

Health and Safety Bulletin

12 December 2018

To: Heads of Department/Section, Executive Deans, HSLOs and DHSOs, UECS Business Managers, Faculty Managers, Assistant Registrar

Action by: 11th January 2019

Health and Safety Monitoring Report

As you are aware a new *Head of Department Health and Safety Monitoring Report* was introduced last year, to provide enhanced information on health and safety performance to USG and Council. A Monitoring Report will need to be completed by Heads of Department every June and December, so that the information can be added to annual and interim health and safety reports for USG and Council. Further information on the process is available on the [Health and Safety Performance Monitoring](#) webpage.

This Bulletin is to request that you complete the *Head of Department Health and Safety Monitoring Report (December 2018)* **by 11th January 2019**. You will need to send the completed form to your Faculty Manager (Academic staff), the Assistant Registrar (for Professional Services) or the Head of Customer Services (UECS).

Purpose of the Monitoring Report

The monitoring report assists in measuring the University's [Health and Safety Key Performance Indicators 2018-19](#) and implement the University's health and safety plan. The report covers the following areas:

- Completion of annual health and safety inspections and production, implementation and review of the Health and Safety Inspection Action Plan
- Completion of essential health and safety training by employees and managers (according to their role)
- Training of Principal Investigators on health and safety management and risk assessment (Action 2.3 of Health and Safety Plan).
- Use of University risk register to record and monitor significant health and safety risks to the University. This would include those that can cause severe or catastrophic harm, could affect many people, significantly disrupt business, affect reputation or lead to significant fines.

Action by Head of Department/Section

Each Head of Department / Section is required to complete and submit the [Head of Department Health and Safety Monitoring Report 2018](#) to their Faculty Manager (Academic Departments), the Assistant Registrar (Professional Services Sections) or UECS Customer Services Manager **by 11th January 2019** to confirm the above. This is in addition to submitting their inspection action plan to HSAS and, for Academic Departments, their Faculty Manager within one month of the inspection completion date.

Action by Faculty Managers and Assistant Registrar

A [Health and Safety Monitoring Form Summary Report](#) has been developed for use by the Divisions (i.e. the Faculties and Professional Services) to summarise and report back to the Health and Safety Advisory Service on the outcome.

The Faculty Manager (or for Professional Services the Assistant Registrar) will need to support their Executive Dean / the Registrar and Secretary in ensuring that Health and Safety Monitoring Summary Report is completed and sent to HSAS. HSAS will then use them to inform the interim report for USG and Council. The Form will need to be completed and submitted by **28 January 2018**.

Health and Safety Review meetings

The HSAS team would like to offer to attend the three monthly health and safety review meeting with you and your HSLO / DHSO, to provide additional support to you on health and safety. Through these review meetings we can:

- Review your H&S Inspection Plan, and performance records (e.g. essential training), risk register, incidents etc. and discuss areas of difficulty and how they could be overcome.
- Discuss health and safety support your department may need on upcoming projects and activities.
- Discuss the current and future University H&S Plan and the Healthy University Sub-strategy and the impact on your department.
- The promotion of health, safety and wellbeing in the department.

Please contact your lead health and safety adviser in good time to arrange for their attendance.

Health and Safety Inspections

In the past lead health and safety advisers have been attending and assisting many of the departmental health and safety inspections. This has helped to develop the capability within the departments for undertaking inspections and many health and safety liaison officers are now able to carry out inspections of their areas without the need for a health and safety adviser being present. Therefore in future lead health and safety advisers will only attend inspections of higher risk areas, or to assist /coach new HSLOs on inspections. However the review meetings will help to ensure you continue to receive support on health and safety and we will, of course assist with any queries arising from the inspections.

You can use our [Health and Safety Toolkit for Heads of Department / Section](#) to help you with your health and safety leadership responsibilities.