

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 Health, Safety and Wellbeing Committee (HSW) and to the Vice-President for Social Responsibility. Appropriate sanctions are taken in accordance with the University's statutes.

Annual compliance returns

3. This exercise is run by the Director 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 Planning and Resources Committee 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 usually required to complete and sign an annual health & safety monitoring report using a template approved by the Occupational Health, Safety

and Training Advisory Group and in accordance with a programme approved and managed by OHSTAG.

5. Each report is reviewed by a group comprising: Safety Services, a senior manager from the area and representatives of the trade unions. The key findings are reported to OHSTAG. The outcome of the review process is reported to the HSW Committee.

Audits

6. Safety Services staff audit across campus using the health and safety management audit package (HASMAM) developed by the Universities Safety & Health Association (USHA) and supported by UCEA.
7. The concept of the HASMAP audit is to provide an independent assessment of the area's health and safety performance, taking a structured approach. Audits are carried out by qualified and specifically trained safety professionals in the Safety Services team, and seek to test the arrangements in place against a standard set of criteria developed for the HE sector. The programme is aligned to faculty and directorate work plans for meeting HASMAP high assurance. Key performance indicators (KPIs)
8. Performance indicators (which include health & safety management) are agreed from time to time by OHSTAG and other advisory groups. Selected key performance indicators are reported to the HSW Committee, and reported to the Board annually.

Document control box	
Title	Chapter 12 : Measuring performance, monitoring and auditing
Date approved:	OHSTAG, 17 August 2012; SHE Committee, 5 Sept 2012
Approving body:	Health, Safety & Wellbeing Committee
Implementation date:	Sept 2012
Version:	1.2 (October 2020) updated to reflect changes to committees, governance structures, HASMAP and performance monitoring processes. 1.1 (March 2016) personnel change Version 1.0, 2012/13
Next review date:	January 2024, or upon significant change
Owner of this chapter	Occupational Health, Safety & Training Advisory Group (OHSTAG) Chair: Professor Nalin Thakker Secretary: Dr Patrick Seechurn, Head of Safety Services