

HS22 Health and Safety Reporting | Standard Operating Procedure

1. Background information

1.1. Introduction/Purpose

1.1.1. This Standard Operating Procedure (SOP) details the processes for health and safety reporting at SOAS University of London.

1.2. Roles and Responsibilities

1.2.1. Employee roles and responsibilities:

- Sharing your concerns to SOAS with the reactive measurement process
- Reporting when you have seen or noticed something that isn't working as it should. – This is essential.
 - Remember that managers and supervisors are expecting you to help them to identify when problems occur.
- Furthermore, as an employee, you have legal health and safety duties, which include identifying any dangers or problems with the arrangements that are in place.

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue