



Health and Safety Monitoring

Standard

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Author:	HSS	Approved by:	<i>P. Veevers</i>	Version number:	2	Issue Date:	<i>July 16</i>
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Introduction

Detailed health and safety monitoring, including recording and tracking progress against identified actions, is one of the University's main mechanisms of assurance. It ensures that the processes and systems that are in place are effectively managing the risks that the University is exposed to. Where assurance cannot be given, it provides an opportunity for prompt intervention and action planning.

To do this effectively, monitoring requires a number of different approaches that cover day-to-day observations, informal and formal inspections and evidence-based audits. These need to be supported by a formal review that allows continued improvements, objectives to be implemented and plans to be revised based upon monitoring outcomes.

Responsibilities

The health and safety responsibilities of all staff, students and visiting personnel is set out in the University Health and Safety Policy (www.leeds.ac.uk/safety/policy.htm)

Standard

The University takes a management approach based on the adequate control of the risks, backed up by the need for legal compliance, and expects that:

Inspections

- Each School or Service is inspected at least annually using a checklist approved by the Health and Safety Manager and includes the risk owner.
- An inspection schedule is produced and communicated to all stakeholders at least 3 months in advance of the inspection.

Monitoring Actions

- Significant findings from monitoring are shared with relevant people.
- Actions arising from monitoring activities are prioritised, recorded, implemented or escalated and registered as complete.
- Records are kept of all monitoring activities for at least three years.

Review of local performance

- The health and safety performance of each Faculty and Service is formally reviewed once a year by the Dean or Heads of School / Service and the Health and Safety Manager, and includes as a minimum the findings from:
 - Completion and return of the annual health and safety key performance indicators.
 - Review of the safety management system (local policy statement, legal changes and legal register, risk register, local arrangements, communication from interested parties and any new or updated University Protocols).
 - Annual report on accidents and near misses highlighting any trends and significant findings from accident and incident investigations.

- Performance against local health and safety objectives and plans.
- Information from monitoring and KPIs are used to set or revise health and safety objectives.

Auditing

- The Faculty / Service are notified by Health and Safety Services at least 3 months in advance of any scheduled internal health and safety audits.
- Any variation to this Standard is formally agreed in writing (including a written procedure) by the Head of Health and Safety.