

Health and Safety Bulletin

To: Heads of Department/Section, Executive Deans, HSLOs and DHSOs, Faculty Managers. Health and Safety Group (for information)

Health and Safety Plan 2019 – 2025 &

Health and Safety Performance Indicators

Health and Safety Plan 2019 - 2025

Council has approved revisions to the University¹ Health and Safety Plan for the period August 2019 to July 2025. It can be viewed on the health and safety pages of the University's Staff Directory at: [Managing Health and Safety](#). Heads of Department should review the Plan for actions they are required to take.

H&S Key Performance Indicators for August 2023 – July 2024

USG and Council have agreed health and safety key performance indicators (KPIs) for the academic year August 2022–July 2023. They provide a basis for USG and 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.

The KPIs for 2023-2024 are as follows:

Head of Department Monitoring Form

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).

Completion of the form demonstrates engagement by those with responsibility for managing health and safety risks. The form itself is a useful tool for ensuring that health and safety issues are resolved in an efficient and effective manner.

¹ Note that the *University Health and Safety Plan* does not cover UECS and Wivenhoe House Hotel, as they have their own Health and Safety Plans.

Essential Training – All Staff

The University's 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 that all employees need to know to carry out their work safely and in accordance with the University's Policy and arrangements.

The targets for the completion of Essential Training in 2023-24 are:

- *100% completion of the How We Work at Essex training course for current employees.*
- *New starters must complete all their essential training within three months of starting employment at the University of Essex and the target for this completion is 100%.*

Training for Principal Investigators in High Hazard Areas^{2,3}

The targets for the completion of either the University of Essex Risk Assessment training or IOSH Managing Safely training course are:

- *100% of current Principal Investigators in high hazard areas (who have not already completed the training) to complete the training by the end of December 2023.*
- *100% of new Principal Investigators in high hazard areas to complete training within three months of starting their job role.*

Training for Line Managers in High Hazard Areas^{2,3}

The targets for the completion of either the University of Essex Managing Health and Safety Essentials or IOSH Managing Safely training course:

- *100% of current Line Managers in high hazard areas (who have not already completed the training) to complete training by the end of December 2023.*
- *100% of new Line Managers in high hazard areas to complete training within three months of starting job role.*

NB: The above PI Training KPIs do not include Directors, who will attend separate training.

² Training courses will be run throughout the Autumn Term and are now available to [book on HR Organiser](#). Duration of the courses: *Risk Assessment Essentials*: 3 hours. *Managing Health and Safety Essentials*: 1.5 hours.

³ Staff in 'high hazard' areas are defined as being within a department/section with a significant health and safety risk(s) listed on the University Operational Risk Register and meeting at least one of the following criteria:

- Line managers and supervisors over high hazard activities, as identified on the Operational Risk Register.
- Anyone who raises Permits to Work.

Display Screen Equipment (DSE)

Musculoskeletal Disorders are one of the main causes of ill health and absence at the University. All staff are required to carry out a DSE self-assessment for their workstation(s) on campus and, if they are hybrid working, on their workstation at home.

The target for the completion of DSE assessments is:

- *90% of staff members who use computers for their work to have completed the new online DSE self-assessment form (HR Organiser) by end July 2024.*

Stress

The University must be able to demonstrate how stress within the workforce is monitored to manage mental health levels of staff members. measure the 'engagement of managers with the stress risk assessment training':

- *100% of managers with line management responsibility to complete stress risk assessment training.*

Workplace Inspections

The University requires each department to undertake an annual inspection of the workplace. 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.

- *100% of annual workplace health and safety inspection(s) carried out and an action plan produced by each department/section between August 2023 and July 2024.*
- *100% of high priority actions¹ on the inspection action plan addressed or mitigated within a defined period, with completion within a maximum of three months from the inspection date.*

If you would like support with the content of this bulletin please contact Workplace Health, Safety and Wellbeing on safety@essex.ac.uk or by calling 01206 87 2944.