

University Health & Safety Arrangements: Chapter 12



Measuring performance, monitoring and auditing

Key word(s):	KPIs; performance measurement; HASMAP; compliance exercise
Target audience:	All line managers with health & safety responsibilities; all those preparing or contributing to health & safety monitoring reports and audits

Introduction

1. The University's arrangements for ensuring health and safety management is carried out effectively include annual compliance returns, self-monitoring reports, audits and key performance indicators.
2. Instances of serious and/or sustained non-compliance are reported to the relevant advisory group or to the Safety, Health & Environment Committee, and to the Vice-President for Compliance, Risk & Research Integrity. Appropriate sanctions are taken in accordance with the University's statutes.

Annual compliance returns

3. This exercise is run by the Head of Compliance and Risk, and incorporates 2-3 questions each year on health and safety. Senior Managers are required to make a return which is reported to the Risk & Emergency Management Group and summarised at the annual Compliance Briefings. Responses are the senior managers' own assessment of the issue.

Self-monitoring reports

4. The senior manager in each school, directorate, research institute and cultural asset is required to complete and sign an annual health & safety monitoring report using a template approved by the Safety, Health & Environment Committee and in

accordance with a programme approved and managed by the Occupational Health, Safety & Training Advisory Group.

5. The question sets cover strategic commitment to health and safety, appointment of competent persons, training, accidents and incidents, first aid arrangements, consultation, performance indicators, goals met and goal set for forthcoming year(s), inspection programmes and a number of other specific topics.
6. Each report is scrutinised by the Chair of Occupational Health, Safety & Advisory Group, Safety Services, and a safety representative, and submitted to all OHSTAG members. The outcome of scrutiny is reported to the Safety, Health & Environment Committee.

Audits

7. Safety Services staff audit across campus using the health and safety management audit package (HASMAM) developed by the Universities Safety & Health Association and supported by HEFCE and UCEA.
8. The concept of the HASMAP audit is to provide an "independent" assessment of the unit's health and safety performance. It is carried out by qualified and specifically trained safety professionals in the Safety Services team, and seeks to test the arrangements in place against a standard set of criteria developed for the HE sector. The programme is agreed and monitored by OHSTAG, which receives regular summary reports of each audit.

Key performance indicators (KPIs)

9. Performance indicators for compliance, which includes health & safety management, are agreed from time to time by the Safety, Health & Environment Committee, and reported to the Board annually.
10. Data is collated by Safety Services, but may comprise information collected from all parts of the University.

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