



# Health and Safety Performance Measures for 2022-23

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The health and safety performance measures are readily measurable actions considered particularly important to demonstrate health and safety compliance. They provide a basis for Council to have confidence that appropriate systems and processes are in place, that a culture that values health and safety is in place and that levels of health and safety performance can be monitored to ensure that the system of control is operating effectively.

## Leadership

1. Heads of Department are required to complete the **Head of Department Monitoring Form** every six months and send it to their Executive Dean (or for Professional Services to the Assistant Registrar). The form will demonstrate engagement by those with responsibility for managing health and safety risks with these issues. In order to evaluate the level of management engagement being achieved through this process, performance measures have been incorporated in the relevant proposals in the subsequent sections of this paper.

## Culture and Capability

2. Our training performance measure provides information on the extent to which employees have engaged with health and safety training required for their role.

It is a legal requirement to ensure that employees are provided with adequate health and safety training. The How We Work At Essex **training** course covers health and safety responsibilities and basic information all employees need to know to carry out their work safely and in accordance with the University's Policy and arrangements. Health and safety training is also essential to building a positive health and safety culture.

The 2022-23 target is **95%** completion of the above course for current employees. New starters must complete all their essential training within 3 months of starting employment at the University of Essex and the target for this completion is **100%**.

## Overseas Travel

3. Completion of an online Travel Security course ensures that travellers to high risk counties have received information on how to protect themselves from significant risks, such as kidnap and terrorism. Travellers to these counties are also required to submit a risk assessment for approval.

- *All travellers to high and extreme risk destinations between August 2022 and end of July 2023 have completed the online Travel Security course, or are able to demonstrate that they have had formal overseas travel security training from another provider.*

### **Fire risk assessments**

4. The completion and ongoing review of fire risk assessments is a requirement of the Regulatory Reform (Fire Safety) Order. There is a 6 year Fire Risk Assessment schedule being followed.

The fire risk assessment review ensures that suitable and sufficient measures are in place to prevent fires and to protect occupants should a fire occur. The following measures will give assurance that this process is taking place and that any recommendations arising from the reviews are being actioned:

- *All fire risk assessments will be reviewed within a month of their scheduled review date.*
- *All actions from Fire risk assessments will be addressed within the timescales agreed within the fire risk assessment.*

### **Stress**

5. The University must be able to demonstrate how stress within the workforce is monitored to manage mental health levels of staff members. Mechanisms and support processes need to be in place.

- *Annual Strategic Risk Assessment to be carried out, reviewed, updated and reported on in the Annual Health and Safety report.*
- *Heads of Department/Section to ensure that Departmental/Section Stress Risk Assessments are completed in line with agreed timescales and outcomes shared with staff members*
- *Actions from the Departmental/Section Stress Risk and Resilience Assessments to be completed and documented within agreed timescales.*

## **Compliance**

### **Workplace Inspections**

6. The University requires that each department carries out an inspection annually. The inspection includes a physical check of workspaces and equipment and a review of paperwork and records required to support our health and safety management systems. The inspections are the responsibility of Heads of Department (who sign the action plan). Health and Safety Advisers attend and give advice on inspections of higher risk areas.

The following measures are proposed to give assurance that annual inspections are being carried out:

- *Annual health and safety inspection(s) of each Department/Section have been carried out by the Department/Section during the August 2022 - July 2023 academic year and an action plan produced within 1 month of the inspection date.*

### **Actions arising from inspections**

7. Although the above indicates that an inspection action plan has been produced, it does not tell us whether actions have been carried out. To give a greater level of assurance, particularly in relation to high risk items, the Head of Department Monitoring form (see above) is used to measure the following KPIs:

- *Completion of a review of progress in implementing the inspection action plan by the Head of Department/Section within 3 months of the inspection date.*
- *High priority actions on the inspection action plan addressed within 3 months of the inspection date.*

### **Built environment dashboard**

8. The Built Environment Dashboard gives an overview of significant issues relating to the built environment. This gives assurance that risks are being managed. Where on occasion issues arise, information is provided to USG and Council to demonstrate appropriate and timely action has been taken. The dashboard reports on a range of risk areas, with the performance measure of avoiding red RAG rated reports in relation to each of:

- Electrical C1 failures resulting in a potential hazard to occupiers*
- Major Electrical power loss due electrical systems failure*
- Lift Category A faults identified in Insurance Inspections*
- Lift fault resulting in occupants needing rescue*
- Legionella High Level bacteria count failure*
- Major gas equipment / services requiring shutdown on health and safety grounds*
- Fire, causing significant or severe damage, or insurance loss*
- Critical Fire Safety System Failure*
- Any Dangerous Occurrence RIDDOR*

### **Road, path and square inspections**

9. There is a procedure for inspections of roads, paths and the Squares on the Colchester Campus.

- *Weekly inspections of roads, paths and squares on Colchester campus carried out in accordance with agreed schedule and reported to helpdesk.*

NB: There are plans to enhance the process to include Southend and Loughton.

## **Compliance audits**

10. The Building Services Manager (Compliance, Assets & Contracts) carries out regular compliance audits. A report on the outcome of compliance audits will be included in the annual and interim reports to Council. This will give assurance that risks relating to the built environment are being managed and records kept to demonstrate compliance. Where the audits identify concerns, information on how these are being addressed will be provided.

- *Programme of compliance audits completed to schedule (minimum 6 a year).*
- *Number of significant findings, including any statutory non-compliance per inspection.*
- *Percentage of significant findings including any statutory non-compliance mitigated or resolved within one month.*

## **Asbestos**

11. The potential risk to the University of an inadvertent release of asbestos is high. The following performance measures will give assurance that requirements from the Asbestos Policy and Management Plan are being met:

- *The annual visual inspection of Asbestos containing materials (ACMs) completed and a report on the remaining ACM's and their condition produced during the academic year.*
- *Annual refresher training for staff who may come into contact with ACMs as part of their regular duties has been carried out during the academic year.*

## **Performance**

### **RIDDOR**

12. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) places an obligation the University to report serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses). The following performance measure gives assurance that this obligation is being met and benchmarked against the performance of others within the sector.

- *Number of RIDDOR incidents per 1,000 staff and 1,000 students, benchmarked against RIDDOR performance for other S10 universities or comparable group.*

### **Recommendation**

13. HSG, USG and Council are asked to approve the use of the health and safety performance indicators detailed above for the 2022-23 academic year.

**Workplace Health, Safety and Wellbeing, April 2022**