

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

Action by: End July  
2018

## Risk Assessment Review

### Introduction

The following University Health and Safety KPI<sup>1</sup> was set for 2017-18 and will be reported upon to USG and Council as part of the University's Annual Report on Health and Safety Performance:

- *Each Department/Section to provide evidence that their risk assessment review action plan has been implemented by end July 2018.*

This bulletin is a reminder of what you will need to do to demonstrate that you have met this requirement.

### Background

It is a legal requirement to carry out suitable and sufficient assessments of risks to the health and safety of employees and others affected by our undertaking. Risk assessment is fundamental to the management of health and safety risk and ensures that we are identifying and taking action on significant risks.

An audit of risk assessment in 2015, showed that although departments had recorded risk assessments, the quality of many was not of a standard that would be considered "suitable and sufficient". Subsequently a new University wide standard risk assessment was developed and significant level of training has been provided to ensure those required to carry out risk assessment have the necessary skills. A programme of reviewing and converting all risk assessments into the new standard template began in August 2016 and departments were given until July 2018 to complete the work.

### What you need to do

In order to meet this requirements of the above risk assessment KPI, the following action is required:

#### Generic templates

Departments that use the generic templates ([office](#), [driving](#), and [events](#)) were required to update the assessment to the new generic templates at their next scheduled review. This will need to be completed by July 2018 and conformation that this has been done should be included as part of the health and safety inspection action plan. Alternatively confirm by email to [safety@essex.ac.uk](mailto:safety@essex.ac.uk).

#### Risk assessments for specific work activities

Departments that carried out work activities that were not covered by the generic templates were required to produce and implement a risk assessment review action plan. These departments are listed at the end of this bulletin. On completion of their review, they will need to submit samples of their risk assessments to their lead health and safety adviser, who will review them and provide feedback on whether they are suitable and sufficient. The KPI will be met when the lead adviser has confirmed that the department has demonstrated that they have suitable and sufficient risk assessments.

<sup>1</sup> See bulletin: [Key Performance Indicators](#) (December 2017) and [Risk Assessment KPI 17/18 – the next step](#).

You will need to confirm with relevant managers that they are completing their risk assessment review and submitting sample risk assessments to their lead health and safety adviser for review. It is important that time is allowed for the risk assessments to be reviewed and any amendments made before the end of July deadline.

### **Additional risk assessments**

In some cases the risk assessment will identify a need for specific risk assessments, for example for the use of hazardous substances, manual handling, noise or vibration. Links to guidance on these areas can be found on the University's [risk assessment webpage](#). Your lead adviser can give advice on specific risk assessments and help with measuring noise and vibration exposure.

### **Research risk assessment**

The new [risk assessment template](#) should be used where a risk assessment is carried out as part of the planning of new research project. See bulletin on [Research risk assessment](#). Please contact your lead health and safety advisor to arrange risk assessment training for research staff.

## **List of areas that need to submit sample risk assessments to HSAS for review before July 2018**

East 15: Loughton and Southend  
Biological Sciences  
Sport, Rehabilitation and Exercise Sciences  
Computer Sciences and Electronic Engineering  
Health and Social Care: Colchester and Southend  
Psychology  
Institute for Social and Economic Research  
Academic Section  
Estate Management Section  
Information Technology Section  
Library

Note: UECS Business Managers and Wivenhoe House Hotel should submit their risk assessments to the UECS Head of Customer Services for review.