

University of Oxford – Health & Safety Strategic Plan 2018 – 2023

Please refer to the Strategic Plan Supporting Statement for more details.

Aim	Working together to ensure the highest standards of health and safety practices that enhance & support research & teaching in a world leading university						
Safety – Our Values	Active, visible leadership and Commitment; Mutual accountability; Sensible Risk-based approach; Practical simple and sustainable solutions; Consistency						
Priority Areas	LEADERSHIP		COMPETENCE & KNOWLEDGE		PARTNERSHIP	RISK MANAGEMENT	
Themes	Active Leaders	Planning	Competent H&S Advice	Training & Development	Arrangements Communication Collaboration	Risk Assessment	Control Systems
Core Elements	<ul style="list-style-type: none"> Taking responsibility through <ul style="list-style-type: none"> Effective Resourcing Demonstrative commitment Effective delegation Bespoke induction programmes for leaders 	<ul style="list-style-type: none"> Policy framework Hazard identification and risk assessment arrangements in place Emergency planning procedures 	<ul style="list-style-type: none"> Defining competency requirements Role definitions aligned with competency needs Dedicated development programme 	<ul style="list-style-type: none"> Training provision based on a needs analysis Multiple training delivery platforms Effective recording 	<ul style="list-style-type: none"> Effective communication Partnership approach built into agreements (where required) Service level agreements incorporate relevant health and safety terms and conditions 	<ul style="list-style-type: none"> Risk registers developed Risk assessments based on sensible risk management Recording & reviewing 	<ul style="list-style-type: none"> Monitoring systems Effective systems for identification Proportionate Controls Statutory testing and maintenance carried out
Enablers & Actions	<ul style="list-style-type: none"> Revision of Statement of Safety Organisation Leadership Inductions & Development Programme in place Effective H&S Committees 	<ul style="list-style-type: none"> New refreshed policy framework New website developed and live Emergency planning process developed 	<ul style="list-style-type: none"> Review of all current H&S roles Agreement on competency requirements Develop competency matrix Development programme instigated 	<ul style="list-style-type: none"> Performance of training needs analysis Online and other training platforms available Recording systems in place 	<ul style="list-style-type: none"> Review of health and safety arrangements and agreements (tiered approach) Communications planning Monitoring of Committees 	<ul style="list-style-type: none"> Risk register process Revised risk assessment protocol Online risk assessment application available 	<ul style="list-style-type: none"> Online accident reporting system Monitored action planning in place Process for responding to statutory checks
Measuring Achievement	<ul style="list-style-type: none"> i. Revised Statement of Safety Organisation (SSO) signed by Heads of Department ii. Induction and development programme in place iii. Results of leadership audits 	<ul style="list-style-type: none"> i. % of policy framework revised (based on agreed topics) ii. % of Divisions / Departments with completed emergency procedures 	<ul style="list-style-type: none"> i. Role definition and development needs matrix produced ii. Role holders matching agreed competency 	<ul style="list-style-type: none"> Training needs analysis completed and maintained / updated on a bi-annual basis Training programme based on TNA 	<ul style="list-style-type: none"> Arrangements review complete Health and Safety terms within formal agreements Communications plan published 	<ul style="list-style-type: none"> I. % of Departments with Health & Safety risk registers II. % of Departments at HASMAP Level 3 for risk assessment 	<ul style="list-style-type: none"> Rolling audit programme outputs Effective assurance process in place and functioning
Our Current Performance	<ul style="list-style-type: none"> i. Existing SSO signed by all Heads of Departments ii. Ad hoc development processes iii. 16.1% at full Level 3; 38.7% at partial Level 3 (Level 3 target set in 2010) 	<ul style="list-style-type: none"> i. Mixed policy approach covering varieties of H&S topics completed on new template? ii. Mixture of plans for security, time and disaster recovery 	<ul style="list-style-type: none"> i. No agreed competency levels determined ii. a) % of Department Safety Officers with agreed competency ii. b) % of Divisional / Area Safety Officers / USO at required level of competency 	<ul style="list-style-type: none"> Safety Office and Occupational Health Service training programme (termly output) Local provision 	<ul style="list-style-type: none"> Ad-hoc safety related memorandums Local committees and communication processes 	<ul style="list-style-type: none"> i. Requires confirmation ii. 6.5% at full HASMAP level 3 	<ul style="list-style-type: none"> Divisional reviews 2010 – 2017 ongoing Monitoring of Divisional Action Plans Departmental audits Paper-based system for accident reporting
Where we want to be	<ul style="list-style-type: none"> i. New SSO signed and completed by all Heads of Department ii. 75% participation amongst active leaders iii. 80% at Level3 or above (High Assurance) by 2023 	<ul style="list-style-type: none"> i. 100% of policy framework revised (based on previously agreed topics) ii. Agreed co-ordinated plans across departments 	<ul style="list-style-type: none"> i. Competency levels agreed ii. a) 70% of Departmental Safety Officers within agreed competency ii. b) 100% of USO / Area Safety Officers within agreed competency 	<ul style="list-style-type: none"> Published training needs analysis Multiple delivery options available Programmes based on TNA 	<ul style="list-style-type: none"> Sensible risk-based health and safety arrangements within agreements Communications plan implemented 	<ul style="list-style-type: none"> i. 60% of departments ii. 90% of departments activating HASMAP level 3 for risk assessment 	<ul style="list-style-type: none"> Online systems implemented and live Effective Assurance process functioning
Our Objective	Robust and resilient safety management practices, built on partnerships, that can deliver sustainable risk reduction						