

To: Heads of Department/Section, Executive Deans,  
HSLOs and DHSOs, Faculty Managers,  
Health and Safety Group (for information)

For Information /  
Action

## Health and Safety Plan and Health and Safety Performance Indicators

### Health and Safety Plan 2015 - 2019

Council has approved revisions to the University's Health and Safety Plan for the University<sup>1</sup> covering the period August 2015 to July 2019. It can be viewed by opening the PLAN tab at: [Managing Health and Safety: Plan](#) You can also view a July 2016 version of the plan showing progress on actions during the August 2015 - July 2016 academic year.

### H&S Key Performance Indicators for August 2016 – July 2017

USG and Council have agreed the following health and safety key performance indicators (KPIs) for the academic year August 2015 – July 2016:

#### *Inspections*

- ***Each Department / Section has an action plan as evidence health and safety inspections have been carried out between August 2016 and end July 2017.***

Departments and Sections will need to arrange inspections and submit their inspection action plans to HSAS (CC their Faculty Manager for academic departments) within 2 months of the inspection date (or for inspections carried out in July, by mid- August).

If you have not already done so, you are encouraged to book the date for your 2016-17 inspection into your diary now, or put reminders into your outlook calendar to ensure that time is allocated to completing inspections and action plans and that you are able to meet the targets within the above timescale.

#### *Overseas travel*

- ***All travellers to high and extreme risk destinations between August 2016 and end of July 2017 have completed an online Travel Security course, or are able to demonstrate that they have had formal overseas travel security training from another provider.***

#### *Training*

Training records for mandatory courses are now on HR Organiser, and it will shortly be possible to run reports showing who has or has not attended. It has therefore been agreed that the following KPIs will be set:

- ***90% of employees trained in basic fire safety by end July 2017.***
- ***90% of managers trained in their health and safety responsibilities by end of July 2017***

<sup>1</sup> Note that the University's Plan does not cover UECS and Wivenhoe House Hotel, as they have their own Health and Safety Plans

Once the reporting function is available we will write to you with more details on these measures and confirm how you can monitor which staff have been trained. Please do not ask HSAS for a report, as our resources are limited.

### ***Risk assessments***

Following a health and safety audit of risk assessments, HSAS has produced new [risk assessment health and safety standard](#), which includes new risk assessment templates. It will be necessary for all departments / sections to review their risk assessments using the new templates.

It is recognised that for departments with a lot of risk assessments this process will take some time, so KPIs have been set over 2 years.

- ***Each Department/Section to carry out a gap analysis, with the assistance of HSAS on existing risk assessments to identify any shortfalls in compliance with the University's risk assessment standard and produce a risk assessment action plan to address the shortfall by end July 2017***
- ***Each Department/Section to provide evidence that their risk assessment action plan has been implemented by end July 2018.***

Further guidance on what is required will be provided shortly and please be assured that the HSAS health and safety advisers will be guiding you through the process.

### ***Statutory compliance***

New KPIs are also being developed covering all building, plant or equipment which is under the control of the University or its subsidiaries, including those for which the University is the Landlord. This will mainly affect the Estate Management Section, but will also apply to departments that have hazardous work equipment (e.g. stand alone pressure vessels or local exhaust ventilation). Where relevant, you will be notified.

The above health and safety KPIs have been set to give assurance to USG and Council that appropriate standards of health and safety are in place for these important areas.