers who have concerns about an employee’s health should seek confidential advice from an Occupational Health Adviser, who will be able to advise on whether manager referral is appropriate.

## Wellbeing Provision

A range of wellbeing resources facilitated by Workplace Health, Safety and Wellbeing (WHSW) are available to university staff. These include direct support and advice on mental health issues, workshops, training, e-learning and support networks. Staff should be made aware of the wellbeing provision at the University and how to access support.

* [Wellbeing directory](https://moodle.essex.ac.uk/mod/glossary/view.php?id=941378&mode=search&hook=test&fullsearch=1): includes recorded wellbeing webinar sessions and other health and wellbeing resources
* [Stress Risk Assessment](https://www.essex.ac.uk/staff/health-and-wellbeing/work-related-stress): risk assessment for occupational stress completed by all departments to ensure work related stressors are identified and reduced or removed; can be used on an individual basis by managers
* [Employee Assistance Programme (EAP)](https://www.essex.ac.uk/staff/health-and-wellbeing/counselling-and-support-services): free and confidential telephone advice service for staff through [Validium](https://www.validium.com/login/)
* Trauma Risk Management Practitioner support: support from one of our Trauma Risk Management Practitioners for those who have experienced an incident that involves death or serious injury.
* Cognitive Behaviour Therapy: psycho-social intervention aimed at reducing symptoms of various mental health conditions; staff can be referred for up to six sessions of CBT following a referral to Occupational Health or access a single session without a referral by e-mailing ohquery@essex.ac.uk.
* Staff Health Checks: WHSW led termly Health and Wellbeing checks to staff covering lifestyle and health advice, blood pressure, BMI and cholesterol measurements and assessments for risks of developing health conditions.
* [Able Futures:](https://able-futures.co.uk/mental-health-support) Provision of support, guidance and advice on a number of areas from a mental health professional at no cost for staff over a period of nine months.
* [Dedicated Staff Mental Health First Aiders](https://www.essex.ac.uk/staff/health-and-wellbeing/dedicated-mental-health-first-aiders): Staff volunteers trained in Mental Health First Aid that staff can reach out to for support.
* Essex Working Well: This organisation provides a range of mental health webinars on stress management, mental health awareness, mindfulness and managing your health and can be booked [here](https://cal.smoothbook.co/5efc6d447f4caf7a6181cc21#/class).
* Mental Health Suicide First Aid: WHSW delivery a 2 day course on Mental Health First Aid and 1 day on Suicide First Aid that can be booked onto via [HR Organiser](https://hrorganiser.essex.ac.uk/tlive_ess/ess/dist/#/main/learning/courses).
* Wellbeing events: WHSW organise wellbeing events, webinars and e-learning opportunities for staff regularly. These can be found on the University’s [events page](https://www.essex.ac.uk/events).
* Weight Management Programme- A12-week Weight Management Programme taking is taking place in January and July each year and aims to support staff who wish to lose weight in a safe, steady and controlled way to help change unhealthy habits for healthier ones. Staff can e-mail ohquery@essex.ac.uk to register their interest.

### EMERGENCIES (E.G. FIRE AND FIRST AID)

In the event of an emergency those based at the Colchester campus must dial 2222 (or 01206 872222) to inform patrol staff. Patrol Officers are responsible for taking the immediate emergency response and directing the emergency services to the incident location. They are all trained in first aid. For non-emergency first aid call 2125 (or 01206 872125).

Staff based in Southend or Loughton should refer to their local building users’ guidance on what to do in an emergency.

Further information on [emergencies](https://www.essex.ac.uk/staff/emergencies-security-and-safety) is available on the Staff Directory.

# ARRANGEMENTS FOR MANAGING HEALTH & SAFETY RISKS

### RISK ASSESSMENT

Any employee responsible for an activity that has significant risks[[2]](#footnote-2) which are not sufficiently covered by existing health and safety procedures, or risk assessment will need to ensure that a risk assessment is carried out. This includes the practical elements of teaching, some overseas travel and events. Advice on [risk assessment](https://www.essex.ac.uk/staff/risk-assessment) is available on the Staff Directory. Research staff will also find specific advice on [research risk assessment](https://www.essex.ac.uk/staff/research-governance/research-risk-assessment) on the Research Governance pages of the Staff Directory. For advice and assistance employees should contact their lead Health and Safety Adviser in good time.

Generic risk assessments for certain work activities and advice on specific risks is available on the Staff Directory.

[*Give details of departmental specific requirements relating to risk assessment (for example are they kept in one location)*]

### FIRE SAFETY

In order to minimise the risk of fire employees must not:

* Leave obstructions, flammable materials or sources of ignition in corridors and staircases. Note: If combustible items will not fit into recycling bins, leave them in your office and contact ems-helpdesk@essex.ac.uk to ask a cleaner to collect them.
* Leave fire doors to unoccupied room wedged open.
* Use cooking appliances (other than microwave ovens provided in approved designated areas) or privately owned heating appliances.

Employees who are planning any activities that could increase the risk of fire will need to carry out a risk assessment in consultation with the Fire Safety Manager.

Employees or students with permanent or temporary disabilities that may affect their ability to evacuate safely in an emergency should arrange for a [Personal Emergency Evacuation Plan (PEEP)](https://www.essex.ac.uk/staff/fire-safety/peep).

Note: Smoking and vaping is prohibited in all University buildings, under podia, within 5m of entrances and windows and in university vehicles.

### ELECTRICAL SAFETY

Unsafe electrical equipment can cause fires and electric shock. For this reason, certain electrical equipment is prohibited from use in some areas and there are rules about the use of personally owned items.

Employees should read the University’s guidance on [electrical safety](https://www.essex.ac.uk/staff/equipment-safety/electrical-safety) on the Staff Directory to ensure they are aware of the University’s requirements relating to:

* dangerous and prohibited electrical equipment
* personally owned electrical equipment.
* Inspection of electrical equipment before use.

The HSLO will make arrangements for Portable Appliance Testing to be carried out in accordance with the University [Portable Appliance Testing (PAT](https://www.essex.ac.uk/staff/equipment-safety/portable-appliance-testing)) Standard which has guidance and advice, including a flowchart on frequency of testing.

### OFFICE SAFETY

Employees should read and follow the Department’s risk assessment for offices and low risk areas, located at [*insert*]

Further information on [office safety](https://www.essex.ac.uk/staff/work-and-study-environments/offices) is available on the Staff Directory.

### DISPLAY SCREEN EQUIPMENT (DSE) AND HYBRID WORKING

Employees who use computers to carry out the main duties of their job role are required to complete a [DSE self-assessment](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/dse-assessment-checklist.doc) for the workstation used on-campus and for the workstation used at home. Line Managers are to ensure the right DSE items are provided for use at any workstation on-campus or at home.

Line Managers can assist employees with adjusting a workstation and can also ask a DSE Facilitator to undertake a *DSE Level 2 assessment checklist* if required. Workplace Health, Safety and Wellbeing can also provide ergonomic advice and DSE support.

A [guide on posture](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/dse-guidance-safe-use.pdf), [the safe use of display screen equipment](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/dse-guidance-safe-use.pdf), a leaflet about [safe use on computer](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/using-computer.pdf) are available to support the staff to work more comfortable, healthy, and safe way.

If changes to an employment contract are required, either for the reduction or amendment to working hours, employees should read the [Flexible Working Policy](https://www.essex.ac.uk/-/media/documents/directories/human-resources/work-life-balance.pdf?la=en) for the University of Essex.

### DRIVING ON UNIVERSITY BUSINESS

Employees who drive their own vehicle on university business must have a valid driving licence and ensure their car is insured for business use. The Department’s risk assessment for driving should be followed. It is located at [*insert*]. Further information on [driving for work](https://www.essex.ac.uk/staff/activities-health-and-safety/driving-for-work) is available on the Staff Directory.

### ORGANISING EVENTS

When organising events, employees should refer to the guidance on [Event Safety](https://www.essex.ac.uk/staff/activities-health-and-safety/event-safety) on the Staff Directory. If you are organising an event on one of the Colchester Campus Squares or grounds you will need to complete an [Events Booking Form](https://www1.essex.ac.uk/estates/documents/event-permission-form.docx) and forward it to the EMS helpdesk.

### OVERSEAS TRAVEL

Any employee undertaking travel on University business outside the United Kingdom (and flights and overnight stays within the UK) must arrange insurance cover by completing the online [Travel Insurance Application Form](https://sp.essex.ac.uk/sections/finance/Lists/Travel%20Insurance%20Application%20Form/allitems.aspx). Guidance on [Overseas travel](https://www.essex.ac.uk/staff/activities-health-and-safety/overseas-travel) safety is available on the Staff Directory. Travel and accommodation must also be booked through one of the University’s [travel management providers](https://www.essex.ac.uk/staff/travel-and-transport/booking-business-travel)

You must consider and plan for significant foreseeable health and safety risks that may arise from your non-UK visit. As part of this you should review Country and city specific information on the University’s Insurer’s travel assistance website (which you can access via the University’s Overseas Travel site). Risks will vary greatly, and the extent of planning and preparation will need to reflect this.

It is a university requirement that formal risk assessment and approval is needed for visiting countries (or parts of countries) identified as high or extreme risk, or if carrying out adventurous activities abroad. Travellers to high or extreme risk locations must also complete a short online travel security course. Travellers will be informed of these requirements and what to do when they complete the Travel Insurance Application Form.

Please refer to the guidance on [Overseas travel](https://www.essex.ac.uk/staff/activities-health-and-safety/overseas-travel) safety for information on the overseas travel risk assessment for high and extreme risk locations.

### FIELD TRIPS

Guidance on health and safety for those responsible for organising  [field trips and off-site visits](https://www.essex.ac.uk/staff/activities-health-and-safety/field-trips-and-off-site-visits) can be found on the Staff Directory. It includes a planning checklist, group travel planning form and emergency incident procedures.

Risks will vary greatly, and the extent of planning and preparation will need to reflect this. The Field Trip Planning Checklist will be sufficient for low-risk trips, but formal risk assessment will be necessary for higher risk trips. A Group Travel Planning Form should also be completed for trips involving 5 or more individuals.

### OTHER RISKS / SAFETY MEASURES

# REVIEW

This *Health and* *Safety Management Statement* and the *Key Health and Safety Contacts* list will be reviewed annually by [*inset name*].

The [DHSO / HSLO] will co-ordinate regular review of [departmental] health and safety standards. All such documents should include its review date an appropriate date for further review.

*[Signed]*

Name, Head of Department

 *[Date]*

*For review: [Insert your next planned review date]*

# [DEPARTMENT NAME]

# KEY HEALTH AND SAFETY CONTACTS

**Last updated:**

|  |  |  |
| --- | --- | --- |
| **Departmental contacts**  | **Name / Title** | **Contact No /** **e-mail** |
| Departmental First Aider(s) |  |  |
| Fire Evacuation Stewards: |  |  |
| DSE Facilitator(s): |  |  |
| Evacuation Chair Stewards |  |  |
| Responsible for health and safety in the Department | [Head of Department] |  |
| Health and Safety Liaison Officer (HSLO) *[or Departmental Health and safety Officer (DHSO)]* |  |  |
| Report health and safety incidents to: | [Named individual or line manager] |  |
| Report hazards or concerns to: | [Named individual or line manager] |  |
| Person(s) responsible for undertaking H&S inspections: |  |  |
| Departmental Non-Ionising Radiation Protection Adviser (DNIRPA) |  |  |
| Departmental Ionising Radiation Protection Supervisor (DIRPS) |  |  |
| Departmental Biological Safety Officer (DBSO) |  |  |

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| **University contacts** | **Name(s)** | **Extn No. / e-mail** |
| First Aid | Patrol officers | 2222 (emergency) or 2125 |
| Fire / Another emergency |  | 2222 |
| Report premises hazards | Estates Helpdesk | 2959ems-helpdesk |
| Spillages, bulky waste removal. | Estates Helpdesk | 2959ems-helpdesk |
| Health and safety Advice | Workplace Wellbeing | 2944safety |
| Fire safety advice | Fire Safety Manager | 4847fire |
| Occupational Health Advice | Workplace Wellbeing | 2399ohquery |
| Employee Assistance Programme | Health Hero | 0800358485 or03003329980 |
| Non-Ionising Radiation Protection Adviser (UNIRPA) | Contact Health and Safety | 2944safety |
| Ionising Radiation Protection Officer (UIRPO) | Emmanuel Omoijiade | eo24722 |
| University Biological Safety Adviser | David Knight | 3314dknight |
| Safety Representatives: Unison | TBA | TBA |
| Unite | Colin McAuley | unitetheunion@essex.ac.uk  |
| UCU | Cara Booker | 3026cbooker@essex.ac.uk |

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| **Where to find:** | **Location:** |
| Departmental health and safety information | [Details of where local info kept and / or link to department website/SharePoint/ BOX/shared drive] |
| University health, safety and wellbeing information | [www.essex.ac.uk/staff](http://www.essex.ac.uk/staff) or [www.essex.ac.uk/student](http://www.essex.ac.uk/student)  |
| Reporting a Health and Safety Incident | Search for and complete an ***Incident Report*** on the Staff Directory, or for serious incidents, call 2944 |

1. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [↑](#footnote-ref-1)
2. Risks arising out of routine activities associated with life in general can be ignored, as can instances where the harm is likely to arise infrequently and be minor in nature. [↑](#footnote-ref-2)