



Health and Safety Bulletin

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

Head of Department Monitoring Report 01 August 2024 to 31 January 2025

FOR ACTION: by Head of Department

The *Head of Department Health and Safety Monitoring Report* is used to provide enhanced information on health and safety performance to the University Steering Group (USG) and Council. The *Head of Department Health and Safety Monitoring Report* is to be completed by Heads of Department twice a year so that the information can be added to the 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](#) by **11th February 2025**. 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 Health and Safety Key Performance Indicators (KPI) for 2024-25 and implementation of the University's Health and Safety Plan. The following KPI will be reported within the Interim Report on Health and Safety Performance:

Leadership KPI

- 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.

16 January 2025

For Action

Compliance KPI

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.

The KPI for 2024-25 regarding annual workplace inspection is as follows:

- 100% of annual workplace health and safety inspection(s) carried out and an action plan produced by each department/section between August 2024 and July 2025.
- 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.

Risk Registers

In addition to the above KPI, the monitoring form will record the most recent activity regarding applicable University Risk Registers. These Register are in place 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.

FOR ACTION: by Faculty Managers, Assistant Registrar and Head of Customer Services (UECS)

To help collate information gathered within the *Head of Department Health and Safety Monitoring Report*; a [Health and Safety Summary Report](#) has been developed for use by the Divisions (i.e. the Faculties and Professional Services) to summarise and report back to the Workplace Health, Safety and Wellbeing team the overall outcomes.

The Faculty Manager (or for Professional Services the Assistant Registrar or the Head of Customer Services (UECS)), will need to support their Executive Dean / the Registrar and Secretary in ensuring that the Health and Safety Summary Report is completed and sent to Workplace Health, Safety and Wellbeing.

Workplace Health, Safety and Wellbeing will then use them to inform the Interim Report on Health and Safety Performance for USG and Council. Once complete and signed, the Summary Report Form will need to be submitted to Workplace Health, Safety and Wellbeing at safety@essex.ac.uk by **26th February 2025**.

¹ High priority action is defined as: Substantial efforts to reduce the risk. Risk reduction measures to be implemented urgently within a defined time period. It may be necessary to suspend or restrict the activity or put into place short term mitigations. Considerable resources might have to be allocated to additional controls. Maintain existing controls rigorously and keep under regular review until risk reduced.