# Faculty & Professional Services

# Health and Safety Monitoring Summary Report

This report is for Executives Deans and the Registrar & Secretary to summarise the outcome of health and safety monitoring for the Departments / Sections they are responsible for during the period **02 February to 31 July 2024**. The signed report should be forwarded to Workplace Health, Safety and Wellbeing ([safety@essex.ac.uk](mailto:safety@essex.ac.uk)) by **09 September 2024** so that the information can be included in the *Annual Report on Health and Safety Performance*.

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| **Faculty/Professional Services/UECS:** |

## Annual Workplace Health and Safety Inspection

Heads of Department are responsible for ensuring regular formal health and safety inspections are carried out of the areas under their control. As the accountable person, the Head of Department is responsible for monitoring the outcomes, to ensure actions are addressed. Depending on the size and structure of the department this could be carried out with the HSLO or, for larger departments, managers responsible for specific areas. The 2023-24 KPI regarding workplace inspections 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 2023 and July 2024.
* 100% of high priority actions on the inspection action plan addressed or mitigated within a defined period, with completion within a maximum of three months from the inspection date.

## Q1. Please provide the number of annual workplace inspections required in your Faculty/Section 2023-24 and indicate which have been completed, or are booked:

| **Please list each Department within your Faculty/Section:** | **Number of Workplace Inspections due 2023-24:** | **Number of Workplace Inspections completed 2023-24:** | **Number of high-priority actions set on each Inspection Action Plan:** | **Number of high-priority actions unresolved beyond three months from the inspection date:** |
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Add more rows if required.

## Risk Register (Health and Safety risks)[[1]](#footnote-1)

You are responsible for:

* Ensuring that significant health and safety risks arising from the work of the Faculty / Professional Services Sections are identified and recorded in the University’s operational Risk Register and monitoring the effectiveness of risk controls.
* Keeping the Vice Chancellor, Registrar & Secretary and USG informed of significant health and safety risks in your area of responsibility.

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| **Q.2a. Within the last 6 months, have your Heads of Department reviewed Operational Risk Registers for health and safety risks for which you, or your Heads of Department are the risk owner?**  Yes / No / Not applicable |
| **Q.2b. If you do not have a register, are you satisfied that you have no significant health and safety risks that need to be recorded?** |

**Your Name:** (Executive Dean or Registrar):

**Signed:**

**Date:**

Once complete, please return this form to Workplace Health, Safety and Wellbeing ([safety@essex.ac.uk](mailto:safety@essex.ac.uk)).

If you would like to review all of the KPI relevant to your Faculty/Section for this academic year please read our [Health and Safety Bulletin from October 2023](https://www.essex.ac.uk/-/media/documents/directories/health-and-safety/bulletins/2023/hsbulletin-hs-plan-kpi-23-24.pdf).

1. See Section 3.1 of the [Managing Health and Safety Code of Practice](https://www1.essex.ac.uk/health-safety/policies/documents/managing-hs-code-practice.pdf) [↑](#footnote-ref-1)