

To Deans, HoFAs, HOSs, Directors in PSS and of Research Institutes

From Dr Melanie Taylor, Head of Safety Services

Date 18 July 2012

cc Mr W Spinks, Prof N Thakker, Dr D Barker, School Safety Advisors,
Safety Representatives

Reference Safety Circular 4/2012

Health & Safety Annual Monitoring Reports

Action: HOSs please note that:

- (1) Health & Safety Committee has recently approved a simpler annual report template to be used in alternate years, so that managers can affirm that little has changed since the previous year's more detailed report. An amended programme is attached.
- (2) New guidance has been developed on completing the templates, sharing examples of good practice from across the campus.

The University's programme of annual monitoring reports has been in place since the merger and has been a useful tool to report on basic health and safety management arrangements.

With nearly 8 years experience of these, the Occupational Health, Safety & Training Advisory Group (OHSTAG) recommended that efforts should be made to simplify the return on alternate years to avoid unnecessary repetition of detail, and to refocus the reports towards significant changes or developments. A new and simpler template has been approved, and will be sent to you by your University Safety Co-ordinator in accordance with a revised programme (attached, for your information).

OHSTAG also noted that whilst most sections of the templates were generally completed well, two sections were not. These were health & safety goals, and the risk profile tables. New guidance has been developed to assist staff completing these sections, at <http://documents.manchester.ac.uk/display.aspx?DocID=13627> . The guidance quotes examples submitted by colleagues from across the campus that might be useful to others, or might prompt new ideas.

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Revised programme of annual monitoring reports, approved OHSTAG, 14 May 2012.

	EPS (inc Dalton)	Humanities	FLS (inc MIB)	Estates & Facilities	FM&HS (inc Paterson)	PSS (inc DSE & JBDC)	UMSU	JRUL/MM/WAG
Monitoring period	Oct 10 / Sep 11	Oct 10 / Sep 11	Jan 11 / Dec 11	July 11 / Jun 12	Aug 11 / July 12	Oct 11 / Sep 12	Oct 11 / Sep 12	Oct 11 / Dec 12
Template to be used	Full	Full	Full	Full	Full	Full	Full	Full
Monitoring period	Oct 11 / Sep 12	Oct 11 / Sept 12	Jan 12 / Dec 12	July 12 / Jun 13	Aug 12 / July 13	Oct 12 / Sept 13	Oct 12 / Sept 13	Jan 13 / Dec 13
Template to be used	Full	Alternate	Full	Alternate	Full	Alternate	Full	Alternate
Monitoring period	Oct 12 / Sep 13	Oct 12 / Sep13	Jan 13 / Dec 13	July 13 / Jun 14	Aug 13 / July 14	Oct 13 / Sep14	Oct 13/ Sep 14	Jan 14 / Dec 14
Template to be used	Alternate	Full	Alternate	Full	Alternate	Full	Alternate	Full