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**University of Essex: Health and Safety Toolkit for Heads of Department / Section**

This toolkit has been set up to assist you with demonstrating and meeting your leadership responsibilities. It is based on the academic year although some items may be carried out at different times of year in your department.

You will find further information about your [leadership responsibilities](https://www.essex.ac.uk/health-safety/responsibilities/senior-managers.aspx) on the health and safety pages of the University’s website

| **Month** | **Activities** | **Leadership Actions** |
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| August | Revised Health and Safety Plan Published.[[1]](#footnote-1) | Review Health and Safety Plan and ensure actions relevant to your area of responsibility are taken forward. Are there any significant projects that will need support/input from areas under your control?  Set health and safety objectives for your direct reports. |
| Health and Safety KPIs for coming year published.1 | Discuss KPIs and how they are going to be actioned / monitored with your direct reports. |
| Consultation on revisions to the Health and Safety Policy and Managing Health and Safety Code of Practice (Biennial).1 | Actively contribute to the Policy review. Take time to read and understand your responsibilities. |
| September | Templates for generic risk assessments and H&S Management Statements revised and reissued. 1 | Review your H&S Management Statement and risk assessments based on the most current template.  Confirm with your direct reports that they are regularly reviewing risk assessments and health and safety standards for activities under their control. |
| Faculty / Professional Services Health and Safety Performance Reports issued to Executive Deans and the Registrar and Secretary | Your Exec Dean / the Registrar may discuss your health and safety performance with you. Take action to address performance concerns. |
| October | Start of term | Ensure new staff you are responsible for have received health and safety induction using the [Health and Safety induction checklist](https://www1.essex.ac.uk/health-safety/management/induction.aspx).  Confirm your direct reports are also ensuring new staff are inducted on health and safety. |
| Fires and emergencies | Remind all staff about emergency procedures, electrical safety (including prohibited items) and how to report health and safety concerns.  Check that you have sufficient trained fire evacuation stewards and evacuation chair operators. |
| Annual fire drills | Make sure you know your [fire safety responsibilities.](https://www1.essex.ac.uk/health-safety/fire/responsibilities.aspx)  Ensure you and your direct reports lead participation in scheduled fire drills, and feedback on whether it went well or not to the responsible person.  Lead by example and challenge those who do not follow the University’s fire safety rules. |
| November | Essential Health and safety training:  Managers and leaders:   * Leading H&S and 1:1 induction for senior managers * Managing Health and Safety essentials and/or IOSH Managing H&S   All staff:   * How We Work At Essex, *or;* * How We Work At Essex Booster | Discuss essential health and safety training with your direct reports. What action are you and they taking to ensure all staff complete the training?  (NB Reports will be available through Tableau). |
| December | H&S Inspection action plans.  Head of Department Monitoring form (for interim H&S report) issued. | Review your Health and Safety Inspection Action Plan with your HSLO/DHSO. Have all actions been carried out? Are there any high and medium priority actions still outstanding?  Complete and return your Head of Department Monitoring Report to your Faculty Manager / the Assistant Registrar.  (NB: You should schedule reviews within 3 months of the inspection date). |
| Christmas | A good opportunity to meet with staff or visit them at work, discuss health and safety with them and wish them Seasons Greetings. |
| January | Start of Annual Planning Round | Ensure that consideration has been given to the [health and safety implications of any new projects](https://www.essex.ac.uk/projects/documents/restricted/project_health_and_safety.pdf) and that health and safety is taken account of as part of resource planning. Make sure arrangements are in place for consulting with those who could be affected.  Where additional staffing requests have been made, ensure that consideration has been given to their physical space and equipment requirements. |
| Annual DSE assessment reminder to all staff | Check that staff who use computers for work are completing / reviewing their DSE workstation assessment. |
| February | Financial planning | Check that adequate resources are being given to health and safety as part of the financial planning round. |
| Health and safety KPIs – check on progress. | Ensure your H&S inspection has been arranged or has been carried out, and that you have signed and submitted your action plan within a month of the inspection.  Also check that staff are completing essential health and safety training. |
| March | Interim Faculty / Professional Services Health and Safety Reports issued to Executive Deans and the Registrar and Secretary. | Discuss reports and review health and safety performance. Take action to address performance concerns. |
| Annual review for support staff | Consider rewarding staff for good health and safety performance |
| April | Operational risk registers. | Review health and safety risks in operational risk registers for which you or your direct reports are the owners.  Encourage honest feedback on health and safety and discuss and agree how concerns should be addressed. |
| May | Exam time | Check on the wellbeing of your direct reports and their staff. Have departmental stress risk assessments been reviewed? Are there any organisational stress concerns you need to be aware of? |
| June | Head of Department Monitoring form (for annual H&S report) issued. | Complete and return your Head of Department Monitoring Report to your Faculty Manager / the Assistant Registrar. |
| Electrical safety | Ensure that portable appliance testing (PAT) has been carried out for your areas of responsibility and failed items have been repaired or correctly disposed of. |
| July | End of the academic year. | Make sure that you have submitted your health and safety performance information (Inspection action plans, Head of Department Monitoring Report). |
| A good opportunity to meet with staff or visit them at work, and thank them for their good work. Ask them a few health and safety related questions. |

Other actions:

* Make health and safety a standard agenda item at departmental meetings.
* Arrange at least termly meetings with your HSLO/DHSO. Consider inviting your lead Health and Safety Adviser.

1. You will be notified through a Health and Safety Bulletin. [↑](#footnote-ref-1)