Guidance on the University Health and Safety Management System

Document History

- USC Approved January 2005
- Amended May 2005 (appendix 3.3)
- Re-ratified May 2008
- Amended October 2010 (format and content changes)
- Remains in force indefinitely as it is not a policy document.

Reason for re-write

The passing of the University Safety Strategy, the new Roles document and the new University Safety Policy have made large sections of this document redundant. However the document is still needed as a description of the order and authority of documents in the system and to provide coherence to the overall University Safety System as detailed in several different families of documents.
Contents

Guidance on the University Health and Safety Management System 1
  Reason for re-write 1
1. INTRODUCTION 3
  1.1 Background 3
  1.2 Definitions 4
  1.3 Scope of the Management System 4
2 HEALTH AND SAFETY MANAGEMENT STRUCTURE 5
  2.1 Policy 5
    2.1.1 Policy and standards on specific topics 5
    2.1.2 University Safety Office Circulars 5
  2.2 Planning and Setting Standards 5
    2.2.1 Planning hazard identification, risk assessment and control 5
    2.2.2 Objectives 6
  2.3 Structures and Responsibilities 6
  2.4 Training, awareness and competence 6
  2.5 Consultation and communication 7
  2.6 Documentation and Records 7
  2.7 Emergency preparedness and response 7
  2.8 Checking and Corrective Action (Monitoring) 8
    2.8.1 Performance measurements and monitoring 8
    2.8.2 School Self- Inspections 8
    2.8.3 University Safety Office Inspections 8
    2.8.4 Safety Management Audits 9
    2.8.5 Environmental Monitoring 9
    2.8.6 Incidents 9
    2.8.7 Annual reporting system 10
  2.9 Management Review 10
3 Appendix 11
  3.1 Guidance on the Annual Reporting System 12
    Purpose of the annual reports from Head of School 12
    Stages of the Annual Reporting Cycle. 12
    School Annual Safety Report Format 12
  3.2a School Annual Health and Safety Report Form 13
    SECTION ONE 13
    SECTION TWO 14
    SECTION THREE 15
    SECTION FOUR 18
    SECTION FIVE 19
  3.2b Faculty Annual Health and Safety Report Form 20
1. INTRODUCTION

1.1 Background

This University Health and Safety Management System document replaces the MR5 document which was originally compiled in 1994 to address a change in legislation and which was subsequently amended in the light of University restructuring in 2002 to ensure that the University was legally compliant. Since the new University Safety Policy (2009) and the University Safety Strategy (2007) and the revised roles descriptions (2008) have come into force this document has required a substantial reduction in scope. The remaining elements therefore describe elements of the management system that are not fully documented elsewhere and provide an overview of the management of safety matters at the University.

This University safety management system aims to build on the good practices in many Schools / Services to provide consistent and accountable health and safety management throughout the University. The aim of this system is to implement arrangements for "the effective planning, organisation, control, monitoring and review" of health and safety which go beyond the minimum statutory requirements under the Health and Safety at Work Act. The idea is to be proactive and prevent accidents and incidents as a first priority.

The arrangements are based upon the principle of a clearly defined structure of responsibility and accountability from the Vice-Chancellor down to each employee and student. An organisational structure is specified together with arrangements for making policy, planning, setting standards, measuring and reviewing performance. The management system is consistent with the requirements of Occupational Health and Safety Assessment Series (OHSAS) 18001 and HS(G)65 which is the Health and Safety Executive’s (HSE) health and safety management guidance. This system is to be integrated with other University management systems in line with national expectations on the overall management of Risk.

This document (as with all University Safety documents) is available to all University staff and students via the University Safety Office website.
1.2 Definitions

Throughout all University Safety office documents the words "health and safety" should be taken to mean "health, safety and welfare" as used in the Health and Safety at Work etc. Act 1974.

The following terms (from the University Safety Policy 2009) are used for brevity. They have the meanings ascribed in the University Safety Policy, as reproduced below. In any case where there is an alternative (e.g. School / Service) one word (e.g. School) appearing alone will be deemed to include the other options except where context requires otherwise.

PVC(S)
- The Pro-Vice Chancellor for Safety – a designated role given to one of the Executive Board members to undertake in addition to their other defined roles.

Faculty Head / Registrar
- This is a Faculty Head / Pro Vice-Chancellor (formerly Provost) or the University Registrar.

Faculty
- This is a University Faculty, formed of Schools and Services / Centres. It is also used to include the collection of University Central Services reporting to the Registrar and Registrar’s Office.

School / Service
- This is a University academic School or Centre with a Head or Director reporting to the Faculty Head. It is also a University Service or directorate where the Head or Director reports to the Registrar. It also includes Institutes and Centres where they are independent of an academic School.

Head of School / Service
- To be the Head or Director of the School / Service as defined above.

University Safety Office (USO)
- The safety service provided to the whole of the University. This is often abbreviated to USO.

Estate Support Service (ESS)
- The service known as Estates that looks after the fabric of the University Buildings, undertakes the cleaning, portering and other facilities services, and also includes several other specialist services including housing the University specialist in waste disposal and energy management.

1.3 Scope of the Management System

This health and safety management system covers the undertakings of the whole University. This is relevant to the Central Services and Research Institutes as well as the Faculties. The system does not apply to the various spin-out companies where the arrangements for provision of safety advice by the University are governed by a Memorandum of Understanding. The full application of the systems is provided in the University Safety Policy (2009).
2 HEALTH AND SAFETY MANAGEMENT STRUCTURE

2.1 Policy

In addition to the information in the University Safety Policy the following section explains the process of establishing Policy and standards.

2.1.1 Policy and standards on specific topics

Local Rules and safety policy supplements may be proposed and drafted by University Safety Office staff, the specialist advisers or the sub-committees. After consultation these are presented to the University Safety Committee and if approved come into force from the agreed date.

These cover specific subject areas and may be of relevance to only some staff – or to all at the University.

2.1.2 University Safety Office Circulars

These are occasional documents issued by the USO to alert people on the mail list to matters of local or current concern. Where these circulars are primarily for guidance or advice, they are issued by the University Safety Office and normally without additional consultation. The circulars are reviewed with to removing out of date material with copies normally kept for one or three years on the USO website.

2.2 Planning and Setting Standards

2.2.1 Planning hazard identification, risk assessment and control

The University has adopted the Health and Safety Executive’s ‘5 steps to risk assessment’ approach to the planning for hazard identification, risk assessment and risk control. It has also developed an in-house risk assessment formats.

The University Safety Office provides Risk Assessment training for staff and post-graduate students to ensure a level of understanding of risk assessment and the principles of prevention. The aim of the risk assessment process is to put preventative measures in place to identify and control risks. Individuals or groups of staff completing the risk assessments are expected to have the knowledge and experience of the activity they are assessing to ensure that all hazards and risks have been identified. Indeed, the actual risk assessment considers the competency and supervision needs of staff, postgraduates and undergraduates.

Each School is responsible for ensuring that risk assessments, display screen equipment assessments manual handling assessments, COSHH (including both biological and chemical variants) assessments and safe working procedures are developed proactively and subsequently reviewed in respect of any significant risks in their area of work. Assessments need to take account of shared work areas and the effect on other users such as visitors and contractors. In particular the needs of pregnant workers, young people and disabled people are to be considered.

Schools are encouraged to proceed with caution where uncertainties exist about the standards of risk control such as areas of new research. Furthermore, the identification of the risks associated with each activity including non-routine situations such as maintenance and emergencies.

Significant findings of the risk assessment are communicated on a local level. Any action points arising out of the risk assessments should form part of the School’s action planning and be set as safety objectives if the outstanding actions are significant. Any major budgetary implications need to be brought to the attention of the Head of School and PVC. The additional action identified may include additional training, new equipment, changes in procedure etc.
2.2.2 Objectives

Broad health and safety needs are included in the Universities business plan each year. Each Faculty and School need to identify a number of SMART (specific, measurable, achievable, resourced and time-bound) annual health and safety objectives to ensure that the health and safety management system is continually improving. Risk assessments, the inspection process or accidents may identify areas requiring improvement. These objectives should be appropriate to the risks and key risks should be prioritised. As part of the planning process, resources should be allocated to be able to attain the objectives (and meet any performance standards specified).

Any significant personal health and safety workload should be included in the individual’s performance and development review (PDR).

2.3 Structures and Responsibilities

The safety management structure for the University is extensively covered in the University Safety Policy, the University safety Strategy and the Roles document (“Roles of Staff Holding Safety Related Posts”). All three documents are available in the USO website.

In short:

- The Executive Authority is comes from Council, to the Vice-Chancellor who is the Chief Executive Officer with overall responsibility for safety, and the nominated Pro- Vice Chancellor for Safety.
- 'Provosts' are directly responsible and accountable to the Executive Board for their management of health and safety in their Faculties.
- 'Heads of School' are directly responsible and accountable to the relevant 'Provost' for the management of safety in their Schools.

2.4 Training, awareness and competence

The “competent safety advice” (required by the Management of Health and Safety Regulations) is provided for the University by the University Safety Office staff. All advisers undertake continual professional development. The USO is based in the Directorate of Human Resources for administrative purposes but is an independent part of the University reporting to the PVC(S).

At recruitment there are procedures to ensure that staff have the necessary physical and mental abilities to do their jobs or can acquire them through training and experience. It is the responsibility of the School to ensure that new members of staff receive a health and safety induction. There is also required to be suitable and sufficient supervision for new and inexperienced staff.

Some health and safety training is delivered in-house by the University Safety Office whilst external trainers are brought in for more specialist courses. Most courses are available to all staff and postgraduate students. Some courses have a competency check built into them such as the radiation course. Assistance in finding suitable courses for speciality needs is also provided by the University Safety Office.

School Safety Officers in particular are encouraged to attend a number of core courses. The capability of a School Safety Officer should be considered prior to their appointment.

Each school is required to identify the health and safety training needs. All staff and some students will require some form of health and safety training. In particular new staff, part-time and temporary workers need to be considered. The identification of training needs should address job changes, promotion or when someone has to deputise (including cover for key staff). This can be undertaken by using a training needs analysis or via the individual performance and development...
reviews (PDR) procedure. Some job descriptions include health and safety references, and should therefore also include recommended training level to undertake the role. Areas where further development and training may be needed can also be highlighted by the inspection programme, risk assessments, changes in technology and changes in legislation. Progress with health and safety training is expected to be monitored via the annual report by the Head of School.

By raising the health and safety awareness of staff it is hoped to encourage them to apply precautionary measures both in and outside the workplace.

### 2.5 Consultation and communication

All staff are encouraged to participate in health and safety. Any member of staff can access the University Safety Office or table an agenda item at the School Safety Committees and may request an item be tabled at Faculty or University Safety Committees.

Electronic mail is used extensively for health and safety communication. There are mail-bases for School Safety Officers (and other interested persons), Safety Representatives, Biological Safety Supervisors, Radiation Protection Supervisors, GM Chairs, and others. There are also some mail-bases for safety and fire safety issues in specific buildings and Faculty mail-bases for safety issues which allow two-way communication and consultation.

All documents can be provided in an alternative formats for disabled people, and the increased use of the PDF and document server systems for website information is making the distribution of documentation much more accessible. Increasingly draft documents are being provided for open consultation within the University (via the website) and useful comments received.

Formal consultation on health and safety issues is mainly carried out via the Safety Committee and Union Safety Representatives.

**There are also University and Faculty Safety Committees charged with developing and disseminating policy and good practice, in addition to monitoring the safety management within their respective domains.**

### 2.6 Documentation and Records

The Safety Management systems require the generation of very large amounts of records. Many of the records are only required to be available for limited periods or under limited circumstances, whilst other records must be maintained for in excess of 40 years. As a result there is a significant problem with determining the record retention and archiving issues. The University therefore has a specific set of standards for the retention of documents. These are able to be located from the USO website by links to the University Records Management website (currently at [www.ncl.ac.uk/rm/rrs/rrs-25-HealthSafetyManagement.htm](http://www.ncl.ac.uk/rm/rrs/rrs-25-HealthSafetyManagement.htm))

### 2.7 Emergency preparedness and response

Basic emergency procedure information and guidance is provided by the University Safety Office, the University Insurance and Business Continuity Office and the University Emergency Planning committees. Schools are required to institute full Emergency Planning and disaster recovery planning as part of the general management of the University. The University Safety Office provides input into all levels of the emergency planning system but does not advice on business continuity issues (the stage after the prevention / management of an incident).
2.8 Checking and Corrective Action (Monitoring)

This section is concerned with the processes needed to manage the safety systems at the University. It describes various operations that need to be undertaken by both the University Safety office and Schools to ensure that the University suitably and sufficiently manages the safety of staff students and others affected by its activities.

2.8.1 Performance measurements and monitoring

Monitoring is necessary to check whether the University's policies and standards are being met in practice.

Monitoring performance is a specific routine responsibility given to 'line managers' in their terms of reference. However, to ensure quality and consistency, independent monitoring also takes place from outside the management structure. This is carried out primarily by the University Safety Office but also, in certain respects, by Safety Committee and its sub-committees and the Union Safety Representatives.

In order to be fully effective monitoring requires performance standards to be set. This is a task that has historically fallen entirely to the University Safety Office but with the re-introduction of the annual reporting system the Schools will now also be expected to define many of the local performance standards necessary. Guidance will probably be required for this and will have to be reviewed annually along with the guidance on completion of the annual reporting forms.

2.8.2 School Self-Inspections

The School Safety Officer and other staff nominated by the Head of school carry out safety inspections. These may be based on check lists which are submitted to the Head of School and retained as a School record. The frequency of the self-inspections is determined by the risk profile of the school based on the activities undertaken. In general, this is either termly or annually dependant upon the risks presented by the School. Urgent action is taken if immediate risks become apparent during the active monitoring. Implementation of remedial measures are tracked at school level. In addition, the dates of the inspections and a prioritised action plan are reported to the Faculty Safety Committee.

<table>
<thead>
<tr>
<th>Type of School / Activity</th>
<th>Suggested inspection frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching of the ‘chalk and talk’ level of hazard</td>
<td>Annual self inspection</td>
</tr>
<tr>
<td>Teaching activities involving higher or specific hazards</td>
<td>Self inspection each term</td>
</tr>
<tr>
<td>(e.g. art, modelling, woodwork etc.)</td>
<td></td>
</tr>
<tr>
<td>Teaching of general sciences (including practical work)</td>
<td>Self inspection each term</td>
</tr>
<tr>
<td>Offices etc. not involving high hazard activities</td>
<td>Annual self inspection</td>
</tr>
<tr>
<td>Research activities not involving hazard risk (equivalent to</td>
<td>Annual self inspection</td>
</tr>
<tr>
<td>office activities)</td>
<td></td>
</tr>
<tr>
<td>Research activities involving higher hazard activities,</td>
<td>Self inspection each term or more frequently</td>
</tr>
<tr>
<td>science labs or other specific matters</td>
<td>if indicated by Risk Assessment</td>
</tr>
</tbody>
</table>

2.8.3 University Safety Office Inspections

These are joint visual inspections undertaken by the University Safety Office, Safety Representatives and the School Safety Officers. The report is compiled by the University Safety
Office and sent to the Head of School. The report includes an advisory action plan which is then resourced, modified or disputed by the School. The actions advised by the USO will be followed up to see that they have been satisfactorily completed on time. The inspection report, action plan and follow-up reports are copied to the Faculty Safety Committee, to enable the Committee to monitor progress.

2.8.4 Safety Management Audits

The HASMAP (Health and Safety Management Audit Package) audit scheme developed by the Universities Safety and Health Association (USHA) is now being used to audit health and safety standards throughout the University. This is utilised by the University Safety Office in conjunction with the Schools and Safety Representatives. The Head of School is expected to take a key part in the safety audit process and key people in the School are interviewed. The audits include an examination of documents such as risk assessments, training records and action plans.

2.8.5 Environmental Monitoring

External occupational hygienists on contract to the University Safety Office carry out limited environmental monitoring. This includes testing and maintenance for, local exhaust ventilation (LEV), Fume Cupboards and Microbiological Safety Cabinet, which is undertaken on an annual basis.

2.8.6 Incidents

Investigation of accidents, incidents, near misses and complaints are the main reactive ways in which the University checks its performance and introduces measures to prevent reoccurrence of the incident. Staff and students are expected to report all accidents and incidents no matter how minor they appear.

The University has an electronic accident reporting system (and a paper system for those unable to access electronic methods) to ensure speedy reporting and straightforward follow-up actions. This can also be used to report ill health in addition to an occupational health referral. Any serious property damage or personal safety issues are reported to the Estates Office and Security.

Accident investigation is undertaken by either a University Safety Officer or a School Safety Officer (who is expected to attended an accident investigation course run by the USO). Where appropriate line managers and relevant specialists are involved. Safety representatives are also provided with adequate facilities to fulfil their functions and investigate accidents if they wish.

Accident and incidents are investigated on one of the following levels depending on the complexity and seriousness of the accident:

- No formal investigation.
- School investigation to provide additional detail and identify preventative action.
- University Safety Office investigation with advice to the School.
- University Safety Office investigation with report including actions to be undertaken.

In addition to this some accidents / incidents are reportable to various enforcing authorities (mainly the Health and Safety Executive) who may wish to undertake their own investigation. This is only to done by the USO, and all contact with the enforcing authority shall be via the USO.

The findings of serious investigations are compared with appropriate legal, industry and company standards. Investigation reports should identify the immediate and root causes of the incident (such as failures by individuals or sub-standard conditions) as well as preventive actions (where they are needed).
2.8.7 Annual reporting system

The annual reports by Schools are essential in providing an overall picture of the safety management and effectiveness of safety controls for the whole University. The School level reports are summarised to Faculty and University levels as appropriate for the management of the risks identified and are provided to the Faculty and University Safety Committees before a final report is sent by the PVC(S) to the University Council.

2.9 Management Review

Periodic, formal reviews have been introduced to ensure that policies and standards are kept up to date and developed, that any deficiencies are identified and that the lessons of experience are incorporated.

The main formal elements of the review system are:

- An annual report to Council (and the VC), under the auspices of the PVC(S), covering health and safety objectives for the coming year (and beyond), and performance against the current set objectives and standards (including legal requirements). This review is compiled from formal annual School reports and from the University Safety Office and Provosts and PVC(S) input.
- An annual report from the University Safety Committee to Council.
- Annual reports from the Head of School to Provosts.
- A commitment to review written Safety Policy documents every two or three years (as appropriate) thought the University.

Each of the reports will be required to have a suitable action plan incorporated in the report. The action plan is to ensure that improvements are made (and resources allocated) where there are outstanding issues arising from the information considered.
3 Appendix

3.1 Guidance on the annual reporting system
3.2 Forms for the annual reporting system
3.1 Guidance on the Annual Reporting System

**Purpose of the annual reports from Head of School**

1. Statistical summary of selected data for comparison across the University.

2. A brief text report which:
   
   a) Confirms completion of School self-inspections;
   
   b) Confirms that the School policy statement and arrangements have been reviewed in accordance with University requirements.
   
   c) Summarises the main matters found to require attention;
   
   d) Details of any resource problems which are preventing the School from meeting its health and safety objectives.
   
   e) Notes progress with ongoing matters such as periodic testing of equipment, completion of risk assessments, safety training,
   
   f) Summarises accidents and incidents and the action taken;
   
   g) Confirms that, in buildings shared between Schools (whether or not in the same Faculty), appropriate safety arrangements are in place in the shared areas.
   
   h) Provides an opportunity to comment on any contacts with the Enforcing Authorities.


4. Summarises progress with the previous years objectives.

**Stages of the Annual Reporting Cycle.**

A USO circular will be sent to all Schools to remind them that the annual safety report is due. This will include the following sections:

- Brief explanation of the annual report system
- University wide objectives
- Measures to be monitored across the University for the coming year
- Guidance on the completion of the annual report by Head of School
- Copies of the forms for completion.

At the same time as the USO Circular is published each School Safety Officer will receive a school annual report form with section 1 completed detailing the USO information for the reporting period for the School.

The SSO needs to complete sections 2 3 and 4 with the Head of School. The completed form then needs sending to the USO and the Chair of the Faculty Safety Committee.

The Chair of the Faculty Safety Committee should meet with the Faculty PVC who should add comments to part 5 of the school annual report form. The Faculty PVC should then complete the Faculty Annual Report Form.

All the reports will then be collated into the University annual safety report by the Executive Director of HR.

**School Annual Safety Report Format**

- **Section 1** Information supplied by the USO
- **Section 2** Report on the achievement of objectives for the previous year
- **Section 3** Report on routine safety issues
- **Section 4** Planned objectives for the coming year
- **Section 5** Comments by the PVC
# 3.2a School Annual Health and Safety Report Form

Name of Faculty / School:

## SECTION ONE

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Number of accidents by nature of accident for School over the reporting period</td>
<td>Table inserted here by USO</td>
</tr>
<tr>
<td>2</td>
<td>Numbers of accidents compared to the University Average</td>
<td>Graph inserted here by USO</td>
</tr>
<tr>
<td>3</td>
<td>Numbers of Ionising Radiations orders undertaken for the School</td>
<td>Table inserted here by USO – if applicable</td>
</tr>
<tr>
<td>4</td>
<td>Numbers of Genetic Manipulation projects reviewed from the School</td>
<td>Table inserted here by USO – if applicable</td>
</tr>
<tr>
<td>5</td>
<td>Numbers of live GMO projects registered against the School</td>
<td>Table inserted here by USO – if applicable</td>
</tr>
<tr>
<td>6</td>
<td>Numbers of Pathogen registrations held for the School</td>
<td>Table inserted here by USO – if applicable</td>
</tr>
<tr>
<td>7</td>
<td>Information on any Audits / Inspections undertaken at the School</td>
<td>Very brief summaries inserted here by USO with link to published report where one is available</td>
</tr>
<tr>
<td>8</td>
<td>Information on any Enforcing Authority contacts with the School in the reporting year</td>
<td>Very brief summaries inserted here by USO with link to published report where one is available</td>
</tr>
<tr>
<td>9</td>
<td>Report on any other unusual incidents that are specifically noteworthy</td>
<td>Very brief summaries inserted here by USO</td>
</tr>
</tbody>
</table>
**SECTION TWO**

This section form is provided to detail the Progress against safety objectives for previous academic year.

<table>
<thead>
<tr>
<th>No.</th>
<th>Objective</th>
<th>Progress achieved</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Details of any resource problems which are preventing the School from meeting its health and safety objectives.

<table>
<thead>
<tr>
<th>No.</th>
<th>Resource issue and failure caused</th>
<th>Urgency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION THREE

1. All School safety inspections **have / have not** * been completed on schedule.

   * Delete as appropriate

<table>
<thead>
<tr>
<th>Date</th>
<th>Area</th>
<th>Done/ not so</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   (Please summarise reasons if not completed)

2. All School safety policies and arrangements **have / have not** * been reviewed and updated as appropriate.

   * Delete as appropriate

<table>
<thead>
<tr>
<th>Date</th>
<th>Document</th>
<th>Done/pending</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   (Please summarise reasons if not completed)
3 Summary of **major items** arising from inspections requiring action.

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Urgency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 Numbers of safety training courses attended by School Staff and Students

This information can be downloaded from SAP.

5 Progress with ongoing matters such as periodic testing of equipment, completion of risk assessments, safety training, (Standard issues are already entered).

<table>
<thead>
<tr>
<th>Item</th>
<th>Progress</th>
<th>Done/pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risk Assessments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6 Brief summary of any significant **accidents** during the year.

This is for the specification of significant incidents during the year. Accident statistics recorded by the USO are provided on form 1.

<table>
<thead>
<tr>
<th>Circumstances, Injury and time off</th>
<th>Action taken</th>
</tr>
</thead>
</table>
7 Appropriate safety arrangements are in place in the shared areas.
This section only applies in buildings where there are shared areas between Schools (whether or not in the same Faculty).

<table>
<thead>
<tr>
<th>Building</th>
<th>Shared areas with</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8 Please comment on any contacts with the Enforcing Authorities.
SECTION FOUR

This section is provided to detail the **School safety objectives** for forthcoming year of ______

<table>
<thead>
<tr>
<th>No.</th>
<th>Objective</th>
<th>Action by</th>
<th>Date for Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Any further comments

Signature of Head of School: ___________________________ Date: ____/____/_____
SECTION FIVE

(To be completed by the PVC)

Any further comments

Signature of PVC:        Date:
3.2b Faculty Annual Health and Safety Report Form

To be completed by the Faculty PVC or Registrar

Select area of report: HASS / Medical Science / SAgE / Central Services

Annual report for academic year: 20__ / 20__

List the Schools/Institutes/Units that this report covers:

---

Statement of perception of safety standards within Faculty.

---

Statement of any specific problems requiring additional resources of special attention during the following year. (This is to particularly draw out any especially high profile issues)
University Safety Policy Guidance

Statement of satisfaction level with performance over the previous year.

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Statement of satisfaction with support provided over previous year by University Safety Office

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Statement of any specific concerns about Enforcing Authority actions planned or pending.
(This section will NOT be placed in the published version of the report – restricted to Council and University Safety Committee only).

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature of PVC / Registrar*: Date:

* Delete as applicable