# Head of Department Health and Safety Monitoring Report

# 02 February to 31 July 2024

Heads of Department/ Section[[1]](#footnote-1) are required to complete the following form and return it to your Faculty Manager (Academic Departments) / the Assistant Registrar (Professional Services) / UECS Head of Customer Services (UECS) by **26** **August 2024*.*** Please complete only one form per Department/Section. This form supports monitoring of the University Health & Safety Plan and Key Performance Indicators (KPI), and the information will be used for the *Annual Report on Health and Safety Performance*.

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| **Department:** |

## 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, with 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 Department during 2023-24 and indicate which have been completed:

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| **Department:** | **Number of Workplace Inspections due 2023-24:** | **Number of Workplace Inspections completed 2023-24:** | **Number of high-priority actions set on your Inspection Action Plan:** | **Number of high-priority actions unresolved beyond three months from the inspection date:** |
|  |  |  |  |  |

Add more rows if required.

## Risk Register (Health and Safety risks)[[2]](#footnote-2)

As a Head of Department, you are the risk owner. You are responsible for identifying health and safety hazards which present significant risk to the organisation[[3]](#footnote-3) if not adequately controlled. You therefore need to record these significant health and safety hazards in the appropriate *Operational Risk Register* and monitor the effectiveness of their risk controls. Where necessary you will need to alert senior managers to failures in risk control.

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| **Q2.1 Are significant health and safety hazards arising from your departmental activities recorded on an appropriate operational risk register[[4]](#footnote-4)?**  Yes / No / Not applicable |
| **Q2.2 If Yes to the above question, please give the date you last reviewed your register (must be within the past 6 months):**  Date of review: |
| **Q2.3 If you do not have a register, are you satisfied that you have no significant health and safety risks that need to be recorded?**  Yes / No  **Please add details here of any risks you would like to highlight:** |

**Your Name:** (Head of Department):

**Signed:**

**Date:**

Once complete, please send this form to your Faculty Manager and Executive Dean (Academic Faculties) or Assistant Registrar & Secretary (Professional Services), or Head of Customer Services (UECS).

If you would like to review all of the KPI relevant to your Department 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. The term Head of Department includes Heads of Section, Centre or School. It also includes Executive Deans in relation to their faculty support staff. [↑](#footnote-ref-1)
2. 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-2)
3. See section 3.4 of the [University’s Health and Safety Policy](https://www1.essex.ac.uk/health-safety/policies/documents/hs-policy.pdf) [↑](#footnote-ref-3)
4. Access to risk registers: <https://sp.essex.ac.uk/committees/rmg/Operational%20Risk%20Register/Forms/AllItems.aspx> [↑](#footnote-ref-4)