

Annual Health & Safety Report 2011-2012

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Introduction

This report provides information on the main health and safety (H&S) issues within the University. The status of the management of health and safety in the University for the period of the report is set out within the framework of a management model approved by the Health and Safety Executive (HSE). The parameters of this model are: Policy, Organising, Planning and Implementation, Monitoring Performance, Review of Performance and Audit. The report covers the period from August 2011 to July 2012.

1.0 Policy & guidance

- A revised University Health, Safety and Wellbeing (HSW) Policy was introduced in November 2011. Heads of Schools, Directors of Services and School/Service H&S coordinators have been made aware of the policy and its requirements.
- New and/or revised policies were introduced after the May 2012 HSW Committee. These were: Use of DSE Policy, Driving at Work Policy, Management of Contractors Policy, Smoking Policy, and Control of Noise at Work Policy. The Work Related Stress Policy has been revised and will be consulted on in the next academic year.
- A new Emergency Response, Business Continuity and Business Recovery Policy and associated guidance were approved by the Senior Management Group in May 2012.

2.0 Organising

- The revised HSW Policy details the University's H&S reporting structure, the H&S responsibilities of managers, staff and third parties, the service provided by the HSWO and the duties undertaken by the University's Health and Safety Coordinators (HSCs).
- The 'University Health and Safety Office' became the 'Health, Safety and Wellbeing Office' (HSWO).
- The 'University Health and Safety Officers' became 'University Health and Safety Advisers'.
- The School/Service 'safety advisers' became 'health and safety coordinators' (HSCs). They are supported, communicated with and advised by the H&S Advisers in one-to-one meetings, via email, monthly H&S bulletins and by termly meetings hosted by the HSWO. They are appointed in writing by their Head of School/Service and agree to a model list of duties, as described in the HSW Policy.
- The HSWO moved office and this allowed the old office to become a dedicated H&S training room.
- A gap analysis of the HSWO team's competencies was carried out and training in auditing skills, fire safety, wellbeing and manual handling was arranged, either for the team, or for individuals on the team.
- The H&S Advisers developed forward plans of the work they have planned for the year. These reflected the needs of the University, the strategies of the HSWO and the individual work initiatives/personal development needs of the advisers.
- The HSWO website was updated and now includes an A – Z. This makes it much easier for staff and students to find relevant health, safety and wellbeing guidance and information. A monthly H&S bulletin is also posted on the website. This contains

news about current health and safety issues, plans and incident numbers. Details of forthcoming training sessions are also posted on the site.

3.0 Planning & Implementation

Objectives: The objectives set in the last planning period were mostly realised. Detail is given below:

3.1 **Fire Safety** The table below (3.1.1) lists the issues and actions required to rectify non-conformances. The status of fire safety management will be updated in the 2012 – 2013 report but it should be noted that all actions identified in **Table 3.1.1** were completed, mostly within given timescales.

The Director of H&S and the Director of Student Services agreed that PEEPs for students would be coordinated by Student Services. The HSCs/School Administrators undertake PEEPs for staff in their areas.

Table 3.1.1 Fire Safety Issues and Actions

Issue	Action
1. Fire risk assessments (FRA) out of date	<ul style="list-style-type: none"> i. Engage consultant to review FRA in ten non-residential buildings identified as having one or more non-conformances after the 2008 FRA. ii. Carry out remedial works/actions arising from above (eg. signage, passive fire protection measures, dangerous substance management, assembly points). iii. HSWO to review remainder of non-residential buildings where 'tolerable' risks were identified to ensure they are still of a satisfactory standard. iv. Consider if more in-depth surveys should be carried out on the remainder of the buildings, based on the outcome of actions 1 and 2.
2. Lack of scheduled evacuations	<ul style="list-style-type: none"> i. Scheduled evacuations conducted for period 2011-12 ii. Performance report submitted to H&S Committee iii. Poorly performing areas to be retested at start of 2012-2013 sessions. iv. Higher-risk areas and poorly performing areas will be tested twice/session.
3. Inadequate fire safety and escape information maps in buildings	<ul style="list-style-type: none"> i. Consultant contracted to develop 3-D style maps for a number of the more complex buildings on Campus. ii. Arrange to put 3-D style plans in all remaining non-residential buildings used by students in next financial period.

3.2 **Training:** The HSWO has provided or facilitated a range of training courses. See Charts 1 and 2 for a breakdown of training provided in this academic session. New training programmes offered in the Academic Session 2011 - 2012 included IOSH accredited Working Safely and Managing Safely. The HSWO plans to run these courses every two months (maximum 15 delegates per session), if more than eight delegates register.

3.3 **Risk Assessment:** an audit undertaken by the internal auditors in 2011 recommended that the University should improve its risk assessment practice and recording. The Director of HSW researched various off-the-shelf risk assessment packages but none were suitable at the resources available. IT Services were approached to establish if they could build an

in-house option but this was not achievable. No further progress has been made with this issue.

3.4 **Competence:** the HSWO introduced a training needs matrix in the academic year 2011 – 2012 to assist Schools and Services to assess the health and safety competencies/awareness their staff members require and then identify the training courses staff should attend. The new HSW Policy made it a requirement that, where training was identified as a risk control measure, then the training should be mandatory for staff. The annual H&S return details the level of conformance for identifying training needs. See **Table 4.1.1.**

3.5 **Emergency and Business Continuity:** A new Emergency Response, Business Continuity and Business Recovery Policy was approved by the Senior Management Group. The policy is supported by guidance and templates to assist Schools and Services to develop their own plans where relevant.

The HSWO arranged an emergency response training session (Operation Argus run by the University's Counter Terrorism Security Advisers) for senior managers. Additionally, the Director held emergency response / business continuity desktop exercises for the University Incident Management Team and for the Student Recruitment Team. The HSWO assisted the School of Life Sciences to develop an emergency response and business continuity plan. This is a University requirement but was also required by Environment Agency and Human Tissue Authority Inspectors.

3.6 **Incident Recording:** Some minor changes to the incident recording form were made to comply with a change in legislation. The importance of recording all accidents, near misses and dangerous occurrences was reinforced by articles in the staff and HSWO bulletins. The School and Service Safety Coordinators were also advised on this issue at one of the termly support meetings.

3.7 **Staff Health and Wellbeing:** the new HSW Policy identifies the importance of wellbeing at work and sets out the arrangements the University has in place to promote both staff and student wellbeing.

The HSWO and Sussexsport collaborated to hold a series of wellbeing events on the National Stress Awareness Day in 2011. The HSWO also supported the award for the winners of the 'Commit to Get Fit' initiative run by Sussexsport in May 2012.

The Director of HSW gave a presentation on the importance of wellbeing to HR advisers and University Trade Union representatives.

The HSWO organised for the NHS to come into the University to offer free health checks to staff aged between 40 and 74 and hosted two smoking cessation clinics. 195 staff attended for NHS health checks.

The new training room is being used for wellbeing sessions organised by Sussexsport as well as general H&S training.

3.8 **The Management of Radioactive Substances:** Policy on managing the risks associated with radioactive substances, and detailing the arrangements for complying with environmental and H&S legislation pertaining to radioactive substances, was reviewed. The system of monitoring the use and disposal of radioactive substances was improved. The authorisation process for ordering radioactive substance orders was also reviewed and improved.

3.9 **Reporting to the University Health, Safety and Wellbeing Committee:** Reports included statistics on numbers trained, reported incidents, work-related occupational health referrals, scheduled and unscheduled fire alarm activations, radiation protection and the status of H&S management in the University. The minutes of the School/Service H&S committees/meetings were submitted for consideration by the University committee.

3.10 **Audit:** the HSWO planned to start auditing Schools and Services in this academic session and the team attended auditing skills refresher training in March 2012. However, changes to the team meant that there were insufficient resources to conduct audits.

The Radiation Protection Officer worked to ensure that the management of radioactive materials was suitable and sufficient prior to the annual audit carried out by the Environment Agency.

4.0 Monitoring

4.1 **Annual Safety Return:** School and Service annual safety returns are summarised in **Table 4.1.1** on page 11. The level of compliance with University requirements is shown in the table.

4.2 **Fulfilment of HSW plans and objectives:** Progress with the HSWO's and the individual adviser's H&S forward plans is monitored by fortnightly team meetings and monthly one-to-one meetings with staff.

4.3 **Inspections and Tours:** H&S Advisers accompany the School and Service HSCs on their annual health and safety inspections. See the summary of the School and Service annual safety returns in **Table 4.1.1** for areas where inspections have been carried out.

The relevant H&S adviser inspects new or significantly refurbished buildings before they are released for use.

Additionally a series of ad hoc tours and inspections is carried out by the HSWO throughout the academic year.

The H&S Coordinators complete an action list following routine inspections. The HSWO completes an action list following specific inspections eg following new works, or those carried out by the regulators - if the tours/inspections identify matters requiring attention. Progress with the remedial actions agreed by the HSWO/Schools and Services is monitored by the HSWO.

4.4 **Maintenance:** statutory maintenance in the University is managed by Estates and Facilities. The EFM maintenance manager has given the HSWO assurance that all required statutory maintenance has been carried out and that appropriate records have been kept. The HSWO is copied into the records of fire detection and alarm checks carried out by the external contractor on behalf of the University.

4.5 **Fire Alarm Evacuations:** the HSWO ran a series of scheduled evacuations in October/November 2011. In some areas, the following issues were identified:

- poor fire marshal or warden response.
- slow exit times
- inadequate fire door release
- inadequate signage
- students reluctant to leave buildings

- inadequate location and use of fire assembly points
- poor audibility of alarms

Heads of Schools and Services were notified where performance was unsatisfactory and advised if they should take any remedial action.

EFM were notified if there were problems with the passive and active fire safety systems for which they are responsible.

The number of unscheduled fire alarm activations in the period August 2011 – July 2012 is given in **Table 4.5.1**.

4.6 Training Records: 551 delegates were trained by the HSWO over the period 01/10/11 to 30/09/12 and a further 123 were given induction training by Schools and Services. This is an increase from the previous two years. See **Table 4.6.1** for the provenance of those trained in this academic session.

4.7 Recorded Incidents:

4.7.1 Non-Reportable Comparison 2008-2012

There was an increase in falls from height (6 reports up from 2) and a rise in glass/sharps incidents (18 up from 16) from the previous year. 12 near miss incidents were reported in 2012, compared to 8 in 2011, which may indicate a better awareness of the University's reporting requirements. There were also 14 (11 in 2010 - 11) spillages/releases, the majority of which were lab related. Training and improved supervision/monitoring would prevent the majority of cuts and spills occurring. See **Chart 3** for incident details.

4.7.2 US average against HE Sector

US staff data shows an increase compared to other Universities. This may be due to good reporting levels, rather than experiencing more incidents. US student data is on a par with other Universities.

See Chart 4.

4.7.3 Comparison of First Aid Incidents 2010 – 2011 and 2011 - 2012

Large increase in ill health attendances this year. The Emergency Response Team attended 46 more cases of ill-health this year than last: 111 in 2010 – 2011 and 157 in 2011 - 2012. See **Chart 5**.

4.7.4 RIDDOR

There were seven reportable incidents during the academic session 2011 – 2012, six injuries and one dangerous occurrence. The number of reported incidents each year is low and this year did not demonstrate an increase or marked decrease. See **Chart 6**.

4.8 Occupational Health:

4.8.1 Occupational Health referrals: see **Charts 7** (musculoskeletal referrals) and **8** (stress referrals). The data indicates where the OH adviser considers the problems are work-related. The way the data was recorded changed this year and so comparisons with former years cannot be made.

4.8.2 Occupational Health Surveillance: **Table 4.8.2.1** details the health surveillance conducted by the OH service during the academic session 2011 – 2012

	Total	Staff	Students
1st quarter	14	9	5
2nd quarter	5	2	3
3rd quarter	14	10	4
4th quarter	11	9	2
Totals	44	30	14

Table 4.8.2.1 Health Surveillance 2011-2012 - Lung Function Tests (from BSMS, Life Sciences, Psychology & EFM)

5.0 Review & Audit

5.1 **Performance:** Most of the planned H&S objectives were realised – see section 3. Objectives not achieved are addressed in the next planning cycle. See Appendix 1 for the health and safety objectives for the academic period 2012 – 2013.

5.2 **Audit:** No audits were carried out by the HSWO during the academic session 2011 – 2012

An Inspector from the Environment Agency visited the University in February 2012 to audit the arrangements for the management of radioactive substances. Various recommendations relating to: stock recording; stock management; housekeeping; security; training; supervision; emergency planning and the management of radioactive substances were made by the EA Inspector and remedial actions were completed by the University within required timescales.

Emergency response/business continuity policy and practice was audited by the internal auditor in March 2012 and a few minor improvements and/or corrective actions were recommended. A timed action plan was developed to identify and track the required changes. Most actions have been completed.

5.3 **Review:** the Director of H&S monitored the achievement of the Section's and Health and Safety Adviser's objectives over the year. Objectives were set to match the strategies of the University and the HSWO. The plans and objectives were constantly reviewed and revised to match University and regulatory H&S requirements.

The HSWO continued its review of policy and guidance during this academic session. See Appendix 1 for policy and guidance that is to be reviewed in the academic session 2012 - 2013.

Chart 1. Health and Safety Training Statistics 1 October 2011 to 30 April 2012

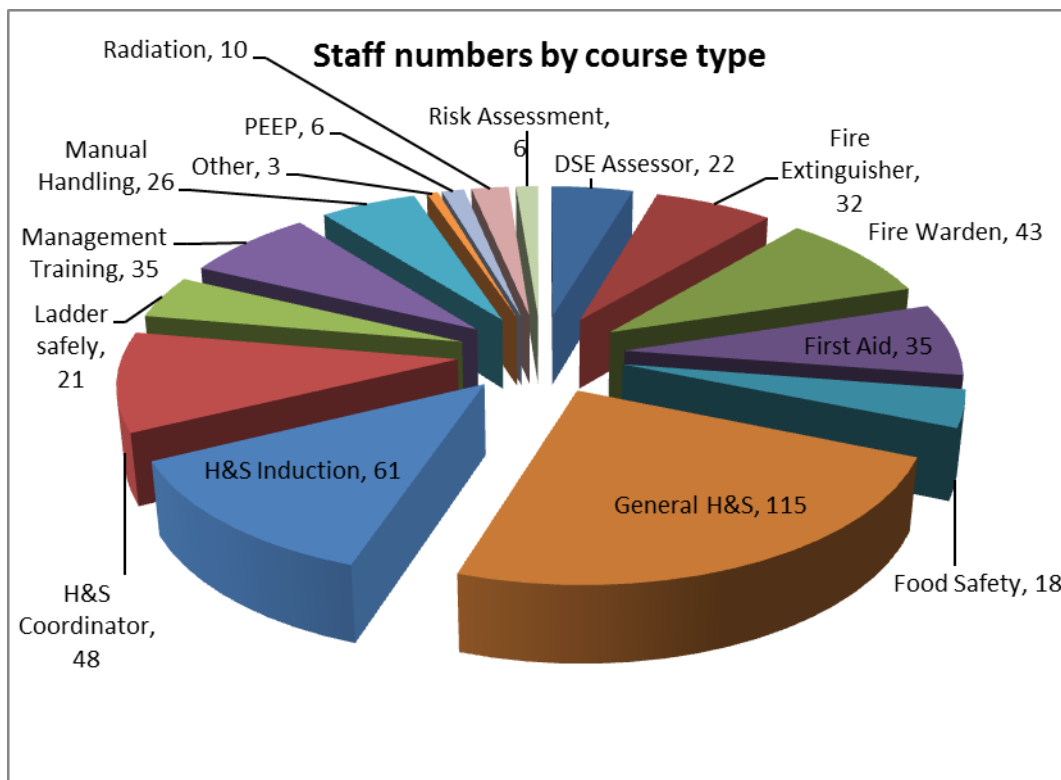


Chart 2. Health and Safety Training Statistics 1 May to 30 September 2012

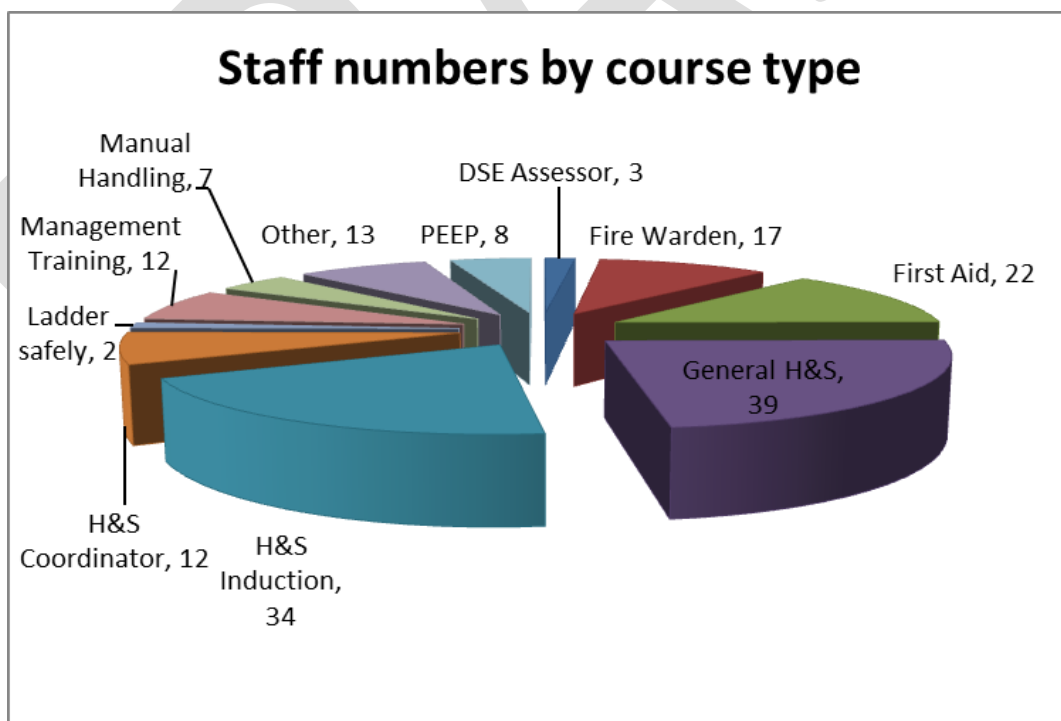


Chart 3. Non-Reportable Incidents 2008-2012

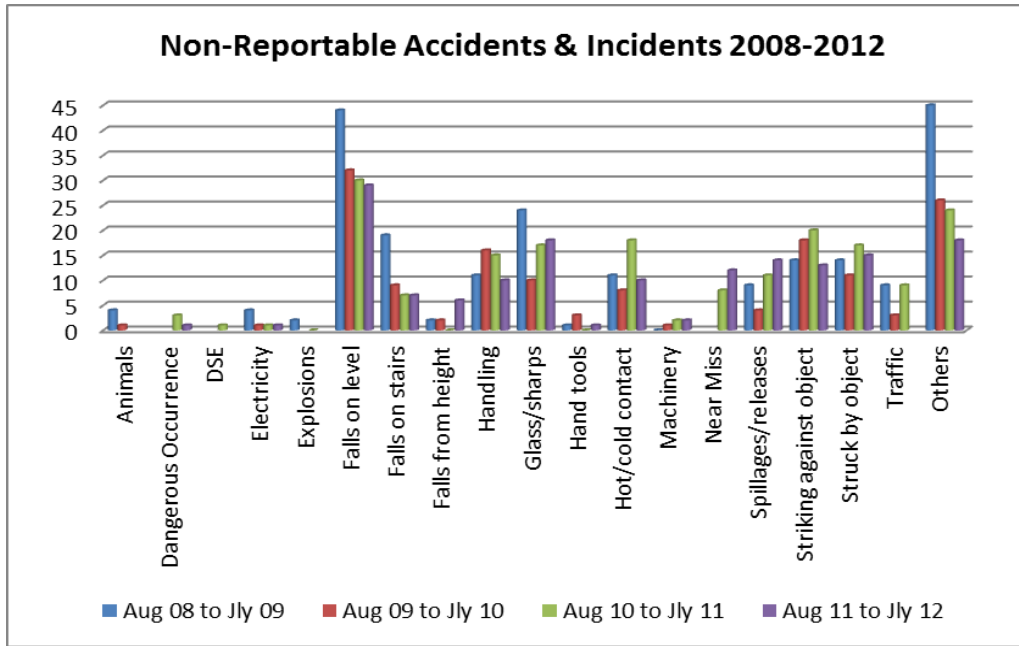


Chart 4. Comparison of University of Sussex with HE Sector

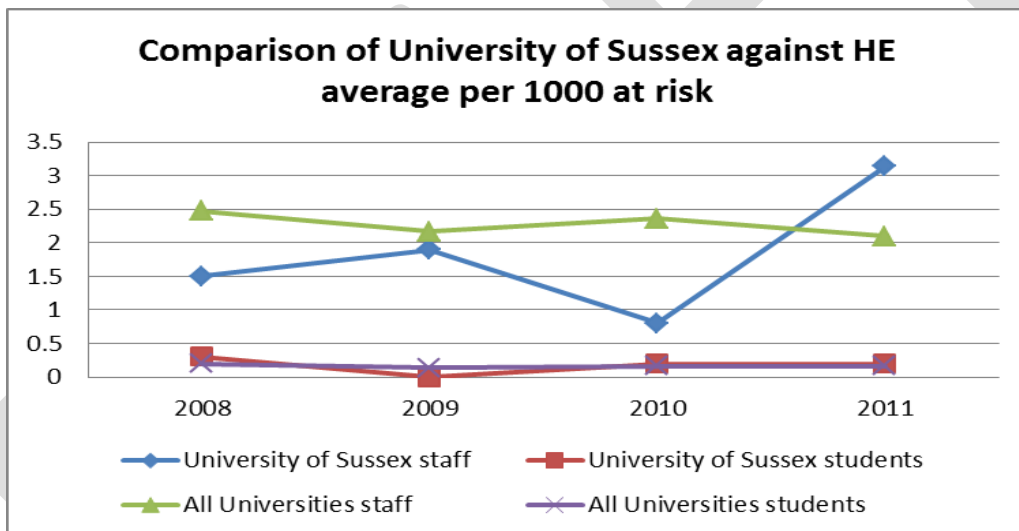


Chart 5. First Aid Incidents

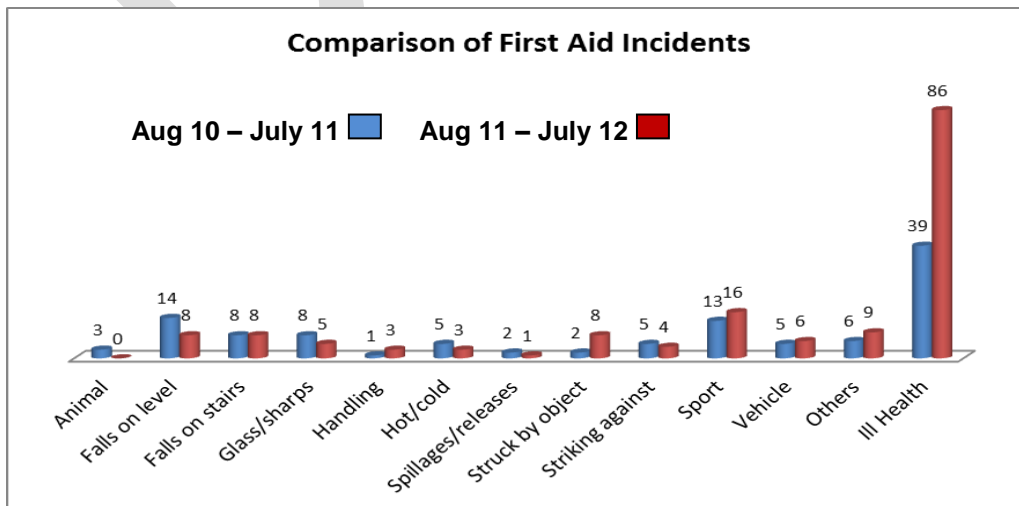


Chart 6. Reportable Incidents 2008-2012

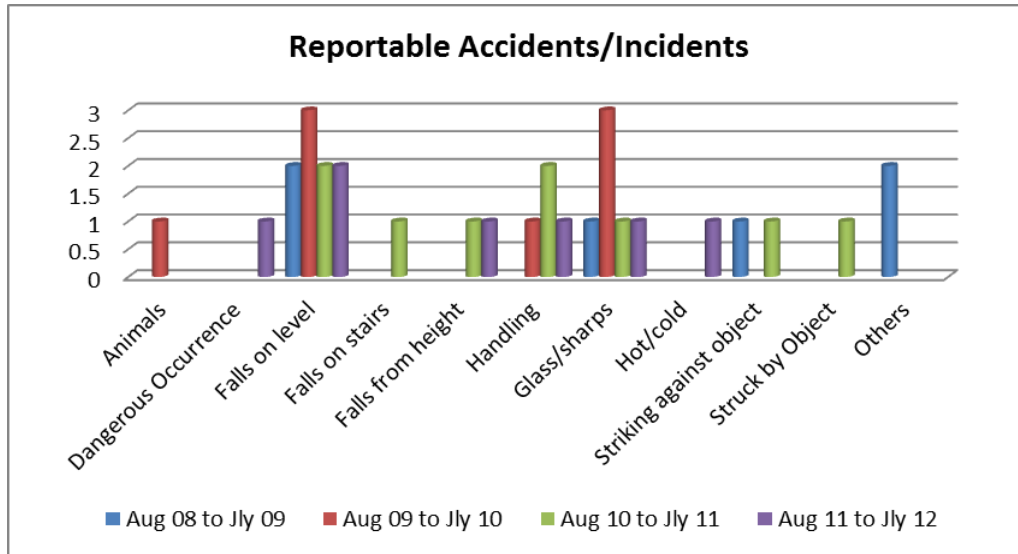


Chart 7. Occupational Health Referrals – Musculoskeletal problems

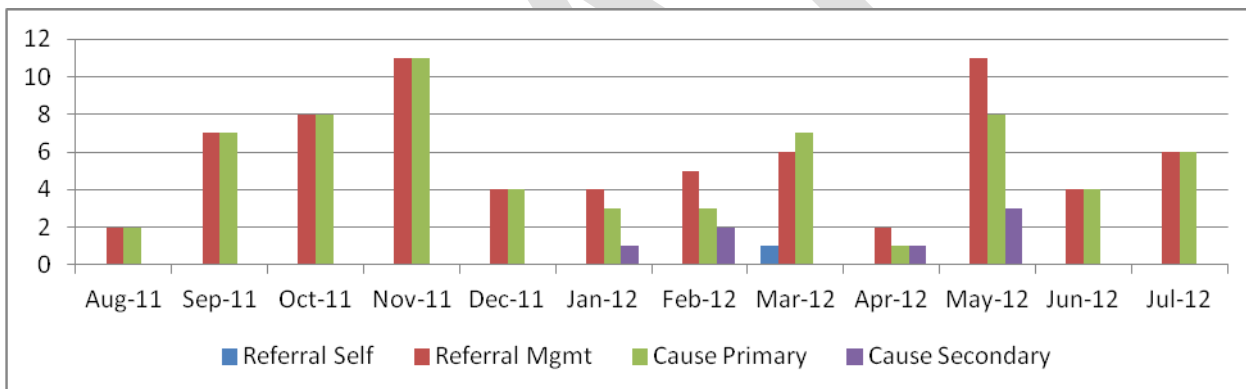


Chart 8. Occupational Health Referrals – Stress

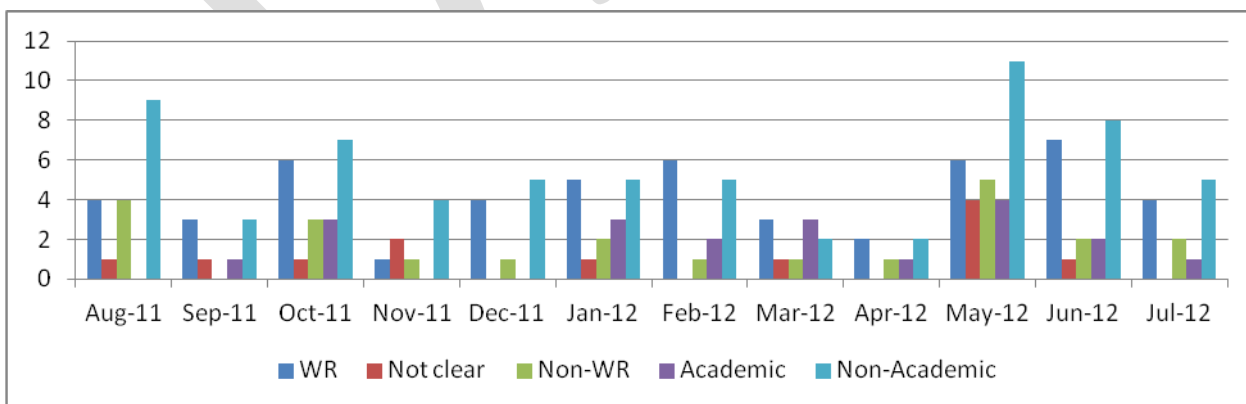


Table 4.1.1 Summary of Schools/Service Annual Returns 2011 - 2012

NIL RETURN																				
School/ service	Local H&S policy?	Local emergency plan?	School/ service H&S handbook?	Local H&S advisers/ co-ordinators?	Appraised on performance?	Training plan?	TNA?	Inspection programme?	Time-scaled action plans to address non-conformances?	Actions O/S?	Risk assessment programme in place?	DSE assessments O/S?	Fieldtrip RA O/S?	Manual handling task RA O/S?	Local H&S Com or on mgt mtg agenda?	TU reps involved?	Minuted?	Staff incident reporting awareness?	Incident investigation - if appropriate?	Actions to prevent recurrence O/S?
BSMS	Y	Y	Y	1	Y	N	N	Oct 2011 CISC, SHORE C, Trafford, MRB, Teaching Building, UoB Sites	Y	N	Y	N	N/A	Y	Y	Y	Y	Y	Y	N
Business, Management & Economics																				
Education & Social Work	Y	N	Y	2	Y	Y	Y	9/11 Essex Hse, 12/11 Lab, 16/11 Essex Hse	Y	Y	Y	N	N	N	Y	Y	Y	Y	Y	N
Engineering & Design	N	N	Y	2	Y	N	Y	None	Y	Y	Y	N	N/A	N	Y	N	N	Y	Y	N
English	Y	Y	Y	2	Y	Y	Y	09/10 Debating Chamber 07/11 Arts B	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y

Global Studies	Y	N	Y	1		Y	N	N	9/11 Arts C, 11/11 Geog Lab, 9/12 Geog Lab	Y	N	Y	N	N	N	Y	N	Y	Y	Y	N
History, Art & Philosophy	Y	N	N	1		Y	Y	Y	01/04/2011 all areas	Y	N	N	Y	N	Y	Y	N	Y	Y	Y	N
Law Politics and	Y	N/A	Y	1		N	Y	Y	05/12/2013 Friston Building	Y	N	Y	N	N	N	Y	N	Y	Y	Y	N
Genome	Y	Y	Y	1		Y	N	Y	Nov 2011-CPSC	Y	N	Y	Y	N/A	Y	Y	N	Y	Y	Y	N
Lifesciences	Y	Y	Y	1		Y	N	Y	Jan-Mar 2012- JMS, Apr-Jun 2012-Chem, Apr 2012 - GDSC	Y	N	Y	Y	N	Y	Y	Y	Y	Y	Y	N
Mathematical & Physical Science	Y	Y	Y	1		Y	Y	N	Jan 2012 – All research labs, mechanical workshops and common areas	Y	Y	Y	Y	N/A	Y	Y	Y	Y	Y	Y	N
Media, Film & Music	Y	N	Y	2		Y	Y	Y	Due December 2012	Y	Y	Y	N	N	N	Y	Y	Y	Y	Y	Y
EFM	Y	Y	N	3		Y	Y	Y	Planned 18 th October 2012	Y	Y	Y	Y	N/A	Y	Y	Y	Y	Y	Y	Y
Administration	Y	N	Y	1		N	N	N	All areas inspected except: Finance Division, Admissions, Academic, SSE & Partnership office, CEC, Student Life Centre, HR, Student Recruitment	N	Y	Y	N	N/A	Y	Y	N	Y	Y	Y	N

								Services												
Alumni																				
ITS																				
Library	N	Y	N	1	Y	Y	Y	10/11 Basement/Ground floor, 5/12 Basement/Ground floor, 11/12 First & Second Floor	Y	N	Y	Y	N/A	Y	Y	Y	Y	Y	Y	N
RSTS - Bramber, Arts, Dhaba, Chichester, Dr Orders, Bridge & Library	Y	Y	Y	1	Y	Y	Y	17.02.11 – Dhaba, 13.10.11 – Conference Centre, 13.10.11 – Dine Central, 13.10.12 – Eat Central, 25.5.12 – Medical School,	Y	N	Y	N	N/A	N	n/a	Y	Y	Y	Y	Y
RSTS - Finance	Y	Y	Y	1	N	N	Y	28.07.11 RSTS Finance	Y	N	Y	Y	N/A	N	–	–	–	Y	Y	N
RSTS - Residential	Y	Y	Y	1	Y	Y	Y	21.01.11 East Slope, 18.01.11 King's Road, 19.01.11 Stanmer Court	Y	N	Y	N	N/A	N	Y	Y	Y	Y	N	N
RSTS - Trading, Vending & Chichester	Y	Y	Y	1	Y	N/A	N/A	2010 Falmer Village, 08/10 Falmer Village	Y	N	N	N/A	N/A	Y	Y	N	Y	Y	Y	N
RSTS -Catering /kitchen	Y	Y	N	2	Y	Y	Y	Monthly - 3rd & 4th floor kitchen	Y	N	Y	Y	N/A	Y	Y	N	Y	Y	Y	N
Conference Services	Y	Y	N	1	N	N	Y	3 rd Fl. 2.3.12, Office 2.3.12	Y	Y	Y	Y	N/A	Y	Y	N	Y	Y	Y	Y

Sussex sport	Y	Y	N	1		Y	Y	Y	16.12.11 Sports Centre & Falmer Sports Complex	Y	N	Y	N	N/A	Y	Y	N	Y	Y	Y	N
Students' Union	Y	N	N	4		N	N	Y	Feb 12 Falmer Hse, East Slope & Co-op, Next due - Falmer Hse, East Slope & Co-op	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y
Nursery	Y	Y	N	1		N	Y	Y	16.07.12 – Bton & hove environment health food inspection.	Y	N	Y	Y	N	N	N	N	Y	Y	Y	Y
	20	15	15			17	13	18	17	22	9	21	12	2	14	20	9	21	23	22	7
Compliance % (inc 3 non-returns) non-compliance assumed for non-returns	77	58	58	88		65	50	69	66	85	54	81	42	70	35	77	35	81	88	85	62
Compliance% (23 returns, where relevant)	87	65	65	100		74	57	78	74	96	61	91	48	78	39	87	39	91	100	96	70

Table 4.5.1 University of Sussex Unscheduled Fire Alarm Activations 1st August 2011 To 31st July 2012

HALLS OF RESIDENCE FIRES	
Total number of major fires*:	2
Total number of minor fires*:	11
Total number of near miss fire incidents*:	982
Total number cooking fires:	10
Total number of external fires:	1
Number of internal that do not result in fire alarm activations:	0
Summarise briefly the nature of the fire(s)/ incidents below:	
1. Chip pan fire 2. Toaster fire	
FALSE ALARMS	
Number of malicious alarms:	40
Number of other false activations:	72
Total number of fire alarm activations	1118
INJURIES FROM FIRE	
Number of injuries as a result of fire:	0
Summarise briefly the nature of the injuries below:	
Total number of Fire & Rescue Services attendance:	10
Number of automatic detectors:	4738

ALL OTHER BUILDING FIRES	
Total number of major fires*:	0
Total number of minor fires*:	0
Total number of near miss fire incidents*:	23
Total number of cooking fires:	0
Total number of external fires:	0
Number of internal that do not result in fire alarm activations:	0

FALSE ALARMS	
Number of malicious alarms:	8
Number of other false activations:	15
Total number of fire alarm activations	41
INJURIES FROM FIRE	
Number of injuries as a result of fire:	0

Total number of Fire & Rescue Services attendance:	0
Number of automatic detectors:	4974

Table 4.6.1 - Staff numbers trained by School/Unit

Administration											
Academic Services	Academic Registry	Admin	Alumni	Communications	EFM	Finance	HR	Registrar	Research & Enterprise	RSTA	Student Services
2	7	1	6	4	55	6	3	15	10	87	30
Science											
MPS	ENGINEERING	Psychology	Life Sciences								
32	6	8	63								
Social Sciences											
BMEC	Global Studies	ESW	LPS								
35	13	30	3								
Arts											
English	HAHP	MFM	SCLS								
5	6	6	0								
Other Schools/Units											
BSMS	IDS	ITS	Library	Other							
16	6	2	82	110							

Appendix 1. Health, Safety and Wellbeing Office Objectives 2012 – 2013

A. Policy and Guidance Review/Development

Policy/Guidance	Completion
Controlling Vibration at Work	July 2013
Prevention & Management of Work-Related Violence	March 2013
Working at Height	July 2013
Working with Electricity	March 2013
Waste Management	March 2013
Manual Handling	June 2013
Risk Assessment	July 2013
Fieldwork Safety	March 2013
Work Environment	July 2013
New and Expectant Mothers	June 2013
Control of Substances Hazardous to Health	April 2013
Dangerous Substances and Explosive Atmospheres	July 2013
Genetically Modified Organisms	April 2013
Management of Fire Safety	May 2013
Work Related Stress	Feb 2013

B. Health and Safety Committees

Prepare reports for the University H&S Committee.

Submit new or revised policies for consultation at the University H&S Committee.

Prepare H&S updates for local committees.

Convene two radiation protection committees by 31 July 2013.

Convene two biological safety committees by 31 July 2013.

C. Support

Support the HSCs and others with specific H&S roles to enable them to advise on and monitor health and safety management in their areas. Host three meetings (October, March and July) to advise them on the work of the HSWO and to provide a platform for them to discuss any issues or problems they may have.

Attend School and Service health and safety meetings or committees by request.

Provide HSW advice to staff, students and visitors on Campus as required.

D. Communication

Ensure Health, Safety and Wellbeing information and guidance is communicated throughout the University by means of the website, the monthly bulletin, group meetings, one-to-one meetings, H&S Advisers' attendance at School/Service H&S Committees/Meetings and training.

E. Wellbeing

Investigate achieving the Investors in People Wellbeing Award.

Work with Sussexsport, Student Services, the Doctoral School and the Students Union to promote wellbeing in the University and provide wellbeing events.

F. Training

Publish a training calendar on the training and development data base. Training to be provided in 2012 – 2013 is given in **Table F** below

Table F. Health and Safety Training 2012-2013

Staff type	Course title
<i>Training for managers and supervisors</i>	Managing Safely
<i>For all staff</i>	Manual handling (includes assessment procedures and principles of lifting correctly) Risk assessment – two-part session A and B Both sessions must be attended Display screen equipment assessor Display screen equipment assessor refresher First aid (Emergency First Aid at Work) Fire warden Working Safely Ladder safety Practical manual handling Practical manual handling refresher
<i>Specialist training (by arrangement)</i>	Asbestos Awareness Biological Safety Officer Food Hygiene Health and Safety Workplace Inspection Personal Emergency Evacuation Plan (PEEP) Radiation Safety for Laboratory Workers

The HSWO also intends to develop e-learning courses in

- Fire Safety
- DSE assessment
- Induction
- Business Continuity
- Stress Awareness

The HSWO will make the HSCs aware of new policy and guidance and offer training in their requirements if appropriate.

G. Fire Safety

Scheduled Evacuation - All non-residential buildings to be tested in October/November 2012.

Science, high risk and poorly performing buildings to be retested in March 2013.

Fire Risk Assessments – Arrange for all non-residential buildings to be fire risk assessed. Work with EFM and Heads of Schools to develop action plans for remedial actions and monitor progress.

Ensure all non-residential buildings have fire safety action notices in place

Ensure fire assembly points are suitable and sufficient.

Ensure persons with mobility issues can be evacuated from buildings during emergencies.

H. Building Projects

Work with EFM to ensure that new or refurbished buildings are compliant with H&S and fire safety legislation before they are released for use by staff and third parties.

Work with EFM to ensure that refurbishment projects do not compromise fire safety or H&S during the programme of work.

I. Record Information

Keep records of reported incidents, delegates trained, scheduled and unscheduled fire alarm activations.

J. Reports

Provide reports on performance and monitoring activities to the University Health and Safety Committee and other committees/external agencies as appropriate.

Produce formal reports on investigations carried out by the HSWO.

K. Monitoring – plans and objectives

Monitor Schools and Services progress with the H&S objectives identified in their forward plans

Monitor the progress of the HSWO and H&S Adviser's forward plans.

L. Monitoring – Inspections and Tours

Accompany the School and Service Safety Coordinators on the formal annual inspection of their areas

Conduct planned programmes of inspection in relevant areas

Conduct inspections on new or refurbished buildings to ensure they are safe for use before being released to users.

Conduct ad hoc inspections and safety tours to ensure standards of health and safety and fire safety are suitable and sufficient.

M. Monitoring – numbers trained, safety incidents, fire safety incidents and occupational ill-health

Analyse recorded data and report on numbers and trends to the US H&S Committee, and external bodies where appropriate

N. Incident Investigation

Respond to any reported incident that could be reportable or result in lost staff time. Response includes: visiting the scene; taking witness statements; photographing evidence and the incident scene; ensuring corrective actions are identified and put in place by local management with agreed timescales and producing a formal report of the incident.

Support local managers and H&S coordinators to conduct investigations and to give feedback on incident causes and required remedial actions to relevant person

Use lessons learned from incidents to revise policy, guidance, risk assessments and safe systems of work

O. Emergency Response

Support high risk Schools and Services to develop emergency response and business continuity plans.

Coordinate the testing of plans

Conduct regular meetings with the ERT and support them with resources and training.

P. Audit

Begin a programme of audit in the University.

Prepare for the Environment Agency Audit in March 2013

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