

Health and Safety Bulletin: For Action

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

Updates to Generic Templates

The standard WHSW templates listed below have now been reviewed and updated. We ask departments to refer to the new document templates that are now available on our Staff Directory pages. As a result, the changes made may need to be included when you next review your departmental/team versions. A summary of changes to these documents have been outlined below.

Departmental Health and Safety Management Statement

Changes to the Departmental Health and Safety Management Statement include:

- Inclusion of How We Work at Essex essential training in the Induction section
- Inclusion of Hybrid Working in the DSE section
- Updates to the table of key health and safety contacts
- Inclusion of information on wellbeing resources available for University staff

Induction Checklist

Changes to the Health and Safety Induction Checklist include:

- Updated terminology and the inclusion of How We Work at Essex essential training
- The addition of an item in relation to wellbeing resources available for University staff.

Health and Safety Inspection Templates

Changes to the Health and Safety inspections templates for all areas and high-risk areas include:

06 September 2022

- Updated terminology
- Amendments to the risk assessment section for high-risk areas to aid clarity

Feedback

We welcome feedback on the health and safety templates, checklists and forms available through the Staff Directory. Please let us know if you identify any areas for improvement.

If you have any queries regarding this bulletin, please get in touch by e-mailing safety@essex.ac.uk

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