**Key Safety Indicators – Standard Units (Non STEM Units+) 2021
Based on their Unit Safety Statement Policies (USSPs)**

**# of Staff in Unit**

Number of staff in the Unit to provide an indication of relative size. This figure was provided by HR or updated by the figure provided by the Unit themselves.

**Unit Shared Folders**

Each Unit to provide Health & Safety Office with access to their Safety site for any necessary review.

Y = SharePoint/other site accessible

N = SharePoint/other site not provide or not accessible.

**Safety Performance Reports Valid vrs none/min.**

Power App Units had a number of options to choose as means to review Unit’s safety performance.

N = No Safety performance reports, or only reiterate Annual H & S Report/Review of USSP

Y = Actions in addition to annual report and review of USSP.

**Safety Coordinator**

It is recommended that each Head of Unit appoint a Safety Coordinator to assist them in their role.

Y = Safety Coordinator appointed

H = Head is the Safety Coordinator which may or may not be appropriate.

**First Aid Risk Ass. (2018 +)**

Has the Unit’s need for First Aid Responders been reviewed in the last three years?

Y = Yes N = No

Assessments needs to be reviewed regularly to remain valid. If there has been no changes in your Unit since 2018 then that may be valid, but that is unlikely.

**Unit Safety Audit since 2018**

Has the Unit itself carried out and recorded a safety inspection/audit in the last three years?

Units should be completing local inspections at least annually.

Y = Yes N = No

Highlighted in red where an immediate priority or yellow where a concern.

**Priority Safety Actions**

Having completed the USSP the Unit Head (with the Safety Coordinator’s assistance) are then to address the evident areas for action. This may include outstanding risk assessments, areas for training, emergency plans to be developed/updated, etc. Any necessary actions are to be set out in the Priority Safety Actions.

Highlighted in red where very low and needs direct improvement or yellow where a concern.

**Safety Training Needs #**
The total number of course places identified. This should be considered relative to the # of Unit staff

**# Crses**

How many course types did the Unit select Safety Training Needs for? An indication of the range of courses staff need training in.