



University of Essex



MANAGING HEALTH AND SAFETY CODE OF PRACTICE

University of Essex

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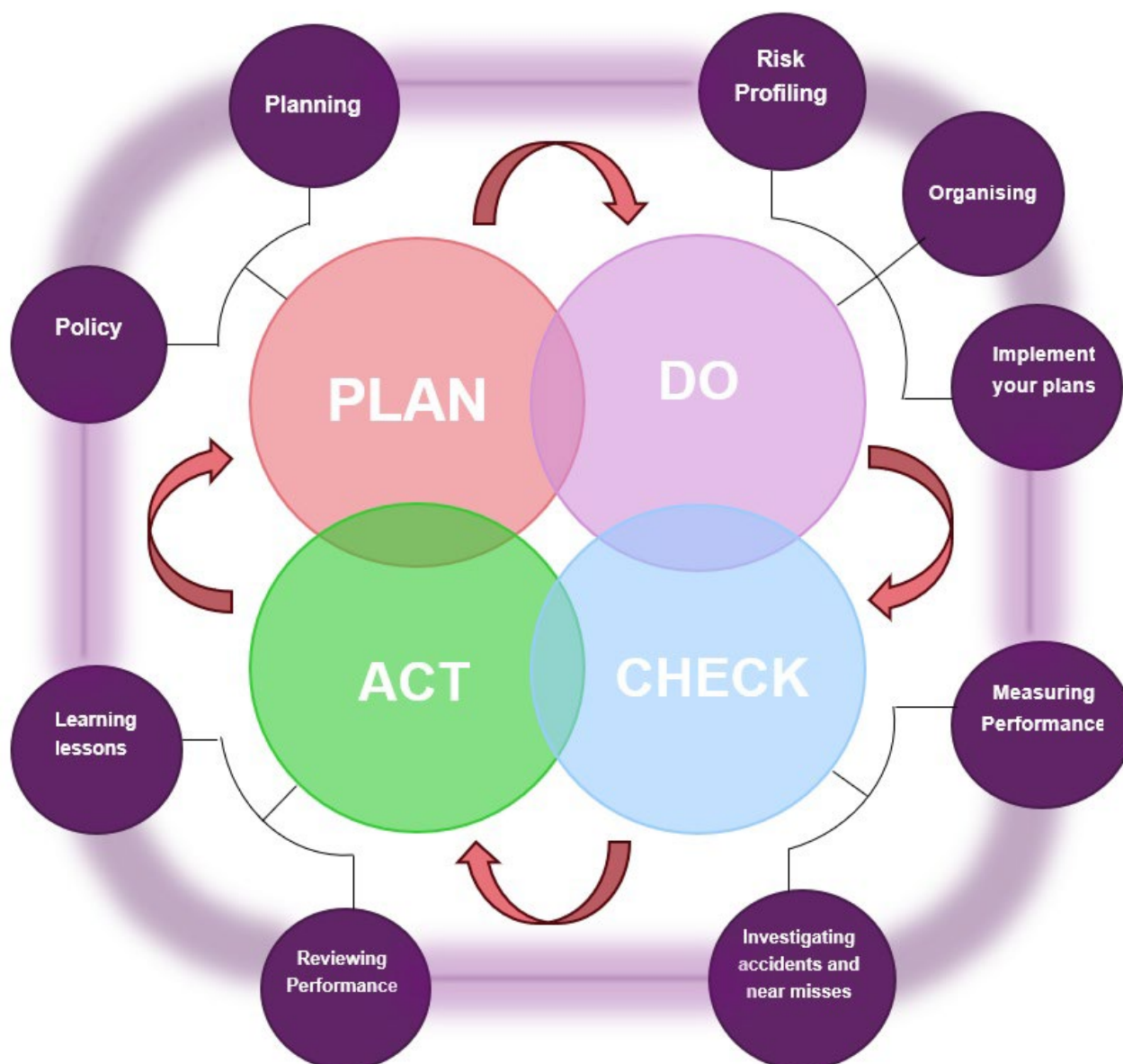
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INTRODUCTION

This Code of Practice details the University's arrangements for ensuring compliance with the Health and Safety at Work Act and Management of Health and Safety at Work Regulations. It gives details of what line managers, Heads of Department* and others need to do to meet their health and safety responsibilities, as laid down in the University *Health and Safety Policy*.

Managing health and safety is an integral part of good management. This document is set out in accordance with a *Plan – Do – Check – Act* management system framework, as recommended by the Health and Safety Executive (HSE). See www.hse.gov.uk/managing/plan-do-check-act.htm . Further guidance on managing health and safety can also be found on the University's website at: www.essex.ac.uk/health-safety/

*Note: Throughout this document the term department should be understood to include school, centre, faculty team or section. The term Head of Department includes Heads of Section, Centre or School. It also includes Executive Deans in relation to their faculty staff.



PLAN

2.1 POLICY SETTING

The University's *Health and Safety Policy* expresses the University's commitment to the achievement of high standards of health and safety and its objectives for the coming years. It also sets out the health and safety responsibilities of the University's leaders, managers, employees and students; whilst this code of practice describes the arrangements for implementation of the Policy.

All **Heads of Department** are required to produce and keep under review a *Health and Safety Management Statement*, which details local health and safety responsibilities and arrangements.

Executive Deans are also required to produce a *Health and Safety Management Statement* covering faculty employees.

A *Health and Safety Management Statement Template* is available on the University's website.

2.2 UNIVERSITY HEALTH AND SAFETY PLAN

Health and Safety objectives were agreed taking into consideration the current University's risk profile and its strategic plans

In April of each year, the Health and Safety Group and USG will review the health and safety objectives and agree key actions for the coming academic year. These will be developed into a more detailed plan, which will be kept under review by the Health and Safety Group.

A set of key health and safety performance indicators will also be agreed to aid measurement of progress with implementation of the Health and Safety Plan. These will be monitored during the year and reported upon as part of the annual health and safety reporting process (See section 4).

2.3 PLANNING FOR CHANGE

Members of the University Steering Group (USG) are responsible for ensuring that health and safety risks are identified as part of the planning of new projects and strategic plans.

Project leaders should ensure that project plans give consideration to the impact of change on health and safety such as:

- Health and safety (including fire safety) impact on employees and students through changes to the environment, working practices, equipment, technology or conditions.
- Changes in employer-employee health and safety responsibilities, e.g. through contracting out or partnership agreements.
- Projects that involve complex and or high hazard activities.

The project plan should also address the need to:

- Comply with the legal requirement to consult employees and/or their representatives on changes that may affect their health and safety.
- Communicate and consult with other stakeholders whose work activities will be affected by the changes.

Guidance on including health and safety in projects can be found as part of the University's Projects Toolkit at www.essex.ac.uk/projects.

2.4 ANNUAL STRATEGIC PLANNING PROCESS

As part of annual strategic planning process Heads of Department and Section should give consideration to the potential health and safety impacts of their plans and any significant resources that may be needed to address health and safety issues in their department / section.

Faculty Managers and **Faculty People Resource Managers** should be alert to whether liaison with the Health and Safety Service is needed and encourage early consultation.

The Workplace Health, Safety and Wellbeing (WHSW) team should be consulted in good time on projects and plans that will have a significant health and safety impact, so that timely advice can be given and adviser resources can be allocated to providing any necessary support.

DO

3.1 RISK PROFILE

Risk profiling informs all aspects of the approach to leading and managing health and safety. It is about identifying hazards that, if not adequately controlled, present the greatest risks to the organisation. Understanding these informs decisions about which risk controls are needed and which areas are priorities. Effective leaders and managers know the risks, for which they are accountable, rank them in order of importance and take action to control them.

The University's Risk Management Policy requires risk owners to maintain local risk registers that identify risk and monitor the actions taken to mitigate the risk noting the residual risk after the mitigation. **Senior managers** need to ensure that significant health and safety risks for which they are accountable (through the Health and Safety Policy) are recorded on their operational risk register. The University's Professional Services & Business Planning Accountant oversees this process.

It is not necessary to record all your health and safety hazards in the University's Risk Register. The focus should be on those that could have a significant impact on the organisation. For example, those that can cause severe or catastrophic harm, could affect many people, significantly disrupt business, affect reputation or lead to significant fines.

Heads of Department, managers and Principal Investigators are also responsible for ensuring risk assessments are carried out and implemented in their area of control. The University's risk assessment template and the guidance on risk assessment is available on the University's Staff Directory website at www.essex.ac.uk/staff/risk-assessment. Advice and training on risk assessment is available from Workplace Health, Safety and Wellbeing (WHSW).

Where appropriate (that is to cover a significant risk that is common across many departments) the Workplace Health, Safety and Wellbeing (WHSW) team will develop generic risk assessments. However, as generic assessments have limitations, managers will need to ensure that they are modified to take account of local circumstances.

3.2 ORGANISING FOR HEALTH & SAFETY

3.2.1 Departmental Health and Safety Officers (DHSO) and Health and Safety Liaison Officers (HSLO)

The *Health and Safety Policy* requires **Heads of Department** and **Executive Deans** to appoint a Departmental Health and Safety Officer (DHSO) or Health and Safety Liaison Officer (HSLO) to advise and/or support them on health and safety related matters.

DHSOs and HSLOs support their Heads of Department with implementation of the Health and Safety Policy and arrangements in their department. Although Heads of Department or Executive Deans may give DHSOs and HSLOs authority to act on their behalf, they cannot delegate their health and safety

responsibilities to them. Accountability for health and safety remains with the Head of Department and so they should meet with their HSLO/DHSO regularly to monitor the effectiveness of their health and safety arrangements.

The HSLO role is primarily administrative and does not require specific health and safety expertise over and above knowledge of the systems the University has in place to manage health and safety (as covered on the University's Managing Health and Safety Essentials course).

DHSOs would be appointed for departments who have higher and more complex risks, requiring specific risk assessments and safe working procedures, over and above those covered by University wide health and safety standards and generic risk assessments. They would need to have a more in depth knowledge of those risks (which could have been gained as part of their professional role) and the principles of good health and safety management (as covered on the IOSH Managing Safely course).

Heads of Department (or for the Professional Services the **Registrar and Secretary**, and Directors of **Sections**) should determine when risks merit the appointment of a DHSO. Some departments appoint a DHSO and a HSLO, in which case typically the HSLO carries out the administrative responsibilities (listed 1-5 in section 5.1 of the Health and Safety Policy) and DHSOs carry out responsibilities requiring greater technical health and safety knowledge (listed 6-9 in section 5.1 of the Health and Safety Policy).

The extent to which DHSOs or HSLOs carry out health and safety activities themselves or co-ordinates others should be determined by the **Head of Department** in consultation with the DHSO or HSLO. This would depend on the department size, structure and risk profile, as well as the competence and resources available to the DHSO or HSLO to undertake the role.

To carry out the role effectively DHSOs and HSLOs will need:

- Sufficient authority within the department to be able to direct others to take action, or be able to work through the Head of Department
- Regular formal two way communication with their Head of Department. This is so that:
 - The DHSO or HSLO can keep their Head of Department informed of health and safety requirements and raise health and safety concerns.
 - Heads of Department can satisfy themselves that departmental health and safety arrangements are in place and legal requirements are being met.

Information on the competence and training needs of DHSOs and HSLOs can be found in the *Health and Safety Competence and Training Matrix* available by following the *Training* link on the health and safety pages of the University's website (www.essex.ac.uk/health-safety).

3.2.2 Consultation with employees

All **Heads of Department and managers** must consult with employees and their union appointed safety representative before implementing changes that may substantially affect their health and safety and with regard to risk assessments that cover their work activities. This is a legal requirement.

Where possible **managers** should involve employees and their union appointed safety representative in decisions that affect their health and safety. Where possible, employees should also be involved in the risk

assessment process. This will help the development of control measures that are practical and have employee support.

In the main, consultation on local issues can be achieved through including health and safety on the agenda of management and team meetings. Team meetings can also be used by employees to discuss any concerns they have about health and safety issues affecting them or the team.

Employees must be advised of how to raise health and safety concerns. This should normally be directly with their manager. Alternatively they could speak to their DHSO or HSLO. Employees also have the right to raise health and safety concerns with a Trade Union Safety Representative, who can take the matter up on their behalf.

Trade Union Safety Representatives are employees, appointed by the Trade Union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern.

Further information about the legal requirements for consultation with Trade Union Safety Representatives, their role and details of the University's Trade Union Safety Representatives can be found by following the *Consultation* at www.essex.ac.uk/staff/managing-people/health-and-safety-consultation.

The University has a Health and Safety Group and specialist sub-groups (covering ionising radiation and biological safety) through which consultation on matters that affect the University as a whole take place. There is also an Estates and Sustainability Sub-Group. The membership and Terms of Reference of the Health and Safety Group are published in the University Calendar. Further information can be found at www.essex.ac.uk/committees. Terms of reference and membership of the sub-groups can be found by following the *Consultation* at www.essex.ac.uk/staff/managing-people/health-and-safety-consultation.

When consulting on new Health and Safety Standards, Workplace Health, Safety and Wellbeing (WHSW) may also invite affected consultees and Trade Union Safety Representatives to a meeting or forum to discuss the proposals.

3.2.3 COMMUNICATION

Good communication systems are essential to ensure that everyone:

- Knows about the risks associated with their work and what they need to do to protect themselves and others from harm.
- Can contribute to a safe and healthy workplace, by raising health and safety issues they are concerned about.

Workplace Health, Safety and Wellbeing (WHSW) communicates on health and safety primarily through the following means:

- Health and safety pages of the University's website (www.essex.ac.uk/health-safety).
- Health and safety bulletins to Heads of Department, DHSOs, HSLOs or targeted at specific managers.
- E-mails to Heads of Department, DHSOs, HSLOs or targeted at specific managers.

- Through the Health and Safety Group and its sub-groups.
- Ad-hoc health and safety forums for HSLOs, DHSOs and managers
- For important health and safety information, which must reach all employees, an all-employees e-mail will be issued. Managers of employees without logins are responsible for cascading the content of all-employees e-mails to their employees.

The Workplace Health, Safety and Wellbeing (WHSW) team also publishes a series of advisory leaflets covering common health and safety risks, which can be used to communicate health and safety information to employees.

Heads of Department need to ensure that there are adequate arrangements in place for communicating health and safety within their department. These should take account of hard to reach groups, such as those that do not have access to computers. Where departments put health and safety information onto their websites, links should be made with the University's health and safety website. Notice board information should be checked regularly to ensure that it remains current. Health and safety should be a regular agenda item at departmental meetings.

As a minimum, Heads of Department should ensure that the following health and safety information is displayed on departmental notice boards:

- Name and contact details of:
 - the department's DHSO or HSLO.
 - fire evacuation stewards.
 - first aiders (where appointed).
 - Display Screen Equipment (DSE) Facilitators.
 - Others with specialist safety roles relevant to the Department.
 - Union appointed safety representatives.
- Departmental Health and Safety Management Statement and the Employee Guide to the University's Health and Safety Policy.
- Where to find departmental health and safety standards.
- Recent Health and Safety Bulletins and advisory leaflets on health and safety, where they are relevant to the group of employees.

Managers need to ensure that:

- Employees know how to report a health and safety concern, who the key people are with health and safety responsibilities and how to contact them.
- Employees under their control know about the health and safety standards that affect their work and how to access them.
- Employees know how to access health and safety information on the University's website; or that information is provided in an alternative way for employees who do not have access to computers.

- Health and safety is put on the agenda of team meetings, so that changes that may affect the health and safety of employees, risk assessments or their health and safety concerns can be discussed.
- When they receive health and safety information from WHSW they consider how it affects the activities they are responsible for.
- When delegating health and safety actions to someone else, they give clear instructions on what they are expected to do and check that it has been done.
- If their work can affect the health and safety of others (For example contractors, others who share the premises) communicate with them, to ensure that their health and safety is not affected.

3.2.4 Co-ordination and co-operation with other premises users

Executive Deans, Heads of Department and managers need to ensure that where their activities may affect other departments or employers' employees, contractors, or users of the University's premises; sharing of information and co-ordination of arrangements (including responsibilities) for controlling health and safety risks takes place. For example it is important that fire safety arrangements are co-ordinated in shared premises and that cleaning and maintenance employees are given appropriate information and instruction on risks to them arising from a department's activities (e.g. potential exposure to hazardous substances).

Where the contractor has been appointed via another department (for example: Estates Management) communication and co-ordination with the contractor may be via that department.

Where employees from one department are based in another (e.g. Professional Services employees based in Faculty teams) co-ordination and co-operation will be necessary to ensure their health and safety needs are met. Unless otherwise agreed:

- The employee's Head of Department / Section retains responsibility for the employee's health and safety (including provision of information and training).
- The host faculty, department or section is responsible for providing a safe working environment, including DSE workstation assessment, office risk assessment, inspection of the work areas and the provision of suitable work equipment. The host faculty, department or section should induct the employee into any specific health and safety arrangements they have in place.

The Campus Manager (Southend Campus) and Campus Facilities Manager (Loughton Campus) are HSLOs for their Campuses and will coordinate arrangements for health and safety in areas shared by employees from different departments or sections, in so far as it relates to the Campus (e.g. fire, first aid, inspections). However health and safety responsibility for employees based in Southend or Loughton still rests with their department and the Head of Department or Department's HSLO/DSSO should include them in their health and safety arrangements.

3.2.5 Co-ordination with other employers

Responsibilities and arrangements for health and safety must be included as part of agreements for letting, or sharing premises with other employers. For the University's premises this will be the

responsibility of the Director of Estate Management. Otherwise it will be the most senior manager responsible for liaising with the premises owner/landlord.

3.3 IMPLEMENTATION

3.3.1 Health and safety standards

Health and safety standards (that is how we do things safely) are detailed in health and safety policies, codes of practice, local rules, procedures and risk assessments covering a range of activities. They may also be embedded into University or local Policies and processes for ensuring the effective governance and management of work activities.

It is important that **managers and employees** follow these standards, as they are the way the University ensures that it is meeting its legal obligations for health and safety. The standards are therefore mandatory.

University-wide health and safety standards are available on the health and safety pages of the University's website www.essex.ac.uk/staff/health-and-safety-support/policies. The University also adopts health and safety codes of practice published by University and Colleges Employers Association (UCEA) and the Universities Safety and Health Association (USHA).

WHSW develops standards covering health and safety matters which affect the University as a whole and so require a common approach, in consultation with appropriate specialists and managers. These will be subject to consultation and approval by the Health and Safety Group and USG.

Where Departments have specific risks areas, **Heads of Department** should ensure that they develop their own health and safety procedures, based on risk assessment, with the assistance of Workplace Health, Safety and Wellbeing.

3.3.2 Competence and capability

All employees need to be competent to meet their responsibilities and carry out their work safely in accordance with the University's and departmental health and safety standards related to their work.

Employees must receive adequate health and safety training on being recruited and when exposed to new risks or taking on new responsibilities. This is a legal requirement. Those with management responsibilities need to be aware of relevant health and safety legislation and how to manage health and safety in accordance with the University's policies and standards. All employees need to be able to work in a safe and healthy manner.

Workplace Health, Safety and Wellbeing (WHSW) provides a programme of health and safety training for those with management responsibilities, as well as face to face and online training covering a range of health and safety risks.

The How We Work at Essex (HWWAE) essential training course is mandatory for all employees.

It is also mandatory for managers and leaders to have to have management / leadership training according to their role. This may be:

- Managing Health and Safety Essentials

- IOSH Managing Safely
- Head of Department Induction
- Senior Manager Induction
- IOSH Leading Health and Safety or in House Health and Safety Leadership course

Managers need to ensure that they:

- Induct new employees, those changing roles and temporary employees on health and safety. Guidance on health and safety induction, and a health and safety induction checklist can be found on the University's website, by following the training link at www.essex.ac.uk/-/media/documents/directories/health-and-safety/hs-induction-cl.docx and *Induction* link at www.essex.ac.uk/staff/managing-people/health-and-safety-induction.
- Ensure that all staff complete mandatory health and safety training.
- Assess the health and safety competences of the employees they directly line manage, taking account of the nature of their role, and identify their training and development needs. Refer to the Health and Safety Competence and Training Matrix, which can be found by following the *Training* link at www.essex.ac.uk/staff/professional-development-and-training/health-and-safety-training-courses.
- Provide adequate levels of supervision depending on the risks arising from the task and competence of the employee.
- Ensure that job descriptions take account of health and safety competence and capability and that these are assessed as part of the recruitment process.
- Ensure that risk assessments take account of capability issues that may increase risk (for example pregnancy, immaturity of young people, health conditions etc). General advice is available from Workplace Health, Safety and Wellbeing (WHSW), or advice on individuals with specific health concerns is available from Occupational Health.

Where departments have significant health and safety training requirements over and above the University's mandatory training Heads of Department should ensure that departmental Health and Safety Competence and Training Matrices are drawn up and mandatory training identified for specific job roles.

Refresher training

The law requires that health and safety training is repeated periodically where appropriate. Refresher training must be provided where skills are not used regularly (e.g. first aid, fire extinguisher training, and emergency procedures). Otherwise information from supervision / performance management of employees, health and safety inspections and incident investigations can be used to determine whether and when refresher training is needed. Account should also be taken of the risk assessment for the work activity (i.e. what are the potential consequences if employees do not follow work practices learnt through training).

Training Records

Heads of Department and Section need to ensure that records are kept of employee induction, and of training and development on health and safety arranged by the department. Copies of certificates of competence should be forwarded to People and Culture for inclusion on personal files.

All centrally delivered staff health and safety training is recorded on iTrent. Records of health and safety training arranged by the department will also need to go onto iTrent. This can be arranged through the iTrent Systems Administrator. Where departments organise a significant amount of training, one or more employees will need administrator access to enable them to upload records.

The iTrent Systems Administrator will issue regular reports to enable Heads of Department / Section to monitor completion of mandatory training. Ad hoc reports can also be requested.

3.3.3 Supervision

All managers need to provide appropriate supervision to ensure employees are following the University's and legal health and safety requirements. This may include observation or checking understanding as part of normal performance monitoring processes. New employees, young workers and those carrying out higher risk activities would need closer supervision than a more experienced employee who has demonstrated safe behaviour. Those that line manage managers should also check that they are meeting their health and safety responsibilities.

The University's *Appraisal and Personal Development Scheme*, provides an opportunity to discuss health and safety responsibilities and training needs in a positive way. Also to discuss and agree how underlying issues that may be making it difficult for the employee to meet their responsibilities can be addressed. In some cases it may be appropriate to agree health and safety related objectives.

The University's Health and Safety Plan may require Executive Deans, Heads of Department or specific managers to carry out an action. Where this is the case, setting objectives and monitoring progress through the appraisal scheme would assist in ensuring the action is carried out.

Where an employee knowingly did something that could cause serious harm, neglected to take action within their control to prevent a dangerous act, or showed persistent non-compliance with the University's Health and Safety Policy, despite their manager or the University providing the necessary support to help them, disciplinary action may need to be considered.

3.3.4 Work equipment

Any Head of Department/Section or manager responsible for work equipment must ensure that:

- Prior to purchase (or hire):
 - Checks are carried out to confirm it complies with the relevant European requirements for safe design and construction and is suitable for use in the UK.
 - Consideration is given to potential health and safety risk prior to purchasing work equipment.
- It is used and maintained safely, in accordance with manufacturer's recommendations.
- Hazardous work equipment is only used by employees who have been authorised are trained and

competent in its safe use.

- Where necessary for safety, regular inspection or thorough examination is carried out by a competent person (e.g. lifting equipment, certain pressure vessels, local exhaust ventilation) and records retained in accordance with statutory requirements.

Maintaining work equipment in a safe condition includes having in place systems for in house safety checks, regular maintenance and, for some work equipment (for example local exhaust ventilation) periodic thorough examinations and /or tests, in accordance with statutory requirements. The frequency of safety checks and maintenance will depend on the use of the equipment and the potential risk if it develops a fault. The manufacturer's guidance should be consulted.

Further guidance on the safe use of work equipment and statutory inspection can be found by following the link at: www.essex.ac.uk/staff/equipment-safety/work-equipment-safety

Estate Management is responsible for workplace infrastructure equipment, such as boilers and lifts.

Digital Innovation and Technology Services is responsible for the cabling infrastructure and servers that support computer and audio visual systems that they have fitted.

Heads of Department are responsible for ensuring that portable electrical equipment owned by their department is inspected and where necessary tested in accordance with the University's standards on Electrical Safety, which includes Portable Appliance Testing (PAT). Available by following the *work equipment* link at: www.essex.ac.uk/staff/equipment-safety/portable-appliance-testing

CHECK

All **Heads of Department/Section** are responsible for ensuring that health and safety monitoring of equipment, employees and areas under their control takes place. Monitoring should measure compliance with the University's and department's health and safety standards and legal standards.

4.1 FORMAL INSPECTIONS

Heads of Department/Section must ensure that regular formal health and safety inspections are carried out for the areas under their control. (See Appendix 1 for details of responsibilities for common or shared areas). If the Head of Department delegates responsibility to other employees, the outcome of inspections should be reported back to them.

A union appointed safety representative should be invited to join the inspection team. To arrange this Heads of Department or their HSLO/DHSO should advise the lead health and safety representatives of the three Trade Unions (UCU, Unite and Unison) at least 2 weeks before the proposed inspection date, so that they can agree which (if any) representative will join the inspection team. Head of Department may also invite, Workplace Health, Safety and Wellbeing (WHSW) to attend, WHSW will attend a selection of such inspections.

The outcome of health and safety inspections must be recorded, along with responsibilities and timescales for action. Health and Safety Inspection Checklists are available by following the inspection link on the University's website at: www.essex.ac.uk/staff/managing-people/health-and-safety-inspection. The inspection must include a check on paperwork and systems for managing health and safety in the department, such as training records and risk assessments as well as a physical inspection. A copy of the inspection action plan must be sent to Workplace Health, Safety and Wellbeing, the union appointed safety representative who attended the inspection and, for academic departments, the Faculty Manager.

The completion of formal health and safety inspections by departments will be reported annually as part of faculty and annual reporting (see below).

Inspections should normally be carried out at least annually. However the actual frequency of inspection should be determined by the risk profile of the Department and the outcome of previous inspections. In some cases more frequent inspections may be necessary. Where a department wants to carry out inspections at a frequency of less than annual, the Head of Department should submit their justification, based on a risk assessment, to the Health and Safety Group for approval.

New builds and major refurbishments

The Director of Estate Management must ensure that a health and safety inspection of new builds and areas where there has been major refurbishment is carried out on completion, preferably before occupation. The inspection team must include a Health and Safety Advisor from WHSW. A Union Appointed Safety representative must also be invited to attend.

4.2 INCIDENT INVESTIGATIONS

Heads of Department/Section must ensure that health and safety incidents are investigated. This would normally be by the manager responsible for the activity or area. On receipt of a health and safety *Incident Report Form*, WHSW will forward the investigation form to the appropriate manager or HSLO/DHSO.

The **Workplace Health, Safety and Wellbeing** will review all incident forms and where necessary initiate their own investigation.

4.3 HEALTH AND SAFETY AUDITS

Workplace Health, Safety and Wellbeing (WHSW) will carry out health and safety auditing of the University's departments or systems for risk control. The University's Audit team may also audit the University's processes for managing health and safety risk.

ACT

USG and Council require health and safety performance information to support them in meeting their health and safety performance responsibilities. **Executive Deans** and the **Registrar and Secretary** are responsible for monitoring health and safety performance of their departments and the Professional Services respectively.

Information from reviewing health and safety performance will also be taken into account when determining future health and safety objectives and plans.

5.1 REVIEW

Heads of Department/Section must ensure that regular review of their risk assessments and arrangements for health and safety takes place. Health and safety standards must be dated with the last review date and review should take place in a reasonable timescale, taking account of the nature of the risk and changes to legislation and work practices. *Health and Safety Management Statements* and notice board information should be reviewed at least annually to ensure that the names of those given health and safety responsibilities remain current.

The **Workplace Health, Safety and Wellbeing** will ensure that regular review of University wide health and safety standards takes place.

5.2 ANNUAL REPORTING ON HEALTH AND SAFETY PERFORMANCE

Reporting on health and safety performance is necessary to enable Council and USG to fulfil their leadership responsibilities. They need to be kept aware of health and safety risks and any potential shortcomings that could result in prosecution or a serious health and safety incident.

Progress with implementing the University's Health and Safety Plan will be measured in the following ways:

- **Performance targets:** A set of key health and safety performance measures will be proposed by the Health and Safety Group and agreed by USG, which will aid measurement of progress with implementation of the Health and Safety Plan.
- **Annual Report on Health and Safety Performance:** A qualitative report on progress with implementation of the Plan will be included in an *Annual Report on Health and Safety Performance*.

The *Annual Report on Health and Safety Performance* will be produced for the Health and Safety Group, USG and Council. It will be considered by the Health and Safety Group prior to being submitted to USG for approval and submission to Council.

The report will give an overview of performance against the University's health and safety objectives and performance targets, highlighting achievements, any areas of concern and issues arising from the Health

and Safety Group or future legislative changes that may impact on the University. High level statistical data for the previous academic year will be provided. Where possible this will be benchmarked with previous years and comparable universities.

5.3 OTHER HEALTH AND SAFETY REPORTS

- **Reports to Executive Deans and the Registrar and Secretary:** Workplace Health, Safety and Wellbeing will provide Executive Deans and the Registrar and Secretary with six monthly performance reports based on the information they hold, for their departments and sections respectively. This is to assist them with monitoring performance in their faculty or the professional services.

- **Additional / Ad hoc reports:** The Health and Safety Group or USG may also be provided with reports giving further detail on the University's health and safety performance. Where necessary the Vice-Chancellor or Registrar and Secretary may request that additional reports be presented to Council.

- **Reports from departments and sections:** Each department and section will produce an action plan following their annual health and safety inspection and forward a copy to Workplace Health, Safety and Wellbeing so that inspections can be recorded and significant findings can be incorporated into the annual report.

APPENDIX 1: Responsibility for common areas

Area	Responsibility
Colchester Campus	
Corridors and welfare facilities	Estate Management (EM)
Lecture and Seminar Rooms, PC Laboratories (Other than departmental)	EM: Fabric and Furnishings Digital Innovation and Technology Services (DITS): Equipment and cabling (NB: DITS will report H&S concerns relating to fabric and furnishing to EM, when identified as part of their equipment and cabling inspections).
Lecture Theatre Building and Ivor Crewe Lecture Hall, (Other than areas occupied by AVMS)	EM, Fabric and Furnishings DITS, Equipment and cabling
Lakeside Theatre	CER
Silberrad Building: Reception Learning Hub & IT Helpdesk Talent development helpdesk Creative Studios Student Services Hub (1 st floor) Reading Room Second floor kitchen Lakeview Room	CER DITS People and Culture Students* Union Academic Section Library and DITS Essex Food CER
Southend Campus	
Gateway building <ul style="list-style-type: none"> ■ Professional Services shared office areas and reception ■ Corridors and seminar rooms (other than departmental) and welfare facilities 	Campus Manager EM
Clifftown Studios	East 15
University Square	Accommodation Essex
The Forum: <ul style="list-style-type: none"> ■ Professional Services shared office areas ■ University controlled corridors, seminar rooms (other than departmental) and lecture theatre ■ Spaces shared with Southend Borough Council and South Essex College 	Campus Manager EM EM
Loughton Campus, including grounds	
Grounds and gardens (except Loughton) including trees at all campuses.	EM

APPENDIX 2: Definitions and abbreviations used in this Code of Practice

Definitions

Terms used in this Code of Practice are defined as follows:

Audits: Formal systematic, independent process for checking the implementation and effectiveness of the University's systems for managing health and safety.

Consultation: Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions.

Competence: Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

Capability: Capability encompasses the employee's suitability for the task as well as their competence. This means that account needs to be taken of the employee's aptitude and physical condition, as well as their level of training, knowledge and skills

Department: The term department includes section, school or unit.

Hazard: Something with the potential to cause harm

Health: the state of being bodily and mentally well and free from disease. In this Policy it relates to being free from mental or physical illness caused or made worse by work.

Manager / line manager: Anyone who manages or supervises other employees.

Performance: Level of achievement. For example how well objectives or standards are being met.

Policy: Sets the direction the University follows, responsibilities for action and arrangements for implementation.

Review: Checking that existing systems for managing health and safety are adequate and deciding on actions and timescales to remedy deficiencies. This should be based on feedback from monitoring and auditing, current legal requirements and best practice and future requirements.

Risk: A product of the likelihood of harm arising from a hazard, and the likely severity of harm.

Safety: freedom from danger or risk of injury.

Significant risk: Risk of physical or mental harm to people arising out of, or in connection with work. Risks arising out of routine activities associated with life in general can be ignored, as can instances where the harm is likely to arise infrequently and be minor in nature.

Standards: This term covers various policies, codes of practice, local rules, procedures, and risk assessments which describe how the Health and Safety Policy (that is its arrangements) is implemented and legal requirements met. These may be specific, standalone health and safety standards or embedded into the University or local Policies and processes for ensuring the effective governance and management of work activities.

Abbreviations:

DHSO	Departmental Health and Safety Officer
EM	Estate Management
DITS	Digital, Innovation and Technology Solutions
HSE	Health and Safety Executive
HSLO	Health and Safety Liaison Officer
UCEA	University and Colleges Employers Association
USG	University Steering Group
WHSW	Workplace Health, Safety and Wellbeing