

# Occupational Health, Safety and Welfare Policy

July 2021

The document is the responsibility of:	The Safety Office (prepared in conjunction with the University's Health, Safety and Welfare Committee)
This document applies to:	All UWL staff, Students and visitors
Initial Approval date:	March 2015
Reviewed	March 2021
Proposed date of review:	March 2022 (unless subject to changes in legislation before this date)
Location of document:	Health and Safety Sharepoint Site

**UNIVERSITY OF WEST LONDON  
OCCUPATIONAL HEALTH, SAFETY AND WELFARE POLICY**

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This document relates to the University of West London

### Document Control

Revision No	Issue Date	Author	Comment	Review Date
4	01-01-2014	N. Maxwell-Smith	Change to include both HSG65 and BS 18001/2 Estates/facilities change to Property Services	March 2015
5	31 <sup>st</sup> March 2015	N.Maxwell-Smith	Reviewed and updated Statement of intent	March 2016
6	16 November 2015	David Barnes	Reviewed and updated Statement of intent	November 2016
7	10 January 2016	David Barnes	Amended frequency of risk assessment review to annually	November 2016
8	9 January 2017	David Barnes	Reviewed and updated Statement of intent	January 2018
9	June 2018	David Barnes	Reviewed and updated Statement of intent	January 2019
10	January 2019	David Barnes	Reviewed and updated Statement of intent	January 2020
11	March 2021	David Barnes	Reviewed and updated Statement of intent	March 2022

# 1 INTRODUCTION

- 1.1 This policy sets out the University's arrangements and commitment to Occupational Health, Safety and Welfare to ensure a safe environment for work and study. It is the responsibility of all staff of the University to be aware of and abide by the Policy.
- 1.2 This Policy and all relevant University health and safety requirements apply to all University premises whether owned or leased. These requirements also apply to all employees, students, contractors, visitors and others while on the University premises or undertaking or taking part in any of the University's activities.
- 1.3 In developing this policy, the University has taken full account of the nature of the hazards involved in its activities. It has assessed the associated risks and implemented control strategies to ensure the University's premises provide safe environments, and that all attending the University are safe. The University's Health and Safety Policy is therefore unique and has been designed solely to allow the University to meet its legal obligations under health and safety legislation.
- 1.4 The Occupational Health, Safety and Welfare Policy forms a major part of the University's Occupational Health and Safety Management System.

## 2. STATEMENT OF INTENT

The University of West London accepts its legal duties and responsibilities with regard to the health and safety of its premises and activities to ensure the welfare staff, students, visitors and others.

In meeting the complexities of operating from a range of locations and premises, the University maintains a common health and safety management system (as defined by both HSG65 and BS 18001/2). It believes this system provides the most consistent and effective method of managing activities in pursuing continuous health and safety improvements at each of its sites.

Staff, students, contractors and visitors are required to adhere to this framework, which provides a healthy and safe environment and helps to ensure that visitors, staff and students are kept safe

The Vice Chancellor, as Chief Executive of the Institution, and his Executive are committed to implementing the health and safety management system to high standards, by ensuring:

- assessment of risks and implementation of control measures and maintenance to provide safe systems to control these risks;
- appropriate procedures in the event of fire and other emergencies including injuries and dangerous occurrences to ensure there are systems for their effective recording and reporting to the relevant authorities and to the University community and that these procedures are regularly reviewed and maintained;
- where articles and substances are used, handled, stored and transported, they are subject to safe systems of work preventing risks to health or safety;
- adequate resources are provided to maintain a safe working environment with regard to facilities and welfare arrangements; This working environment will be free of intimidation, harassment, violence, or undue stress, wherever possible;
- a systematic assessment of needs in providing and maintaining information, instruction, training, and supervision in the pursuance of hazard awareness and risk control. This should allow staff and students to understand their personal responsibilities for their own safety and that of others, and in co-operating with the University in complying with its statutory obligations;
- procedures for consultation with employees and their Trade Union Safety Representatives on matters of health and safety;
- those responsible for managing, supervising or purchasing plant, equipment and personal protective equipment, assess the risks, maintain, repair, and ensure that such equipment is safe for use and fit for purpose;
- that activities involving events, field trips and placements are risk assessed and are safe to undertake;
- health and safety performance is monitored and regular reports are provided to the University Health, Safety and Welfare committee, through departmental meetings and to publicise health and safety performance annually;

This statement consolidates and replaces earlier statements and will be embodied in the Health, Safety and Welfare policies and practices of the University.



**Vice-Chancellor**



**University Secretary**  
(Director responsible for Health and Safety)  
And  
Chair of the Central Health and Safety Committee

### **3. ORGANISATIONAL RESPONSIBILITIES**

This Policy can only be successfully implemented if there is total commitment from all in the University community.

It is therefore important that all members of the University community understand their own personal health and safety responsibilities. They are an integral part of all University activities and are a condition of employment or student registration as required by law. Those in executive and management positions have particular responsibilities which are set out below:

#### **3.1 Board of Governors**

The Board of Governors ("the Board") of the University carries ultimate responsibility for health and safety in the University. The Board recognises its responsibility to ensure compliance with the Health and Safety at Work Act and accompanying health and safety legislation.

The Board will ensure that an effective system for inspection, monitoring and auditing of health and safety matters is in place by undertaking regular reviews of health and safety and by requiring alterations or improvements to the management systems, if deemed necessary, so that their responsibilities are being actively discharged.

The Board will receive regular reports on the management of health and safety from the Health and Safety Manager and the Health, Safety and Welfare Committee.

The Board will satisfy itself that a Director responsible for Health and Safety is appointed by the Vice Chancellor from the Vice-Chancellor's Executive (VCE).

The Board will ensure that a Health and Safety Manager has been appointed, to advise the Board, Vice Chancellor and the University community on all issues concerning the operation of the University, in accordance with Health and Safety legislation.

#### **3.2 Audit and Risk Committee of the Board of Governors**

The Board of Governor's Audit and Risk Committee annually reviews the University's Occupational Health and Safety Management System's performance through an annual report and periodic internal audits.

The Audit and Risk Committee will receive annual reports on the management of health and safety from the Health and Safety Manager and the Health, Safety and Welfare Committee.

Special reports may be presented to the Audit and Risk Committee where circumstances require the Committee to carry out responsibilities pursuant to applicable legislation, on behalf of the Board of Governors.

#### **3.3 Vice-Chancellor**

In accordance with the Scheme of Delegation approved by the Board, the Vice-Chancellor, as Chief Executive Officer of the University, has delegated responsibility for health and safety matters. He is responsible for ensuring that there is a University policy for health and safety that extends to all who may be involved in or affected by University activities and has overall responsibility for ensuring that arrangements for monitoring, auditing and reviewing the success or otherwise of that policy are put in place and maintained.

The Vice-Chancellor will ensure that the Senior Management Group of the University are aware of their day-to-day responsibilities for carrying out the University's safety policies, procedures, codes of practice and all statutory requirements under health and safety legislation.

The Vice-Chancellor requires the Health and Safety Manager together with the University Health, Safety and Welfare Committee to produce an annual report to the Board of Governors.

The Vice-Chancellor will appoint a Director responsible for health and safety from the Vice-Chancellor's Executive to champion the University's management of health and safety. However, this will not detract from the individual responsibilities of the other members of the Senior Management Group.

### **3.4 Vice-Chancellor's Executive**

This body is charged with the day to day development, planning and implementation of Health and Safety Policies and Procedures.

Each member of the Vice-Chancellor's Executive (VCE) is responsible for ensuring that their direct reports implement the University's health and safety policies and procedures.

The VCE has responsibility for:

- supporting the implementation of the University's Occupational Health and Safety Management System and the annual Health and Safety Plan prepared by the Safety Office on behalf of the Health, Safety and Welfare Committee;
- ensuring the Health, Safety and Welfare Committee complete an annual Health and Safety Report
- ensuring receipt of the annual Health and Safety Report
- implementing any action of the Audit and Risk Committee findings regarding Health and Safety following advice from the Health and Safety Office and the Health Safety and Welfare Committee in the production of an Annual Health and Safety Report for the VCE and to develop the Health and Safety Plan for the University's management to implement over the coming year
- presenting the annual Health and Safety Compliance Report and the annual Health and Safety Plan for the coming year to the Board of Governors, once agreed by the Audit and Risk Committee;
- formulating policy for formal adoption by the Board of Governors.
- taking full account of the health and safety implications of any decisions they take
- consulting with staff via the Health, Safety and Welfare Committee about significant changes that may affect the arrangements for health, safety and welfare
- attending training in health and safety matters.

### **3.5 Director Responsible for Health and Safety**

The Vice-Chancellor has appointed the University Secretary who is a member of VCE as the Director Responsible for Health and Safety, to ensure that all staff undertake their health and safety responsibilities.

The Director Responsible for Health and Safety has the responsibility and authority for ensuring:



- That health and safety management system requirements are established, implemented and maintained throughout the University
- That reports on performance of the health and safety management system are presented to the VCE and Board of Governors for review and as a basis for continuous improvement
- That health and safety issues are given due consideration by the VCE
- That the work of the Safety Office is supported with respect to design and enforcement of University's health and safety management system.

### **3.6 Director of Property Services**

The Director of Property Services is responsible for providing and maintaining the University's estate to facilitate and promote healthy and safe work, learning, and research. This includes:

- The provision of sufficient resources for the Safety Office.
- The provision of appropriate services such as drinking water, hot water, hygiene and welfare facilities, lighting, heating and ventilation
- The provision of appropriate services to ensure the safety and security of people and assets
- The provision, maintenance, inspection and testing of fire safety systems to meet legal requirements and ensure the safety of the University community
- The maintenance of the asbestos registers for each building, the asbestos management plans, and the control of risk in relation to exposure to asbestos in accordance with statutory requirements
- The provision, inspection, testing and maintenance of lifts and elevators, and the arrangements for releasing any trapped persons
- The provision of appropriate catering services to meet the needs of the University community
- The provision of appropriate cleaning services to maintain buildings and services in safe and clean condition
- Waste disposal arrangements to comply with legal requirements
- The development and implementation of a programme of planned preventative inspection, maintenance and testing of buildings, plant and equipment to ensure robust performance, compliance with legal requirements, and the provision of safe places of work and study, and safe plant and equipment.

### **3.7 Heads of Schools and Departments**

The Head of School/College or professional services department or other discrete operational unit are responsible for the day-to-day implementation of the University's Health and Safety Policies and Procedures, and all relevant statutory provisions as far as they relate to their school/college or department's activities, and for:

- maintaining safe and healthy systems of work
- determining the appropriate level of resources allocated to their departments, for ensuring the policies and procedures are properly delivered and are sustained
- ensuring effective arrangements for the management of health and safety are in place
- ensuring that staff are in post who have the necessary knowledge, training, experience and skill to perform their roles and discharge their duties safely, and that their continuing professional development is encouraged and supported to ensure their competence

- ensuring health and safety is actioned within their management teams
- co-operating fully with any University inspection, monitoring, auditing and review arrangements
- developing their own Health and Safety policies and procedures as required
- consulting with their staff about significant changes in the arrangements for health, safety and welfare
- ensuring that all equipment is properly inspected, tested and maintained and that it is used safely, and appropriate records kept
- ensuring that all accidents, incidents and near misses are reported promptly to the Safety Office
- monitoring the workplace, ensuring safe conditions are maintained, and eliminating or reducing any significant risks to an acceptable level
- seeking, receiving and implementing advice from the University's Safety Office on health and safety matters
- taking personal action or empowering members of their departments to act to suspend or stop any activity that is dangerous or not sanctioned by the departments
- support the carrying out of departmental risk assessments and responding appropriately to the findings identified in risk assessments
- attending training in health and safety matters, and ensuring the attendance of their employees as required.

Heads of Schools and Departments remain responsible for any failures to act upon health and safety advice or failures to adhere to existing codes of practice, health and safety procedures, guidance or other University rules or instructions.

### **3.8 Managers, Line Managers and Supervisors**

Managers including line managers and supervisors share similar duties but with differing levels of responsibility.

Hazard identification, risk assessment and risk control processes to ensure safe systems of work are the responsibility of managers. These not only cover plant, equipment and the work or learning environment, but should take account of staff, students, contractors and visitors, and give due consideration to any increase in risk faced by those who may be more vulnerable such as those with disabilities, health conditions, young persons, and new and expectant mothers.

The risk reduction methods must include arrangements for the emergency evacuation of all persons in their area of responsibility, including any special arrangements for those persons who may have difficulty evacuating premises without assistance, for example those with disabilities or health conditions. Managers are encouraged to seek advice from the Safety Office as required.

Risk assessments and safe systems of work are to be recorded, implemented, reviewed, and communicated to all those who may be exposed to significant hazards or at risk.

Managers are responsible for the implementation of the University's health and safety policies, procedures, and arrangements within their own areas of responsibility, and for the monitoring of the workplace and the work activities in their areas, to ensure safe conditions are maintained. Once managers have identified health and safety risks or have been informed of a risk, they must ensure that these risks are eliminated or reduced to an acceptable level, so far as is reasonably practicable.

Managers whose areas of responsibility contain significant hazards such as chemical substances, high temperatures, machinery and equipment, working at height, working in noisy conditions etc., must ensure that staff, students, contractors and others in these areas are made aware of the risks and the corresponding safe systems of work. Managers must provide them with the required training to allow them to safely perform their activities safely. Managers are encouraged to seek advice from the Safety Office as required.

In summary, Managers' duties include the following:

- Ensuring their staff, students, contractors and others are made aware of the University safety procedures, arrangements and instructions
- Undertaking and documenting suitable and sufficient assessments of risk, and reviewing these on a regular basis (at least annually, or whenever there has been a near miss, accident or incident or a change that may affect the level of risk)
- Establishing and maintaining safe systems of work within their areas of responsibility
- Ensuring regular inspections take place in all areas under their control
- Ensuring adequate training, information, monitoring and supervision, so that activities are conducted safely
- Taking immediate and appropriate steps to investigate and rectify risks to health and safety arising from the work activity
- Consulting with their staff about significant changes in the arrangements for health, safety and welfare
- Ensuring that senior management and the Safety Office are informed of any health and safety matters that require their attention
- Ensuring that all accidents, incidents and near misses are recorded and reported to the Safety Office
- Ensuring proper supervision of staff, students, contractors, visitors and others in their areas of responsibilities
- Responsibility for the health and safety induction of contractors and visitors in their area of responsibility
- The maintenance of appropriate health and safety records
- Nominating First Aiders and Fire Marshals for their areas of responsibility as required
- Ensuring that health, safety and welfare policies, procedures and arrangements are implemented in all out reach centres and off-site events run by or in association with the University
  
- Ensuring an appropriate and documented health and safety induction for staff, students, contractors and visitors to their areas of responsibility
- Ensuring compliance with equality legislation whilst giving due regard to the requirement to protect and promote the health, safety and welfare of all students and staff
- Attending training in health and safety matters.

### **3.9 Employees**

Whilst the overall responsibility for providing a safe working environment, safe systems and sufficient provision for employees to act as safe persons rests at the highest management level, employees at every level have responsibility for their actions and any omissions while carrying out their work activities.

It is the legal duty of all employees whilst at work, or on University business or acting as a representative of the University to:

- take reasonable care of their health and safety and that of other persons who may be affected whether arising out of their work activity or while at work.
- co-operate with management in carrying out their health and safety responsibilities.
- report defects in plant, equipment, work procedures, arrangements and policy, which they may suspect are potentially hazardous to their immediate line manager
- report accidents to their line manager and ensure an accident form is completed.
- use, but not misuse, protective clothing, equipment or materials provided.
- comply with the health and safety instructions, both oral and written, which are issued to them which prescribe safe working methods and act in accordance with any information, instruction and training provided;
- use machinery, plant or equipment only with the appropriate guards or safety devices in position.
- not undertake any task for which no authorisation, information, instruction or training has been provided.

All employees of the University have a duty to acquaint themselves with all aspects of the University policies and procedures that impose duties upon them in relation to their specific activities, and to co-operate with the University's arrangements. In addition they are required to attend relevant health and safety induction and training programmes.

Failure to adhere to systems provided for their safety (eg. non-evacuation of buildings during a fire alarm, non-use of personal protective equipment provided etc.,) may result in action being taken against the person concerned, according to staff disciplinary procedures.

Serious breaches of health and safety regulations, policies, procedures or instructions will be treated as gross misconduct. In this situation, employees are reminded that they may be suspended from work without prior warning to ensure the safety of staff, students and others as a result of their unsafe actions.

Disciplinary action may also be taken against those who:

- Fail to report accidents, near misses and dangerous occurrences or situations including to themselves
- Obstruct, or refuse to cooperate with, accident investigations
- Obstruct, or refuse to cooperate with, other health and safety activities such as inspections and audits.

Such behaviour hinders the process of continuous improvement in health and safety and may result in unsafe situations arising or prevailing that create risk.

If employees find themselves unsure of their role or responsibilities in implementing the University's Health, Safety and Welfare procedures they should in the first instance consult their Line Manager or contact the University Safety Office.

### 3.10 Academic Staff

Academic staff have responsibilities under the Health and Safety at Work Act for their own safety and that of students in their charge while undertaking teaching activities including seminars, one-to-one tutorials, lectures, practicals and organising assignments, off-site activities and visits, work experience, and clinical or other placements.

Academic staff have responsibilities for ensuring the safety of others while in their care on University activities such as field trips, site visits, etc. To be able to discharge this duty, they must ensure that they familiarise themselves with the University's Health and Safety policy and procedures, and any other policies, procedures or requirements (including insurance arrangements) in relation to organising and delivering these activities.

Academic staff must familiarise themselves with the University evacuation procedures, e.g. nearest fire exits, assembly point, telephone and fire alarm call points for whatever building in which they are undertaking their teaching duties, and any individual arrangements for students with disabilities or specific needs.

Academic staff should inform all persons in their charge at the start of each new semester or location, of the evacuation procedures, nearest fire exits, alarm call points, etc. They must also ensure that all persons in the class/lesson/laboratory have vacated this area on hearing the alarm.

Academic staff have responsibility for ensuring:

- that an equivalent standard of health and safety is afforded to their students as is afforded to University staff generally
- students are equipped with the information, instruction, training and supervisory support necessary to ensure they stay safe
- that students' competency is tested before they are allowed to undertake hazardous activities or use hazardous equipment
- accidents, incidents and near misses involving students, staff or others are reported to their Head of School and the Safety Office
- the first aid facilities and evacuation procedures are brought to their students' attention
- students maintain a good system of housekeeping while in their charge
- the supervision of the activities, behaviour and safety of all students and visitors in their areas of responsibility
- safety control measures are adopted in their own specific areas for particular activities and/or equipment and that they are applied
- all in their charge, i.e. students, staff and visitors, are made aware of risk assessments and safe systems of work or learning that detail the control measures to be adopted and the safety procedures for the specific area or activity they are undertaking
- the integration of all relevant aspects of safety into the teaching processes and, if necessary, devote teaching time to this end
- clear instructions and warnings are provided as often as necessary e.g. notices, display posters and or handouts
- hazards that arise from their activities must be reported to their Line Manager
- Health and Safety Inductions covering accident reporting, first aid facilities and evacuation procedures are provided to those in their charge on the first day of their attendance or the first day in a new location.

### **3.11 Classroom and Laboratory Assistants and Technicians**

These staff are responsible to the teaching member of staff while classes are in session.

They are required to:

- Be familiar with any special safety measures to be adopted in their own specific areas and apply them
- Assist the teaching member of staff with the evacuation of students from the building in an emergency
- Be familiar with the emergency procedures in respect of fire and first aid and for individuals with disabilities and carry them out
- Follow safe working procedures personally
- Maintain good housekeeping standards
- Inspect and maintain tools and equipment to an agreed standard within their area
- Report any defects/hazards that arise to the person responsible for the class
- Report any accidents, incidents or near misses involving themselves or any student under their supervision to teaching member of staff while classes are in session, or to the Head of School and the Safety Office at other times.

### **3.12 Students**

While attending the University or University activities, students must exercise personal responsibility for themselves, and ensure that they act safely towards fellow students, staff and visitors to the premises.

Students must co-operate with the lecturing and support staff and adhere to any instructions given for their safety or the safety of others. Students must adhere to all relevant health and safety policies, procedures, arrangements, and rules; these may be specific to their School or relate to the University as a whole.

Students' clothing and footwear must be appropriate for the activities they are undertaking, so that it does not put their safety and that of others at risk, and in accordance with any departmental or School rules or instructions.

Items provided for students' safety must be made full and proper use of and must never be intentionally misused or damaged. All defects that arise in the items provided or equipment being issued or used must be reported to a member of the University staff.

Students must never bring substances that are hazardous to health onto the University premises.

Students found misusing equipment provided for their safety and that of others will be subject to the University's disciplinary procedures.

### **3.13 Contractors**

Contractors engaged by the University must comply with the University's Health and Safety Policies, procedures and instructions, and meet the requirements of the Health and Safety at Work Act and other related legislation, and any other enactment in force in respect of University staff and students.

All contractors and their employees agree as part of their terms of contract with the University to comply with their individual duties under the Health and Safety at Work Act, and of the Management of Health and Safety at Work Regulations to co-operate with the University to enable the University to meet its statutory duties towards its employees and duty of care towards others.

Contractors considered in breach of University Health and Safety Procedures, arrangements, rules or legislation will be asked to stop their present work activity. In a serious breach they will be asked to leave the University premises.

The University has delegated responsibility for management of and running a permit to work procedure to its Total Facility Management Company. The manager responsible for engaging their services remains ultimately responsible for their work activity while on the University premises and ensuring the contractor reports to and abides by the permit to work procedure

Any accident, incident or near-miss involving, caused by or witnessed by contractors must be reported to the University manager responsible for engaging them so that they can report this to the Safety Office.

### **3.14 University Managers and Supervisors of Contractors and Sub-Contractors**

Any member of staff who is responsible for hiring or overseeing a contractor or sub-contractors to perform work within the University must ensure that:

- Contract documents incorporate the applicable requirements under University's Occupational Health, Safety and Welfare Policy and Management System
- Relevant information relating to University's workplace hazards are communicated to the contractor, including consultation with the Asbestos Register held by the Property Services department.
- Proposed work is reviewed and authorised by the Property Services department before commencing
- Compliance with the University Health, Safety and Welfare Policy is monitored and enforced
- Contractors' safety policy statements, risk assessments and method statements are obtained and reviewed before work starts. These should be provided to the University's Total Facilities Management Company to be approved prior to attendance on site and a permit to work issued before work commences
- Contractors' Health and Safety Induction is undertaken by the University's Total Facilities Management Company prior to starting work, and a record kept of the Induction.

### **3.15 Others**

The University recognises its duty to ensure, as far as is reasonably practical, the health, safety and welfare at work of all its employees. This duty also extends to other persons such as:

- Persons with known disabilities
- Persons susceptible to injury
- Visitors and the public
- Trespassers
- Users of the University's goods or services
- Suppliers or providers of goods and services.

All the above groups usually known as "others" in health and safety legislation are owed a "duty of care" by the University. This "duty of care" also extends to the buildings, machinery, materials, access to and egress from the workplace.

These "others" must co-operate with the University's health and safety arrangements as part of the terms of entering the University.

Where personal protective equipment is required to be worn, visitors are under a statutory duty to wear this protective equipment or to take reasonable precautions for their own safety. Failure to do so will be regarded as a breach of the University policy, entitling the University to take such measures as it considers necessary. This could include asking visitors and others to leave the premises.

### **3.16 Health and Safety Manager**

The Health and Safety Manager must be capable and competent within the terms of current legislation to provide the University's community with advice on all aspects of health, safety and welfare.

The Safety Manager may base advice on consultations with various specialist advisors, some of whom may be formally appointed on the advice of the Safety Office for specific purposes.

The Safety Manager is responsible for the enforcement, monitoring and auditing of the University's Occupational Health and Management Systems.

The Safety Manager has a central role in the development of the University's Health and Safety Policies, procedures and guidance.

The Safety Office devises, organises and delivers training programmes in support of the University's safety policies and initiatives, and co-ordinates and records the provision of centrally-provided health and safety training.

The Safety Office undertakes monitoring, reviews, accident investigations and inspections to ensure that Schools and Departments are managing health and safety throughout their areas and that safety recommendations have been carried out.

The Safety Office maintains records of inspections, accident/incident reports, surveys, emergency evacuations and audits.

In collaboration with the Emergency Team, the Safety Office arranges emergency evacuation practices, and assists with controlling actual emergencies in accordance with the University's Emergency Response and Recovery Procedures.

The Safety Office liaises and reports, as necessary, to the Health and Safety Executive (HSE) and other statutory bodies on all health, safety and welfare matters, co-ordinating their visits and any matters affecting the University related to the enforcement authorities.

The Safety Office is recognised by the University as independent of individual Schools and Departments. The Safety Office reports for administrative purposes only to the Director of Property Services. The University recognises that the Health and Safety Manager is directly responsible to the University Secretary in the capacity as the member of VCE responsible for Health and Safety and through this office to the Vice Chancellor and the Board.



The Safety Office has the authority to issue Improvement Notices to ensure adherence to the University's policies and procedures or legislation. In the case of a serious breaches of health and safety legislation, Suspension Notices may be issued to stop dangerous activity or persons working unsafely. Contractors who are found to be ignoring any Improvement or Suspension Notice or warning will be instructed to leave the University's premises. Staff who do not adhere to Improvement or Suspension Notices may be subject to disciplinary proceedings.

The University recognises that the Safety Office cannot be held accountable for the failure of management or individuals to implement the University's Health, Safety and Welfare policies and procedures.

### **3.17 Specialist Health and Safety Staff**

The following groups of staff perform specific health and safety duties, and although they may advise, their function is to facilitate the implementation policies and procedures.

#### **3.18.1 Health and Safety Coordinators**

Health and Safety Coordinators are appointed by Heads of Schools and Departments in consultation with the Safety Office. The Coordinators are able to provide appropriate information and advice on Health and Safety at a local level and in the context of local hazards and operations.

The Coordinator will, in addition, be expected to liaise with other departments of the University or with Property Services to effect remedial action where a hazard or unsafe working practice has been notified

Ultimate responsibility for health and safety within the school or department rests with the Head, as detailed throughout this policy.

The role and responsibilities of the Health and Safety Coordinators are to:

- Monitor the overall operation of the University's occupational health and safety management system within their own school or department
- Ensure the implementation of Safe Systems of Working
- Disseminate Health and Safety information throughout their school or department
- Ensure an Action Log relating to any outstanding health and safety issues in their area of responsibility is maintained
- Maintain a Risk Assessment Log for their school or department of Display Screen Equipment (DSE), Control of Substances Hazardous to Health (COSHH) and other assessments
- Arrange and carry out Physical Conditions Inspections for their school/service
- Attend Staff team meetings, Management Team meetings and any other meetings as required
- Undertake and collate Health, Safety and Welfare checklists
- Seek advice from the Safety Office as required on health and safety issues
- Consult with the Property Services on matters relating to safety and maintenance in their areas of responsibility

- Ensure, so far as is reasonably practicable, the provision of a safe working environment and compliance with relevant safety legislation and local codes of safe working practice within the school or department
- Provide health and safety advice and information to staff and students
- Ensure that the appropriate and timely notifications of accidents, incidents and near misses are made to the Safety Office
- Receive notifications from staff and students of unsafe or unhealthy working conditions and to effect remedial action.

Where the Health and Safety Coordinator's school or department uses multi-purpose rooms or areas in buildings where there is no Health and Safety Coordinator, responsibility will be extended to those rooms and areas during occupation.

### 3.18.2 Radiological Safety Officer

Where operations and activities require it, the School or Department shall appoint a Radiological Protection Officer (RPO). By agreement the RPO will also carry the title and undertake the duties of the University Radiation Protection Adviser under the Ionising Radiations Regulations 1999. As per the Regulations the name of the appointed person, their qualifications and experience and the scope of the advice that they are required to give will be notified to the HSE.

The RPO will give advice on protecting persons against ionising radiations. Such expertise will include those matters summarised in the Approved Code of Practice for the Protection of Persons against Ionising Radiations Arising from any Work Activity, from the Ionising Radiations Regulations.

- restriction of exposure and maintenance of engineering controls and other equipment provided for such restriction
- identification of controlled and supervised areas
- control of access to controlled areas
- dosimeter and monitoring
- drawing up written systems of work and local rules
- selection of radiation protection supervisors
- investigation of abnormally high exposures and over-exposures
- training
- deciding whether it is feasible to restrict the exposure of female employees to a reasonably uniform rate
- hazard assessment and contingency arrangements
- prior examination of any plans for new plant or new premises or modifications to existing plant or premises from a radiation protection aspect
- other aspects of radiation protection that apply to the work with ionising radiation carried on by that employer.
- To co-ordinate the activities of School or Departmental Radiological Protection Supervisors.
- To disseminate and receive information on radiological safety in the University.
- To undertake appropriate safety inspections in areas where radiological work is undertaken.
- To monitor arrangements which have been made to deal with any foreseeable emergency in the radiological field.
- To monitor arrangements which have been made for the storage, transport, issue, containment and disposal of radioactive substances, and to keep appropriate

records required under the Ionising Radiations Regulations 1999 and other relevant legislation or codes.

- To administer a personal radiation monitoring service within the University in co-operation with Departmental Radiological Protection Supervisors.
- To investigate incidents and accidents involving radioactive substances, to recommend remedial action, and to keep appropriate records as above.
- To maintain liaison with appropriate enforcement authorities and professional colleagues.
- To maintain liaison with the University Safety Office.
- To undertake agreed teaching in the field of radiological health and safety.

### 3.18.3 Laser Safety Officer

Where operations and activities require it, the School or Department shall appoint a Laser Safety Officer (LSO) to be a specialist adviser on laser safety, based on the the rules for the safe operation of lasers within the University which are governed by British Standard 60825-1.

The primary functions of the LSO are to advise on laser safety and to maintain records of the uses of all lasers except encased Class 1 types, and similarly to authorise the users to undertake work with the lasers. It is important that the LSO has the full co-operation and the assistance of the local Laser Safety Supervisors if appointed.

- To receive notification and approve the use of all lasers (except encased Class 1) in the University and to maintain a register of all approved uses.
- To maintain a register of the users of all lasers in the University and to monitor any medical screening requirements for users in conjunction with the University's Occupational Health provider To inspect laser installations at intervals not exceeding 6 months, if necessary accompanied by a member of the Safety Office.
- To advise and instruct on the safe use of lasers in the University, including the preparation of written codes of practice and systems of work.
- To liaise with the University Safety Office.

### 3.18.4 Biological Safety Officer

Schools undertaking Biological Sciences as part of their curriculum must appoint a Biological Safety Officer. The function of a Biological Safety Officer is to ensure that staff and students working with biological agents and genetically modified organisms, plants or animals do so safely and without significant risks to health. Like that of Health and Safety Area Coordinators, the ultimate responsibility for health and safety rests with the Head of School.

Biological Safety Officers are responsible for:

- The provision of advice to staff, students, contractors and visitors attending or working in the area of Biological Sciences on matters of biological health and safety
- Liaising with other departmental safety personnel, specialists inside and outside the University, as appropriate, and with the Safety Office over the implementation of the University Health and Safety Policy as it relates to biological health and safety

Providing advice to the Property Services with regard to the design and construction of new buildings and the modification or refurbishment of existing buildings or areas on matters affecting biological health and safety

- Liaising with the University's Occupational Health provider on the provision of occupational health surveillance and monitoring where necessary
- Providing specific advice on:
  - waste disposal
  - the design of biological work areas
  - the preparation of schemes of work and local rules
  - COSHH assessments
  - the acquisition of any required licences or authorisations
  - the establishment/authorisation of a health and safety committee for genetic modification where required
  - the maintenance of, in consultation with the University's Occupational Health provider, a list of workers undertaking activities covered by the Genetically Modified Organisms (Contained Use) Regulations and any other relevant statutory provisions
- Overseeing and co-ordinating the provision of biological health and safety training.
- Bringing to the attention of those working or visiting the biological environments of biological health and safety issues and their responsibilities for compliance with local health and safety arrangements.
- Ensuring regular schedule of inspections, auditing and monitoring of the departmental biological health and safety arrangements are undertaken.
- Ensuring that microbiological emergencies, accidents, near misses and other incidents are investigated and instigation of any remedial action.
- Liaising with the various relevant inspectorates and co-ordinating their visits and inspections.

It should be noted that the functions listed above are carried out in collaboration with the Safety Office.

### 3.18.5 Trade Union Safety Representatives

In compliance with the regulations made under the Health and Safety at Work Act, the recognised Trade Unions of the University will be asked to appoint Safety Representatives to represent the interests of their members on health and safety matters. The functions of Safety Representatives as designated in these regulations include the following:

- to investigate accidents and reports of hazards.
- to investigate complaints of a health and safety nature made by their members.
- to discuss health and safety matters with the management of the University as part of the joint consultation procedures.
- to carry out inspections of the workplace.
- to receive information from Inspectors of the Health and Safety Executive and similar enforcing authorities.
- to attend meetings of the University's Central Health, Safety and Welfare Committee.

In accordance with the Safety Representatives and Safety Committees Regulations, the Safety Representatives have agreed levels of time, appropriate resources, facilities and access to training to enable them to carry out their health and safety duties.

Senior management of the University will consult with the appointed Safety Representatives on all matters relating to health, safety and welfare issues.

### **3.19 Emergency Personnel**

#### **3.19.1 Fire Marshals**

Schools and Departments shall appoint staff to act as fire marshals to assist the University with fire and emergency evacuations of its buildings. The Safety Office will provide appropriate instruction and training for these staff. This includes the assessment of the circumstances under which firefighting should be avoided or stopped.

The University does not require the fire to be extinguished, but extinguishing action may be taken if the person is competent to undertake such action and only if safe to do so. Persons will only be deemed competent if they have been recorded as Fire Marshals having completed fire safety and extinguishing training.

If an incident or injury takes place when Fire Brigade personnel are in attendance, this must be reported to the senior fire officer immediately.

#### **3.19.2 Emergency and Incident Controllers**

The University shall appoint emergency and incident controllers. These controllers will be provided with the necessary training in dealing with emergency incidents arising out of fire, bomb, gas, chemical, terrorism, civil disorder and other such situations.

Their role is to

- co-ordinate the medical teams
- organise fire marshal teams
- escalate to Incident Management Teams
- liaise with the emergency services controller
- develop a University wide emergency plan, logging these plans with the local authorities and emergency services via the University Director responsible for Business Continuity Planning, ensuring they are constantly reviewed and updated
- liaise with the local authorities, emergency services via the University Director responsible for Business Continuity Planning
- ensure the enforcing authorities are notified of any incident that falls under the jurisdiction for reporting such incidents, by the quickest method.
- ensure the safety of all those under their control

Only staff trained to undertake this function should carry out these duties.

#### **3.19.3 First Aiders**

The University shall appoint staff to act as University first aiders. The Safety Office will provide appropriate instruction and training for these staff.

First aiders are responsible for ensuring their own First Aid Bag, and any First Aid boxes or stations within their School or Department are well stocked and in date.

- They are issued with high visibility jackets
- They attend accidents and emergencies which occur in the workplace

- They administer treatment in accordance with their training
- If an incident or injury takes place when Fire Brigade personnel are in attendance due to an evacuation, these must be reported to the senior fire officer immediately.

First Aiders must report to the Safety Office all health incidents and accidents that they attend to, even if no treatment is required or given.

## **4. ARRANGEMENTS FOR SAFETY**

This section of the Health and Safety Policy contains guidance on how to make arrangements for health and safety

### **4.1 School and Departmental Health, Safety and Welfare Policies and Procedures**

Heads are expected to produce their own Health, Safety Procedures where required. These documents will detail how the general aims and requirements of the main University Policy and procedures are to be implemented within the context of the School or Department's specific activities and associated hazards, together with identifying any specific roles and responsibilities in relation to health and safety.

### **4.2 Control Measures**

The manager or lecturer in charge of the work place or activity will ensure that all the necessary protective and preventative measures identified by risk assessments or specified in safe systems of work are in place and that they are regularly maintained and reviewed.

### **4.3 Emergency Procedures**

The University has developed specific emergency procedures appropriate for the size, geographical location and the nature of activities undertaken. The appropriate identification of hazards, risk assessments and control measures have been implemented in accordance with the duties placed on the University by current Health and Safety legislation.

The emergency procedures are designed to give ample warning of imminent danger. Heads and their management teams are responsible for ensuring all their employees, students, visitors and others within their area of responsibility are informed of and understand the University emergency procedures.

### **4.4 First Aid Provision**

Following the University's assessment of first-aid needs appropriate equipment and facilities have been provided as required by Health and Safety (First-Aid) at Work Regulations 1981 for all sites, campuses, vehicles and those taking part in educational visits or travelling on University business. This needs assessment is reviewed regularly to ensure that these provisions remain suitable and sufficient.

### **4.5 Working Environment**

Good housekeeping is an important factor in the maintenance of the workplace environment. The University has in place systems to deal with not only unsafe conditions but also preventive measures for continued maintenance and repair of buildings, facilities and services eg. lifts, fire doors, fire extinguishers, lighting, floor coverings, furniture, cleaning waste removal etc.

## 4.6 Inspections

Heads and their management teams shall organise and carry out departmental safety inspections, recording their findings and recommendations. Reports will be submitted to the Safety Office to monitor compliance. To further enhance the safety culture of Schools and Departments, Heads will be expected to attend at least one of these inspections in their areas per annum.

## 4.7 Workplace Equipment

All University machinery and equipment, fixed or portable, is subject to the Provision and Use of Work Equipment Regulations 1998. Before any University equipment or machinery can be used, managers must ensure that persons are trained and fully conversant with the safe operation and a record of this training kept. Those undergoing supervised training will only be allowed to operate equipment or machinery when a supervisor is present. Where equipment and machinery form part of a workshop, kitchen or laboratory, permission to procure and use must first be obtained from the person in charge of the area.

## 4.8 Reporting of Accidents/Incidents

Accidents and incidents should be reported on the University's accident reporting portal. Details of which can be found on the **Accident and Incident Reporting page on the Health and Safety intranet pages** or by using this [link](#)

It is the responsibility of the injured party to ensure an accident is reported using the University's accident/incident reporting system.

## 4.9 Accident, incident and near miss investigations

The Safety Office will oversee the investigation of all significant accidents, incidents and near-misses. Following an accident, incident or near miss, relevant risk assessments and safe systems of work must be reviewed and revised as required. Schools and Departments must implement the recommendations arising from accident, incident and near miss investigations.

Any accidents, incidents or near-misses involving students on work placements, including students or staff on clinical placements, must be reported to the placement provider as well as the School and Safety Office. The duty to investigate these incidents, and any requirement to report to enforcement authorities in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995), rests with the placement provider. However, the School and the Safety Office will liaise with the placement provider as required to ensure that risk assessments, safe systems of work, and the provision of training, instruction, monitoring and supervision of students is reviewed and revised as required.

## 4.10 Occupational Health

The University is committed to protecting the health of its employees, students and others over and above its general duty required by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. Health surveillance in compliance with COSHH and other regulations shall be carried out where required in conjunction with the University's Occupational Health provider.

#### 4.11 University Health, Safety and Welfare Committee

Information regarding the membership, constitution, and terms of reference for this committee together with its role and functions can be found On the Health and Safety Sharepoint site. The University's Health, Safety and Welfare Committee is an important component of the University's Occupational Health and Safety Management System.

The Health and Safety Committee shall monitor accident, ill health and other performance data to evaluate the effectiveness of arrangements for health, safety and welfare, and in conjunction with the Safety Office develop accident reduction programmes and other initiatives to ensure continuous improvement in performance.

#### 4.12 Health and Safety Consultation

The University has a duty to consult in good time with and provide information to its staff on all aspects of health, safety and welfare. The role of the trade union appointed safety representatives, who are members of the University Central Health, Safety and Welfare Committee, is to undertake consultation, receive information and represent for all employees, even if they are not trade union members.

Formal arrangements for consultation with and representation from Safety Representatives throughout the University are carried out by the Central Health, Safety and Welfare Committee, on all matters relating to health, safety and welfare as required by the "Safety Representatives and Safety Committees Regulations", the "Management of Health and Safety at Work Regulations" and the "Health and Safety (Consultation with Employees) Regulations 1999".

#### 4.13 Training and Instruction

Training and instruction is an important way of achieving capability and competence of staff and students allowing them to become safe persons while converting information into safe working practices.

Each School or Department shall ensure new staff and students receive appropriate instruction and information on health and safety. This should include Health and Safety Induction. The Health and Safety Induction presentation can be found on the Health and Safety Sharepoint site under Training for Staff and Students respectively.

Training requirements for staff will be assessed based on the job roll and risks involved. This will be identified in School and Departmental Training matrices. In general terms frequencies of refresher training should be as follows:

<b>Type of Training</b>	<b>Refresher Frequencies</b>
Managing Safely	3 years
COSHH	3 years
Health and Safety Training for Directors and Senior Managers	5 years
Risk Assessment	3 years
Ladder/Manual Handling	3 years
First Aid at Work	3 Years
Fire Marshal Training	3 Years



In addition to the above training frequencies will need to be assessed on a school or departmental level in conjunction with the University's Health and Safety Manager. Refresher frequencies could also be conducted reactively at shorter periods dependent on certain situations, hazards arising from acts or omissions. Training will also be provided for Heads of School/ Professional Service to ensure that they are fully aware of their responsibilities in respect of Health and Safety.

#### **4.14 Shared Responsibilities**

Where shared responsibilities exist between the University and other organisations then an agreement will be drawn up to clearly distinguish the responsibilities of each party and how co-operation and co-ordination will be achieved. This agreement will also contain specific information regarding the implications of health and safety together with agreed measures of control ensuring each organisation's personnel are not put at risk.

Where employees or personnel from other organisations work on University premises they are expected to comply with the University's Health and Safety Policy, instructions, emergency procedures and all subsidiary local rules and guidance.

#### **4.15 Risk Assessments**

Managers of the University have a statutory requirement to ensure "suitable and sufficient" risk assessments are undertaken for all of the University's activities and processes prior to the activity starting. Managers will ensure identification of hazards, assessment of the risks, implement risk control measures, and review and record the assessment findings.

The assessment will describe the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified as far as is reasonably practical. Appropriate control measures will be implemented and adequately maintained and records kept of any monitoring or maintenance of equipment undertaken. These records will be kept both centrally and locally by management as long as required by the relevant statutory provision.

These risk assessments and safe systems of work shall be reviewed on a regular basis (at least annually, or whenever there has been a near miss, accident or incident or a change that may affect the level of risk).

Please refer to Risk Assessment Guidance: Traffic Lights to Safety on the Health and Safety Sharepoint Site.

#### **4.16 Policies and Procedures**

The Safety Office has developed specific policies, procedures, information, instruction and guidance documents to assist Schools and Professional Services Departments in the implementation of this policy and the management of specific activities and hazards. These documents are available from the health and safety Sharepoint site.

## 5 INSURANCE

The University recognises its statutory and common law duties, and has taken out insurance with an approved insurer against liability.

A brief outline of the cover provided is as follows:-

- Insurance is provided to meet the cost of damages, costs and expenses of employees who sustain injury or disease in the course of their employment at the University for which the University is legally liable. The insurance in this respect is unlimited in amount.
- Cover is also provided for Damages and Cost and Expenses which the University may become legally liable to pay if a third party sustains bodily injury or damage to their property and such injury or damage arises in the course of the business of the University.

The following points should be noted:-

- That cover is provided in respect of all activities undertaken in the normal course of the University's business and as such will include activities such as fieldtrips, business travel and participation in the University's Fire, First-Aid, Health and Safety Services.
- Cover in respect of injury to employees applies anywhere in the United Kingdom and during temporary visits abroad.
- Cover in respect of injuries to third parties or damage to third party property also applies anywhere in the United Kingdom and is extended in respect of visits abroad. Staff must ensure that they have completed a risk assessment which has been submitted to the Safety Office, authorised and a travel code issued prior to booking the trip. The trips must only be booked with the Universities preferred supplier Ian Allen Travel

The University has appointed a key contact to liaise with the University's insurance companies in the Finance Department. The University recognises the need for close liaison between the University's Safety Office and the insurance companies. However, it also recognises the importance of the Safety Office remaining independent from the insurance companies, especially when investigating accidents that have led to injury.

The University requires contractors/self-employed persons to supply copies of their liability insurance certificate.

The University's certificate of indemnity is prominently displayed in all University Reception areas.

## 6 MONITORING

The Health and Safety Policy and Procedures will be regularly monitored to ensure that health and safety objectives are achieved. This monitoring will take the form of regular workplace safety inspections, reviews, accident analyses and procedures required by the senior managers/supervisors, Health, Safety and Welfare Committee and the Safety Office. The University procedures, arrangements, instructions, codes of practice, rules and training provided will form the main basis of health and safety audits in accordance with the Health and Safety at Work Act.

Heads of Schools and Professional Service Departments will implement a programme of inspection for their areas of responsibility and these will be monitored by the Health and Safety Committee.

This policy will be reviewed from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular Schools, Departments or groups of staff, and by procedures or codes of practice developed by the Safety Office. If necessary, the policy will be reviewed in the light of legislative or organisational changes. All such additions, modifications and supplements will be issued to all staff and to student representatives.