**Completed by:** Melaku Alemu **Area:** School of Physics **Date:** 5 November 2018

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| **Item** | **Measure/KPI** | **Questions** | **Responses** | **Comments (optional)** |
| **Incident reports** | Actioned within 7 days of entry | How many incidents are there currently in ERMS which have been in *NEW* status for at least 7 days? | No incidents |  |
| **Evacuation drill** | Held in the last 12 months | What is the date (month and year will suffice) of when the last emergency evacuation drill was conducted? | 26/11/18 | There was an emergency drill on the 26th of November 2018. |
| **Emergency response staff list** | Updated within the last 12 months | What is the date on the current version of the emergency response staff list (chief warden, wardens, first aiders)? | 26/7/2018 |  |
| **First aid risk assessment** | Reviewed within the last 3 years | What is the date on the current version of the first aid risk assessment? | 24/1/2017 | Due to updated 2020 |
| **First aider numbers** | Complied with first aid risk assessment | How many first aiders are listed on the:   * emergency response staff list? * first aid risk assessment? | 11 | Extra recruiting is being done |
| **First aider training** | Completed by all | How many first aiders are overdue for training? | none | 3 in progress [Jude P, Colin E, ***David Simpson***]  2 completed [Melaku A and Steve D] |
| **Emergency warden training** | Completed by all | How many wardens are overdue for training? | 1 | * Total Enrolments14 * Not Yet Started 1 (7%) - **Andy Martin (to be replaced)** * In Progress 0 (0%) * Completed 13 (93%) * Exempted 0 (0%) * Recompletion Required 0 (0%) |
| **Risk Register** | Reviewed within the last 12 months | What is the date on the current version of the risk register? | 15/5/17 | Currently overhauling and upgrading three major documents:   * Risk Register * Risk Assessment * Standard operating procedure |
| **Roles & Responsibilities training** | Achieved at least 95% completion rate | What is the % completion rate for Health & Safety Roles & Responsibilities training? | 94% | * Total Enrolments109 * Not Yet Started 3 (3%) * In Progress 0 (0%) * Completed 102 (94%) * Exempted1 (1%) * Recompletion Required3 (3%) |
| **Workplace inspections** | Completed within the last 6 months | What is the date (month and year will suffice) of when the last workplace inspections were carried out | 9/8/18 | Start: 09/08/2018 02:11 PM  End: 23/08/2018 04:39 PM |