

**HEALTH AND SAFETY PERFORMANCE INDICATORS  
AGREED FOR 2010**

ISSUE	OUTCOME	INDICATOR
<b>SAFETY POLICIES</b>		
<b>Safety Policy</b> School Safety policy will be subject to an annual review undertaken by School Safety Adviser on behalf of the Health and Safety Committee (HSC).	To ensure compliance with the Health and Safety at work etc Act and to ensure that the policy is relevant and up-to-date.	Annual Review
<b>Local Policy Statements</b> Each Department will have a local safety policy, which identifies how the School's health and safety policy will be implemented in the department, using proforma model where appropriate.	Who does what, how and when in respect to health and safety functions at an operational level are clearly set out.	Percentage of departments that have Local Policy Statements
<b>INDUCTION INFORMATION</b>		
1. Each employee to receive appropriate health and safety induction information/training.	Employees understand their role in implementing the School's arrangements for health and safety.	Percentage of staff attending induction.
2. All Students to receive appropriate information on the School's fire and emergency procedures both on campus and halls of residence.	Students will be able to respond appropriately in an emergency.	Number of channels where information is available.
3. Organisers of events & public lectures at the School are provided with appropriate information on the School's fire and emergency procedures. Condition of hirer agreement will be that this is passed onto persons attending events.	To enable visitors to respond appropriately in an emergency.	Essential information readily available to event organisers
<b>RISK ASSESSMENT</b>		
Risk assessments of Computer workstations (Display Screen Equipment) a) All Employees who are DSE users to complete an online risk assessment using the Complywise DSE risk assessment module. b) Full assessment to be undertaken of computer workstations where staff identify complex problems which cannot be resolved locally.	Potential problems are identified at an early stage, HS resources targeted at areas with greatest risk. Reduction of musculoskeletal conditions reported.	Percentage of staff completing online risk assessments  Percentage of staff who report problems offered full risk assessments
Model risk assessments to be produced for tasks or operations that are common throughout the School.	Simplify risk assessments for departments whilst achieving compliance with the Management of Health and Safety at work Regulations.	Percentage of model risk assessments developed.
<b>ANNUAL REPORTING</b>		
Annual report on health and safety issues to be made to Council	Ensure that the Council are informed of the relevant issues so that they can discharge their responsibilities for health and safety.	Annual report.
<b>TRAINING &amp; COMPETENCE</b> - Training offered to staff undertaking specific health and safety roles:		
a) Health and safety co-ordinators and line managers	H&S co-ordinators offered either: a) briefing session delivered in-house b) one to one coaching c) externally accredited courses such as CIEH.	Percentage of co-ordinators attending these sessions.

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b) Fire wardens	All fire wardens to attend in-house training session at least every 2 years	Percentage of fire wardens trained.
<b>STRESS MANAGEMENT – well-being</b>		
Human Resources management information.	Ability to collect /collate information which may help to identify potential stress hotspots and inform the development of the Institution including information on sickness absence, OH referrals, numbers of harassment cases.	Annual report to be provided to the HSC.
Rising awareness of well-being and stress management.	Events /activities for Staff and students on stress management, healthy lifestyles, mental health issues etc.	Number of events held Numbers attending.