**GUIDANCE ON COMPLETION OF THE ANNUAL HEALTH AND SAFETY CHECKLIST (HSC1a)**

The Health and Safety Checklist, form HSC1a, has been developed to address the need for active monitoring by Heads of Department / School / Research Institute Directors and to assist them in carrying out their responsibilities under the University’s Health and Safety Policy.

When completed this Checklist will meet the minimum requirement for submission of an Annual Report to Campus Health and Safety committees and Faculty Health and Safety Committees. This from should be completed by 30 September, Schools and Research Institutes should submit their form for review at the first meeting of their Faculty Health and Safety Committees in that Academic Year and Departments should submit their forms by for review at the respective Campus committee meeting, as shown below.

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|  | Campus Committee which receives H&S Report |
| Vice Chancellor's Office | Coleraine |
| Academic Planning, Partnerships & International Affairs | Jordanstown |
| Communications | Magee |
| Development | Belfast |
| Finance & Information | Coleraine |
| Human Resources Directorate | Jordanstown |
| Office of University Secretary | Coleraine |
| Physical Resources Directorate | Coleraine |
| Research & Innovation | Coleraine |
| Teaching & Learning | Jordanstown |
| Riverside Theatre | Coleraine |

Further guidance on each item on the checklist follows:

1. The University’s Health and Safety Policy and Procedures explain what is required at a corporate level. Implementation of these occurs at School / Department level and evidence of such should be recorded at this level. Normally these corporate procedures will need to be supplemented by local procedures and again this should be recorded.
2. In order for you to discharge all of your responsibilities you may need to delegate some of the duties to others. The duties of the Health and Safety Co-ordinator are available at <http://www.ulster.ac.uk/hr/healthandsafety/Procedures/co-ordinator_duties.pdf>

3 – 8. You are required to ensure that you have adequate arrangements in place to meet the requirements of the following procedures:-

1. [Risk Assessment](http://www.ulster.ac.uk/hr/healthandsafety/Procedures/risk_assessment.pdf)
2. [Accident Reporting and Investigation](http://www.ulster.ac.uk/healthandsafety/Procedures/accident_reporting_and_investigation.pdf)
3. [Stress Assessment](http://www.ulster.ac.uk/hr/healthandsafety/Procedures/health_and_wellbeing.pdf)
4. [First Aid Provision](http://www.ulster.ac.uk/hr/healthandsafety/Procedures/first_aid.pdf)
5. [Fire Marshals](http://www.ulster.ac.uk/hr/healthandsafety/Procedures/FireProcedures/fstn_007_marshals.pdf)
6. Other health and safety roles may include radiation protection supervisors, biological safety officer, etc.
7. Staff training should be reviewed against the requirements of the training matrices within the [H&S Training procedure](http://www.ulster.ac.uk/hr/healthandsafety/Procedures/health_%26_safety_training.pdf)
8. From your staff training matrix note the percentage of staff who have carried out the mandatory online Fire Safety and DSE training.
9. It is important that Students receive health and safety information that is specific to your area. This should be provided as soon as possible after the commencement of study and should include information on first aid, fire and other emergency procedures and policies and procedures local to the area or specific to their course.
10. One of the key elements in managing health and safety is planning. As such each Department / School / Research Institute should prepare an annual health and safety plan. This plan should contain “smart” targets and it is important to review compliance with these record the percentage of targets achieved in the previous year.
11. All materials and equipment should be safely stored so that they do not obstruct passageways or emergency escape routes. Storage should also not present a hazard to those who are required to access the storage area, for example heavy objects should not be stored at height.
12. [Fire safety checklists](http://www.ulster.ac.uk/healthandsafety/Forms/fire_safety_checklist.pdf), which are available on line, should be completed every six months. This checklist ensures that staff within your area are familiar with emergency procedures and that emergency escape routes are kept unobstructed and clearly identified.
13. All electrical equipment within a School/Department should be kept on an inventory and inspected and tested in line with current requirements. If testing is required equipment should be labelled to indicate when testing is next required. Portable electrical equipment must be maintained to ensure that it can be used safely.
14. Risk assessment may indicate the need for Personal Protective Equipment. In such cases it must be appropriate, individuals must be trained in its assessment and procurement as well as its use and adequate storage provided. Personal protective equipment such as respirators or ear defenders must be examined periodically.

Equipment referred to in questions 17 – 19 are tested by Physical resources Department. Every six months they circulate, to those areas with this equipment, an equipment inventory for updating.

1. The requirements for examination and testing of pressure systems are laid down in the Pressure Systems and Transportable Gas Containers Regulations. A “competent person” is required to draw up a written scheme of examination and carry out examinations under this scheme. Documentary proof of compliance with these regulations is required. Are all your Pressure systems on the PRD schedule for inspection?
2. Lifting equipment (lifting appliances and lifting gear) is governed by the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER) and may require periodic examination. Documentary proof of compliance with these regulations is required. Are all your Lifting Equipment on the PRD schedule for inspection?
3. Under the Control of Substances Hazardous to Health (COSHH) Regulations all local exhaust ventilation (LEV) including fume cupboards must be checked at least once every 14 months. You should ensure that all LEV, particularly any new equipment, is on a testing schedule and that current test results are available. Are all your LEVs and Fume cupboards on the PRD schedule for inspection?

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