# Faculty & Professional Services

# Health and Safety Monitoring Summary Report

This report is for Executives Deans and the Registrar and Secretary to summarise the outcome of health and safety monitoring for the Departments / Sections they are responsible for during the period 01 August 2023 to 01 February 2024. The signed report should be forwarded to Workplace Health, Safety and Wellbeing (safety@essex.ac.uk) by **09** **April 2024** so that the information can be included in the *Interim Report on Health and Safety Performance*.

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| **Faculty/Professional Services/UECS:** |

## Annual Workplace Health and Safety Inspection

Heads of Department are responsible for ensuring regular formal health and safety inspections are carried out of the areas under their control. As the accountable person, the Head of Department is responsible for monitoring the outcomes, to ensure actions are addressed. Depending on the size and structure of the department this could be carried out with the HSLO or, for larger departments, managers responsible for specific areas. The 2023-24 KPI regarding workplace inspections 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 2023 and July 2024.
* 100% of high priority actions on the inspection action plan addressed or mitigated within a defined period, with completion within a maximum of three months from the inspection date.

## Q1. Please provide the number of annual workplace inspections required in your Faculty/Section 2023-24 and indicate which have been completed, or are booked:

| **Please list each department within your Faculty/Section:** | **Number of Workplace Inspections due 2023-24:** | **Number of Workplace Inspections completed 2023-24:** | **Number and date of Workplace Inspections booked 2023-24:** |
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Add more rows if required.

1. **Training for Principal Investigators in High Hazard Areas[[1]](#footnote-1)** **(Academic Departments only)**

The targets for the completion of either the *University of Essex Risk Assessment* training or *IOSH Managing* Safely training course are:

* 100% of current Principal Investigators in high hazard areas (who have not already completed the training) to complete the training by the end of December 2023.

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| **Q.2. Please provide the percentage of staff members within your Faculty that have completed the required training by December 2023:** |  |

1. **Training for Line Managers in High Hazard Areas[[2]](#footnote-2)**

The targets for the completion of either the University of Essex Managing Health and Safety Essentials or IOSH Managing Safely training course:

* 100% of current Line Managers in high hazard areas (who have not already completed the training) to complete training by the end of December 2023.

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| **Q.3. Please provide the percentage of staff members within your Faculty/Section that have completed the required training by December 2023:** |  |

## Risk Register (Health and Safety risks)[[3]](#footnote-3)

You are responsible for:

* Ensuring that significant health and safety risks arising from the work of the Faculty / Professional Services Sections are identified and recorded in the University’s operational Risk Register and monitoring the effectiveness of risk controls.
* Keeping the Vice Chancellor, Registrar & Secretary and USG informed of significant health and safety risks in your area of responsibility.

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| **Q.4. Within the last 6 months, have your Heads of Department reviewed Operational Risk Registers for health and safety risks for which you, or your Heads of Department are the risk owner?** Yes / No / Not applicable |

**Your Name:** (Executive Dean):

**Signed:**

**Date:**

Once complete, please return this form to Workplace Health, Safety and Wellbeing (safety@essex.ac.uk).

If you would like to review all of the KPI relevant to your Faculty/Section for this academic year please read our [Health and Safety Bulletin from October 2023](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/bulletins/2023/hsbulletin-hs-plan-kpi-23-24.pdf).

1. Staff in ‘high hazard’ areas are defined as being within a department/section with a significant health and safety risk(s) listed on the University Operational Risk Register and meeting at least one of the following criteria: Line managers and supervisors over high hazard activities, as identified on the Operational Risk Register. Anyone who raises Permits to Work. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. See Section 3.1 of the [Managing Health and Safety Code of Practice](https://www1.essex.ac.uk/health-safety/policies/documents/managing-hs-code-practice.pdf) [↑](#footnote-ref-3)