

Health and Safety Bulletin

24 August 2017

To: Heads of Department/Section, Executive Deans,
HSLOs and DHSOs, Faculty Managers

Action by:
11 September 2017

Consultation (Comments requested by 11 September 2015): University Health and Safety Policy Managing Health and Safety Code of Practice

The University's¹ Health and Safety Policy and Managing Health and Safety Code of Practice have been reviewed and we are now consulting on proposed changes. The proposed amendments are listed on the reverse of this bulletin and can be viewed by following the links below:

Comment on changes to the above documents.

If you would like to comment on the proposed amendments, you will find them by following the links below. The changes are highlighted in red.

- [Proposed revisions to the Health and Safety Policy](#)
- [Proposed revisions to the Managing Health and Safety Code of Practice](#)

Please submit your comments to safety@essex.ac.uk by **11 September 2015**.

Following consultation the documents will be submitted to Health and Safety Group on 10 October 2017, and then USG and Council for approval.

¹ Does not apply to UECS or WHH employees, as they have their own Health and safety Policies

Revision of the University's Health and Safety Policy and Managing Health and Safety Code of Practice

The proposed changes are listed below. The relevant section numbers are given in brackets and the new text is in red in the draft documents.

Health and Safety Policy

- Greater emphasis on legal compliance in introduction (1.0)
- Embedding of health and safety risk profiling to manager and leader responsibilities. (sections 3.3, 3.4, 3.5, 4.1, 4.3, 4.4, 4.7)
- Responsibilities relating to procurement moved from Director Of Estate Management to Director of Finance (3.7)
- Responsibilities relating to management of legionella and asbestos amended to bring in line with new Policies on Asbestos Management and Legionella Management(3.5 and 4.4)
- New responsibilities for Deputy Deans (Research) (4.9)
- Amendment to DHSO responsibilities and greater clarification on the roles of the HSLO and DHSO (5.1 and Appendix 3)
- Amendments to the responsibilities in relation to biological safety (5.6.4)

Managing Health and Safety Code of Practice

- Link to new project management health and safety guidance added (2.3)
- New section on risk profiling (3.1)
- Additional guidance on the roles of HSLOs and DHSOs. (3.2)
- Competence and Capability section amended to include information on mandatory training, training matrices and training records on iTrent (3.3.2)
- Supervision section to include reference to health and safety objective setting (3.3.3)
- Some changes to the section on health and safety reports (5.3)