**Guidance on Completion of the Functional Area Annual Safety Report**

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# Purpose of This Document

This document provides guidance to heads of functional areas on how to complete the annual safety report for their area. This document:

* Summarises what needs to be submitted as part of your Functional Area Annual Safety Return by 27th March 2020
* Offers guidance on how to complete the Return documents.
* Identifies sources of information to assist in completion of the documents.

[Guidance and examples have been included in the various sections in red font]

# What is to be Returned by 27th March 2020?

1. Functional Area Annual Safety Report *(Microsoft Word document)* \*
2. Functional Area Training Needs Analysis Spreadsheet *(Microsoft Excel document)*
3. Functional Area Risk Assessment Summary *(Microsoft Excel document)*
4. Functional Area Self-Assessment KPI spreadsheet *(Microsoft Excel document)*

\*Section B is completed via the Functional Area Self-Assessment KPI spreadsheet (document 5 above) and **do not need to be duplicated** in the Functional Area Annual Safety Report Microsoft Word document.

|  |  |  |
| --- | --- | --- |
| **Section Number** | **Heading** | **Document Type/Location** |
| Section A – Part 1 | Head of Function Assurance | Microsoft Word Document |
| Section A – Part 2 | Functional Area Return | Microsoft Word Document |
| Section B | Functional Area KPI Self-Assessment Spreadsheet | Microsoft Excel Spreadsheet |
| Section C | Functional Area/Departmental Safety Statements and Profile | Microsoft Word Document |
| Section D - 1 | Emergency Responders Overview | Microsoft Word Document |
| Section D - 2 | Accidents/Incidents/Dangerous Occurrences during 2019 | Microsoft Word Document |
| Section D - 3 | Functional Area Metrics including staff training and risk assessments | Microsoft Word Document |
| Section D - 4 | Functional Area training action requirements for 2020 | Microsoft Word Document |
| Training Needs Analysis | Functional Area Training Needs Analysis | Microsoft Excel Spreadsheet |
| Functional Area Risk Assessment Summary | Overview Statistics of Consolidated Department Risk Reconciliation Workbooks | Microsoft Excel Spreadsheet |

## ****SECTION A**** – PART 1

# Functional Area Annual Health and Safety [H&S] compliance assurance to the Governing Body of UCC for the Year 2019.

[This section is where the Head of the Functional Area assures Governing Body of their compliance in 2019.

1. Enter the name of the functional area
2. Head of Function signs the form – deputy or p.p. signature is not permitted]

In accordance with UCC Governing Body corporate governance assurance requirements, as the senior executive manager with overall responsibility for the Functional Area (FA) of…………………….………................., I wish to assure the President and the Governing Body of UCC that I, and all of the managers within my FA are actively managing and conducting occupational health and safety as an integral part of the operational management of this FA.

I am satisfied that the FA overall and all members of management therein:

1. Take due account of the H&S regulatory requirements and best practice, in all operational decisions.
2. Comply, in so far as reasonably practicable, with UCC H&S policies and implement the relevant fire and safety requirements that apply to our activities.
3. Implement an on-going programme of prioritised risk reduction, using the resources available to the FA.
4. Operate effective systems for accident and ill health prevention throughout the FA, via effective housekeeping, risk assessment of activities, maintenance and inspection of equipment, staff consultation and risk reduction in the design of facilities and purchase of equipment and materials.
5. I acknowledge staff completion of necessary H&S training as a vital element of accident and ill health prevention and I am committed to implementation of an Action Plan which will meet the FA’s health & safety training obligations.
6. Risk assess all activities, apply necessary controls and keep risk assessments, department safety statements and other records up to date.
7. If applicable to the activities of the FA, operate the University Permit to Work procedures (Note [[1]](#footnote-1)).
8. If applicable to the activities undertaken by/on behalf of the FA, apply the provisions of Buildings & Estates SOP18 for the movement of Mobile Elevated Work Platforms (MEWPs) and high risk vehicles at UCC.
9. Have promulgated UCC Safety Policy (renewed 2017) to all staff within the FA.

The annual safety report for the FA as an overall entity and a prioritised action plan for the coming year have been submitted in the required format to the President’s **deadline of March 27th, 2020.** A list of the FA’s constituent schools/departments/centres and an overview of key KPIs from the FA are attached.

Particular developments and initiatives in health & safety in the FA which I wish to highlight to Governing Body are described in the Appendix to this assurance statement.

Signed: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Function for the FA of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2020

**Appendix to Functional Area Compliance Assurance to Governing Body for 2019\***

[Completion of this appendix is optional.

Highlight particular health and safety areas of improvement, new developments/initiatives and/or key challenges]

|  |
| --- |
|  |

\*This section is included to facilitate a Head of Function highlighting to Governing Body, at an overview level, particular areas of improvement, new developments/initiatives of significance in health & safety for the Functional Area and/or key challenges in health & safety for the Functional Area. **Completion of this Appendix is optional at the discretion of the Head of the Functional Area.**

**SECTION A – PART 2**

Functional Area of …………………………………………………………………….

1. **FA Return: Top 5 Occ H&S or Fire safety risks within the FA are: (in risk order)**

[Enter the top five health & safety or fire risks within the functional area in order of risk beginning with the highest. It may be helpful to refer to your Functional Area Risk Register to ascertain what the top risks may be. Risks should also be assessed using the impact & likelihood scoring in the [University’s Risk Management Policy](https://www.ucc.ie/en/media/support/ocla/riskmanagement/UCC-RM-Policy-APPROVED-GB140616.pdf)]

|  |  |  |
| --- | --- | --- |
|  | Risk Item | Risk level (low/medium/high)\* |
| 1 | Fall from height | High |
| 2 | Trip and Fall risk – use of winding down staircase in building x | Medium |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

\*Categorisation of a risk level as low, medium or high is an output of analysing the consequences of a given risk, the likelihood of the risk occurring and the impact of the risk should it occur. Guidance on risk scoring generally is available in the University’s Risk Management Policy. Analysis of the significance of certain health & safety risks in the Functional Area is also available in the previous year’s benchmarking report for the Functional Area, as circulated to the Head of Function.

Note: These risks should be incorporated into the FA Risk Register. See note 2 below.

1. **FA Return: Top 5 Occ H&S risk reduction measures instituted within the FA in 2019, in relation to A above, were:**

[Enter the measures implemented in 2019 to reduce the risks listed in A.

For information, review the previous year’s Functional Area feedback information (circulated Functional Area Benchmarking Feedback Report 2018.) For the purposes of a FA’s Risk Register, health & safety risks should be assessed using the impact and likelihood scoring contained in the [University’s Risk Management Policy](https://www.ucc.ie/en/media/support/ocla/riskmanagement/UCC-RM-Policy-APPROVED-GB140616.pdf) and such risks should be incorporated into functional area overall risk registers as appropriate.]

|  |  |  |
| --- | --- | --- |
|  | Risk Item & Control applied | Residual risk remaining after introduction of the controls applied (low/medium/high) |
| 1 | Procedures for safe working at height in place | Medium |
| 2 | Ongoing monitoring of the condition of the old winding stairs - | Low |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

1. **FA Return: Top 5 Occ H&S risk reduction measures planned within the FA in 2020, in relation to A & B above, are:**

[Enter the measures, to be implemented in 2020, to reduce the risks in A.

For information, review Functional Area meeting notes re: Health & Safety]

|  |  |  |
| --- | --- | --- |
|  | Risk Item & Control proposed | Anticipated residual risk remaining after application of additional controls in 2020 (low/medium/high) |
| 1 | Continue programme for protecting edges | Low |
| 2 | Continue monthly audit to monitor condition of stairs. | Low |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

## ****SECTION B****

# Functional Area Management & Leadership of Occ. H&S in UCC 2019/20

This Section is contained in the separate Functional Area KPI Self-Assessment Excel Spreadsheet and is based on a European Safety Agency template.

[Section B is completed via the Functional Area Self-Assessment KPI spreadsheet and **does not need to be duplicated** in the Functional Area Annual Safety Report Microsoft Word document.]

## ****SECTION C****

# Functional Area (FA)/Departmental Safety Statements & Profile

[List all the schools & departments within the area including number of staff, number of FTE and the risk profile.

List all new work areas, activities and schools/departments that have joined over the past year (2019). Include number of staff, number of FTE, the risk profile and the date they were established. If no new work areas, activities or schools/departments enter “not applicable”.]

|  |  |  |
| --- | --- | --- |
| **Risk Profile** | **Description** | **Example** |
| Low/normal | Low health and safety risk profile | Area is exclusively office based |
| Variable | Variable health and safety risk profile | Area encompasses laboratory work |
| Mixed | Predominantly “low/normal” but which also have some component sub-units within the same area/unit which are categorised as “variable” |  |

***Table 3.0 Preliminary Details***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***List School & Department breakdown for 2019*** | ***# Staff*** | ***# Staff (FTE)*** | ***Low/Normal or Mixed or Variable Risk Profile\**** |  |
| School A | 12 | 10 | Low/normal |  |
| School B | 8 | 8 | Variable |  |
|  |  |  |  |  |
| ***List new work areas & activities & new Schools/Departments in 2019*** | ***# Staff*** | ***# staff (FTE)*** | ***Low/Normal or Mixed or Variable Risk Profile*** | ***Date Commenced*** |
| Department A | 3 | 2 | Low/normal | 01/04/2019 |
|  |  |  |  |  |

***\*”Low/normal” refers to areas/units which have a low health & safety risk profile (e.g. exclusively office based areas/units).“Variable” refers to areas/units having variable levels of health & safety risk (e.g. areas which include provision of maintenance services or areas which encompass laboratory work). “Mixed” refers to areas/units which are predominantly “low/normal” but which also have some component sub-units within the same area/unit which are categorised as “variable”.***

[Detail the status of each school/department safety statement and risk assessments. Tick the YES column if they are all up to date and relevant. Tick the NO/PART if not. Provide details for any that are not relevant and up to date.]

|  |  |  |  |
| --- | --- | --- | --- |
| ***Are all School/Department Safety Statements and RAs up to date & relevant to include:*** | ***YES*** | ***NO/PART.*** | ***Detail if not*** |
| ***(a) Current names of Departments*** | √ |  |  |
| ***(b) Names of personnel with duties for managing & conducting H&S, roles and mgmt. responsibilities\*\**** | √ |  |  |
| ***(c) All current places of work and activities*** |  | √ | Finalising safety statement for new building |

**\*\**Identified individuals with management responsibilities should match the Functional Area organisation chart submitted by the Functional Area to the Office of Corporate and Legal Affairs in 2019. Changes to such organisation chart/management structure (if any) for the Functional Area should be notified to the Office of Corporate and Legal Affairs.***

## **SECTION D**

# 1. Functional Area (F.A.) Emergency Responders Overview

**NB: Please ensure all tables are completed in this section.**

[List all buildings occupied either completely or partially by school/department staff. Include both UCC and non-UCC buildings]

***Table D1.0 Responder Coverage***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **List all UCC and non UCC buildings occupied (in full or in part) by School/Dept. staff as of 31st Dec 2019 with the approx. # of staff in each sub area.** | **Building location/ address** | **Floor levels occupied by staff** | **# of staff (approx.)** | **Date of Fire Drill**  **2019** | **Name of Fire Marshal(s) covering each area**  **(List)** | **Name of First Aider(s) covering each**  **area**  **(List)** |
| 2 offices in South Wing (1.02, 1.22) | Main Quad | Ground Floor | 11 | 01/03/2019 | Bill Gates  Mary Dunne | Amanda Golden |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Note: All areas should be covered. Gaps must be addressed.

[List any school/department which did not have a trained fire marshal or occupational first aider in 2019 and whether action is still required. If chemical spill responders are not required then enter N/A.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **List Schools/Depts. within the FA with ZERO Emergency Responder cover in 2019 for the following (over):** | **No trained Fire Marshal** | **No trained Occupational First Aider (or nominated SRN/MD)** | **No trained Chemical Spill Responders (insert n/a if chemical spill responders are not required in the FA)** | **Action Required**  **(Y/N)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Table D1.1***

***Table D1.2 Departmental Emergency Responders (Supporting FA Details) at 31st Dec 2019***

[List all trained first aiders, fire marshals and chemical spill responders. Only list occupational first aiders that held a valid first aid certificate on 31/12/2019]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Note:** only list Occupational First Aiders that held a valid current Occupational First Aid Certificate on **31st Dec 2019**. (2-year validity rule, only certs held\refreshed from 2017-2019 are valid.) (Nominated First Aiders are Medical Doctors or SRNs who have undertaken AED\CPR training.) | | | | | | |
| **Departmental Emergency Responder Name** | **Primary Dept.** | **Premises and floors covered** | **Trained First Aider (Y/N)** | **Trained Fire Marshal (Y/N)** | **Trained Chemical Spill Responder**  **(Y/N)** | **Date of most recent training** |
| Ger White | D1 | South Wing | Y | Y | N | 01/06/2019 |
| Ber Bright | D3 | West Wing | N | N | Y | 01/11/2019 |
|  |  |  |  |  |  |  |

## 

***Table D1.3 Shared Emergency Responder Arrangements***

[If applicable, enter the details of any emergency responders shared with other UCC departments or areas]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Provider/recipient of Emergency Responder Cover with other UCC Dept./areas** | | | | | |
| **Emergency Responder Name & Dept.** | **Primary location/address of Emergency Responder** | **Dept. location/address of area also covered** | **First Aider Cover**  **(Y/N)** | **Fire Marshal Cover**  **(Y/N)** | **Chemical Spill Responder Cover**  **(Y/N)** |
| Alex Sample | 4 Carrigside | 5 Carrigside | Y | N | N |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

***Table D1.4 Biological Risks/Agents Risk Assessment (First Aider)***

[Tick yes / no

|  |  |  |  |
| --- | --- | --- | --- |
|  | **YES** | **NO** | **Action Required**  **(Y/N)** |
| **Do the Department Safety Statements have a current up to date listings of all persons with Emergency Responder roles and Risk Assessments for work with Biological Risks? (which include biological risks associated with First Aid)** |  |  |  |
| **Have they been offered a Hep B vaccination, if yes did they accept or decline?** |  |  |  |

***Table D1.5 Action Plan for Emergency Response***

[If applicable, detail any actions the area will be taking to ensure adequate emergency response cover and proposed date for completion]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Plan for Section D:** | | | | |
| **Please set out actions to ensure that all School/Dept. areas in your FA are adequately covered for the above as of Quarter 1 in 2020**  Alternate cover for FA Responder: SEA will train as a back-up/alternate First Aid Responder. Hep B vaccination will be offered per standard procedures | **Proposed priority completion date for 2020** | | | |
| **Q1** | **Q2** | **Q3** | **Q4** |
| **X** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 2. Functional Area (F.A.) Accident/Incidents/Dangerous Occurrences during 2019

***Table D2.0***

[For all units in the Functional Area, confirm whether there was an accident or dangerous occurrence in 2019, if it was reported promptly, if corrective actions were required and, if so, whether they have been applied.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Please confirm the following for all units across the FA** | YES | NO |
| (a) | Were there any accidents or dangerous occurrences in 2019 involving Dept. personnel/vehicles or at Dept. controlled facilities? (give #) | √ |  |
| (b) | Were they all reported in a timely fashion by School/Dept. management to the University Health & Safety Office and OCLA insurance? | √ |  |
| (c) | Were corrective actions required? | √ |  |
| (d) | Have corrective actions been applied by the Department(s) in question.? | √ |  |

***Table D2.1***

[For any accidents or dangerous occurrences above, provide details of what happened and any corrective actions if applicable]

|  |
| --- |
| **Provide details for answers given Section D2.0** |
| 1. Include details of Department location, persons Department, accident locus   First floor of South Wing, Main Quad. Staff member x tripped over a loose carpet tile. |
| 1. Give dates   01/03/2019 |
| 1. Give details of corrective actions   Carpet tile was replaced |
| 1. Give details of completions dates or proposed completions dates and reason if still not closed out.   02/03/2019 |
|  |

# 3. Key FA Metrics (2019 update)

***Table D3.0 Staff Training***

*Please note all of below to be supported by an updated FA Excel electronic Health & Safety Training Matrix file format which is as forwarded to each Head of Functional Area.* – **See TNA requirements below. Utilise the TNA to extract these metrics. *(Note: All staff must receive training.) Note: please provide evidence for any/all external training.***

[Answer each question by ticking the YES or NO column. Use the training needs analysis to provide the details]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Please confirm the following for all units across the FA in conjunction with the Training Matrix.** | YES | NO | Note: |
|  | Have all current staff completed core occupational health & safety training? (Manual Handling, online visual display unit course) |  | **√** | **Training completion dates must correlate with FA TNA spreadsheet.** |
|  | Have all current staff completed core emergency training? ( Fire Extinguisher, Fire Drill, E-Learning Fire Safety) |  | **√** |
|  | Have **relevant** staff completed other risk specific training relevant to their work? | **√** |  |
|  | Have **all** managerial & supervisory staff & primary investigators completed h&s management training?(Managing H&S, RA) | **√** |  |

[Enter the % of staff that have attended any health and safety training from 2017 to 2019. Include those who attended fire drills

Enter the % of your 2019 training plan that was completed

Enter the total number of staff to be trained in 2020 (see functional area training plan 2020)]

|  |  |  |
| --- | --- | --- |
| (e) | **WHAT % OF STAFF ATTENDED ANY H&S TRAINING IN the 3 YEAR PERIOD (2017-2019)**  ***Note:*** *Include annual staff attendance at fire drills. Staff have a legal obligation to attend necessary health and safety training. Local Management must arrange for their staff to receive relevant health and safety training at recruitment \ work commencement and upon transfer (legal requirement).* Health and Safety management training is required for all departmental management including Heads of Dept. and Heads of Functional Area. (Mandatory item). | 82% |
| (f) | **WHAT % OF YOUR TRAINING PLAN AS CONTAINED IN YOUR 2018 RETURN WAS ACHIEVED IN 2019?** | 76% |
| (g) | **PLANNED TRAINING FOR 2020:**  Per Functional Area Staff Health and Safety Training Plan for 2020 in Section D.4 below  **Note**: Statutory obligations for staff training arises under SHWW legislation and University Safety Policy. | Total # of staff to be trained  31 & all staff to attend Fire Drill |

***Training Needs Analysis Spreadsheet Requirements***

1. **COMPLETED FA TRAINING MATRIX \ NEEDS ANALYSIS:** (Attendance Dates must be listed in the TNA e- Excel work book)

Functional Area Health & Safety Training Matrix \ Needs Analysis. Detail each member of staff by name, staff id numbers (if available), job function and Department, **update for current staff & current Dept./unit names.** List the H&S training which each member of staff completed up to 31st December 2019. Provide supporting information to confirm courses undertaken directly by the FA/Depts. (i.e. courses not organised by the Health & Safety Office). List the health and safety training which the F.A. has identified that each member of staff needs to complete, with regard to their function and job hazards \ risks.

1. **List** the current Dept., Staff & Mgmt with **no** current H&S training completions **& target date** for rectifying same which the FA intends to arrange by Department and **for each member of staff to complete in 2020** having regard to D.3.0 (a) – (d) above.
2. Identify new staff. Identify staff who have retired / departed/ transferred. Please add Staff Id numbers (where available) to facilitate staff training allocation/ co-relations.

***Table D3.1 Departmental Safety Management***

[Confirm whether a safety tour and housekeeping review was carried out in the last 6 to 12 months. Provide dates and details of any outstanding actions]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | Supporting details | Actions required Y/N |
| Has the management of each School/Dept. completed a safety tour & housekeeping review of their department within the last 6- 12 months? ( at least 6 monthly for variable risk areas) | √ |  | **Provide dates**  South Wing Safety Tour completed in June 2019 | Visit to North Wing to be completed in April 2020 |

## 

***Table D3.2 Risk Assessments\* (Provide metrics for)***

[Enter the total number of risk assessments updated after yearly review in 2019, completed for existing activities, etc. and for new activities, etc.]

|  |  |
| --- | --- |
| **RAs completed for Dept. work activities and places of work** | **Quantity** |
| 1. Total number of RAs that were **updated** after yearly review in 2019 | 5 |
| 1. Total number of RAs completed during 2019 for **existing work activities & places of work, equipment and processes**. | 20 |
| 1. Total number of RAs completed during 2019 - **for new activities and new places of work or equipment or processes** | 3 |
| 1. Updated total number of RAs now completed in the FA (as of 31st Dec 2019) – provide supporting School and Department summary (\*) | 85 |
| 1. **Total number of RAs yet to do** **as of Quarter 1 of 2020** - provide supporting School and Department details (\*) | 0 |

**Note: provide updated 2019 Risk Assessment summary for FA and breakdown by units to support.**

***Table D3.3 FA Permits to work***

[A permit to work is a formal written procedure used to control (a) the activities of all contractors undertaking work of a physical nature (with fire \ safety risk potential) and (b) College \ School \ Department \ Centre \ Unit staff engaged in certain type of works i.e. work which is identified as hazardous (high risk) and where special precautions are necessary to control these hazards. It should be used for all, contractor activities and for University employees, who may be involved in hazardous high risk work situations (whether routine or non-routine or primarily of a non-routine nature).

Enter the total number of permits to work issued in 2019 and relevant details]

|  |  |  |
| --- | --- | --- |
| ***Total number of Permits to work issued (2019)*** | **#** | **Description/Nature and Department** |
|  | **1** | **Contractor was hired to clean windows on the first floor of the South Wing for Department X.** |

***Table D.3.4 FA Biological Research/Laser Safety***

[If applicable, enter the details for registering biological research or laser work with the relevant area. If not applicable, enter N/A]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please confirm the following for relevant areas across the FA as of 31st Dec 2019** | (#)  YES  (insert n/a if not relevant to the FA) | (#)  NO/PART. | Supporting Details\* and identified gaps | Actions required  (Y/N) |
| Have all PI’s conducting Biological Research registered their work (Class 2, 3, &4 risks) directly with the H.S.A per requirements arising under the SHWW Biological Agents Regulations (current edition)? | **N/A** |  | List: name, dept., reg. date & type |  |
| Have all PI’s who operate, or who intend working, with Class 3 or 4 LASERS, registered their work and lab directly with the UCC LASER Safety Advisor Prof A. Ruth? | **N/A** |  |  |  |

***Table D3.5 Functional Area Non completion (Provide metrics for)***

[Provide details of non-completion of training and risk assessments as of 31/12/2019 – number of staff who have not completed any health and safety training, number of departments with no risk assessments completed, number of departments with no health and safety training completed]

|  |  |  |  |
| --- | --- | --- | --- |
| # of staff with NO H&S Training Completion History as of 31st December 2019 | 2019 **# 2** | **Details**  2 new staff members. Training to be completed in Q1 2020 | 2018 # 1 |
| # of Depts. within Functional Area with NO RAs completed as of 31st December 2019 | 2019 **# 0** | **Details** | 2018 # 1 |
| # of Depts. within Functional Area with NO H&S Training Completion History as of 31st Dec 2019 | 2019 **# 0** | **Details** | 2018 # 0 |

***Table D3.6 Functional Area Unresolved Risks***

[Provide details of any health and safety risks within the functional area which were not resolved as of 31/12/2019]

|  |  |  |  |
| --- | --- | --- | --- |
| ***Unresolved H&S Risks as of 31st December 2019*** | **#** | **Details and actions currently taken ( including avoidance)** | **Current Risk**  **Rating Level (based on RA)** |
| 1. Premises/Facilities related |  | Staircase in building X is not to standard  – ongoing monitoring of staircase and handrail condition. | Low |
| 1. Dept. systems of work, equipment or processes. |  |  |  |

**Note: List depts with work suspended due to unresolved H&S risks/absence of necessary risk control measures.**

# 4. Summary of Identified Functional Area Staff Health & Safety Training Action Requirements for 2020 (ex. Annual Safety Report 2019) \*

**Foreword: \*This must be brought forward as a summary from the Functional Area Training Needs Analysis Matrix compiled separately for every staff member within the FA.**

[Enter name of functional area or school/ department and the number of staff. Enter number of units within the functional area]

Name of Functional Area or School/Department: \_\_\_\_\_\_\_\_\_\_Functional Area B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Staff (within the FA or School/Department): \_\_\_\_\_42\_\_\_\_\_\_

No. of Depts. \ Centres\ Units (within the FA): \_\_\_2\_\_\_\_\_\_

1. **– 2019 Completions**

[Enter number of training completions split out by staff type. Use the training needs analysis matrix to gather the information]

No. of FA health & safety training completions achieved in 2019 (\*)

**Breakdown:** Management\_\_3\_\_\_ Academic\_\_5\_\_\_\_ Admin \_\_22\_\_\_ Technical \_\_\_0\_\_\_\_Other staff \_\_\_11\_\_

NOTE: “Management” for the purposes of health & safety training categorisation refers to individuals with responsibility for managing health & safety and may include individuals who do not have the title “manager” or equivalent but who do have responsibility for overseeing health & safety in an area/unit or activity.

[Enter details of training completions organised by the functional area itself and not by the Health and Safety Office]

No. of FA health & safety training completions achieved in 2019 or prior year when organised directly by the FA (separately to the H&S Office) **NB**: **Please** **provide supporting information** on a separate page.

Name of course & provider:

Course Title: Duration: Date: No. of Attendees:

Manual Handling .5 day 05/04/2019 5

1. **– 2020 Planned Completions**

[Enter against each course the number of staff who require training in 2020 and provide totals at the end]

|  |  |
| --- | --- |
| **Name of Training Course** | **Overall No. of FA staff who require training in 2020** |
| **Management Courses:** |  |
| Managing Health & Safety for Heads of Function & Department Management (1day) | 1 |
| Control of Manual Handling & Fire Risks for Heads of Function & Department Management (supplementary course to the 1 day course above) | 1 |
| **Core Courses:** |  |
| Workstation Ergonomics VDU – online course | 8 |
| UCC Bespoke Fire Safety – online course | 2 |
| Manual Handling – Initial | 12 |
| Manual Handling – Refresher (completed within 3 years of initial training course) | 1 |
| Occupational First Aid Certificate | 0 |
| Occupational First Aid Refresher (to be completed within 2years to date of the certificate) | 1 |
| Fire Marshal | 0 |
| Use of Fire Extinguisher | 3 |
| **Lab \ Chemical Related Courses** |  |
| Specify each course (i.e. Chemical Spill Response etc.)  -  - | N/A |
| **Other \ Specific courses** |  |
| General Risk Assessment & Risk Controls  Any \ other courses (general risk based etc. – please specify | 2 |
| **OVERALL TOTAL FOR 2020:** |  |
| **2019 Training Profile: Management \_\_2\_\_ Academic\_\_\_7\_\_\_ Admin\_\_\_20\_\_ Technical \_\_0\_\_Other\_\_0\_\_** | |

[Head of functional area to sign and date – deputy or pp signature not allowed]

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head of Functional Area DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2020

Functional Areas may book staff into the Health & Safety Office scheduled courses as normally advertised or contact the Health & Safety Office at Ext: 2997 or healthandsafety@ucc.ie to make other arrangements.

# Functional Area Risk Assessment Summary

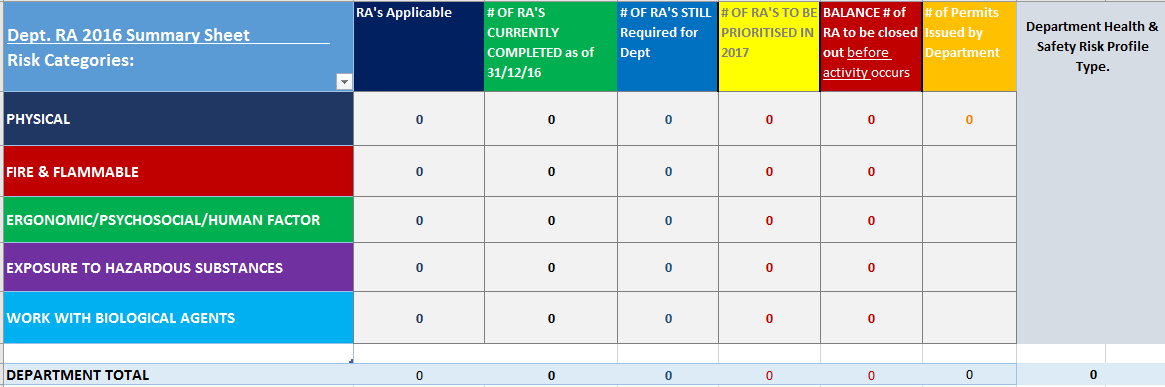
[This is a functional area level overview of the data in the department risk reconciliation workbooks from the departments in the functional area.

The info sheet in the functional area risk assessment summary provides details on how to complete the spreadsheet. The following guidelines are copied from that sheet.

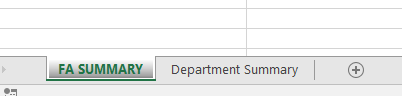
The head of the functional area must ensure they have received a comprehensive departmental risk assessment workbook from each of the departments/units within the functional area. For each workbook click on the last tab “Dept Summary Page”



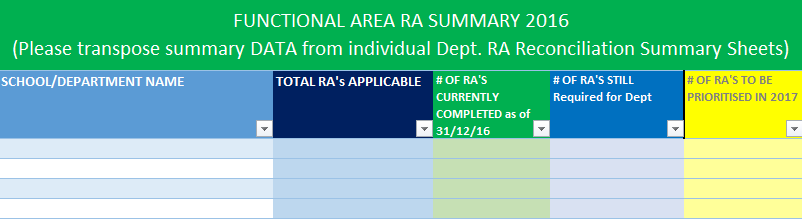
[Copy the data in line 8]



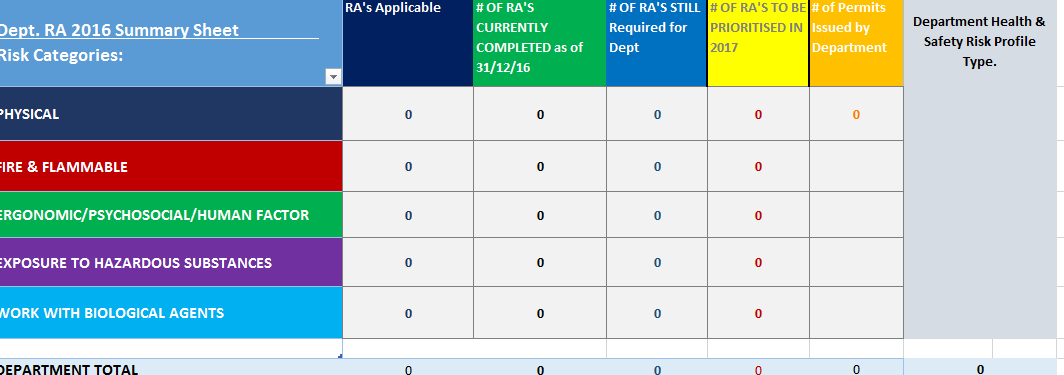
[Click on the FA Summary Sheet in the functional area risk assessment summary]



[Paste the data into the sheet]



[Copy and Paste each completed Department Table into the separate Department Tabs provided within the FA Summary Workbook]





# 2019 Training Needs Analysis

[A separate excel spreadsheet is to be completed.

Download the template from the [Health and Safety Website](https://www.ucc.ie/en/occupationalhealthandsafety/managinghealthsafety/annualsafetyreport/)

Report on training taken place from 2014 – 2019 (e.g. include VDU training which has taken place since January 2016)

* List all staff present in the Department/Unit regardless of training completed.
* If a staff member has not completed a course, leave the cell blank.
* If they are not required to complete the course or are exempt, put N/A in the cell.
* Enter the date they completed the course in the format DD/MM/YYYY
* Staff ID numbers are an important inclusion to distinguish individuals with the same name across the University. (This processing of personal data is provided for in the UCC Staff Data Protection Notice)]



# Notes on completion/Final Checklist of the annual safety report.

[Having completed the annual safety report please check the following before submitting:

|  |  |  |
| --- | --- | --- |
|  |  | Yes/No |
| 1 | All questions have been answered |  |
| 2 | All schools, departments, research centres and units have been accounted for |  |
| 3 | All staff who have transferred from/to other areas have been accounted for |  |
| 4 | All staff who have left UCC, retired, etc. have been accounted for |  |
| 5 | An updated 2019 functional area training needs analysis is attached in excel and includes all staff, staff ids and departments |  |
| 6 | A 1-page training needs analysis summary is attached with supporting detail on training organised directly by the functional area |  |
| 7 | The information supplied on training includes all health and safety training whether arranged by the Health and Safety Office or directly by the functional area |  |
| 8 | All first aiders, fire marshals and chemical spill responders had valid training completions for 2019 |  |
| 9 | An updated 2019 functional area risk reconciliation summary sheet is attached which accounts for all schools, departments, research centres and units including their risk type breakdown. |  |
| 10 | The updated 2019 functional area and department risk reconciliation summary pages include name, date and all applicable health and safety risks |  |
| 11 | The 2019 head of function management and leadership of occupational health and safety self-assessment is attached and reflects the content of the 2020 functional area annual safety report |  |
| 12 | Evidence has been provided of functional area, schools, departments, research centres and units outputs and achievements |  |
| 13 | Section A, B & D are signed by the current head of function and not a deputy or p.p. |  |

1. At UCC, Permit to Work controls apply to contractor physical work activities; to high works executed by UCC FA direct staff; to the movement of MEWPs and high risk vehicles including high bodied trailers vehicles (including skip deliveries) [↑](#footnote-ref-1)