



# Health and Safety Policy

April 2020

## Reviews and Revisions

| Date          | Reason   | Reviewer                                    | Next review date | Approved by                                 |
|---------------|--|---|------------------|---|
| January 2016  | Initial Publication  | Chief Operating Officer                     | January 2017     | Board of Governors                          |
| January 2017  | Annual Review  | Chief Operating Officer                     | January 2018     | Board of Governors                          |
| November 2017 | Change to the Chair of the Health and Safety Management Group and Review   | Pro Vice Chancellor (Research & Innovation) | November 2018    | Pro Vice Chancellor (Research & Innovation) |
| March 2018    | Annual Review  | Pro Vice Chancellor (Research & Innovation) | March 2019       | Board of Governors                          |
| March 2019    | Annual Review  | Pro Vice Chancellor (Research & Innovation) | March 2020       | Board of Governors                          |
| June 2019     | Branding and change to accountabilities - Pro Vice Chancellor (Research & Innovation), Director of Human Resources and Director of Finance | Pro Vice Chancellor (Research & Innovation) | March 2020       | Board of Governors                          |
| April 2020    | Annual Review  | Pro Vice Chancellor (Research & Innovation) | April 2021       | Board of Governors                          |

# Introduction by the Vice-Chancellor & Chief Executive

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“Nothing that we do is so important that it cannot be done safely”

As Vice-Chancellor I recognise the importance of providing and maintaining a safe and healthy environment in which we all work, teach, study, research and pursue the University’s other business interests. Nothing that we do is so important that it cannot be done safely.

It is my intention to meet our obligations under the Health and Safety at Work etc. Act 1974, which requires every employer, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all employees and to conduct our business so that students, partners and visitors are not exposed to risks to their health and safety.

To achieve this, part of my role is to promote a culture where health and safety is integrated into our work as a core management function including the allocation of resources appropriate to the risk as necessary.

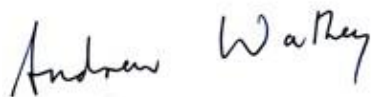
This Health and Safety Policy describes how the University, overseen by its Board of Governors, manages the risks to health and safety and explains:

The strategic aims of the Board of Governors and the University Executive.

The organisation of managers and staff at all levels with health and safety roles and responsibilities.

The arrangements by which management will discharge those responsibilities.

On behalf of the board and University Executive, I would like to enlist the support of all staff, students and partners in upholding Northumbria University’s good record by playing their part in keeping this University a safe and healthy place to work and study.



**Professor Andrew Wathey**  
Vice-Chancellor & Chief Executive.  
May 2020

# Northumbria University Policy Statement

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“The Board considers health and safety to be a core management function and believes that the health, safety and welfare of its staff, students and visitors are our highest priority”.

As the employer, the Board of Governors accepts ultimate responsibility for health and safety and is committed to ensuring that these responsibilities are fully discharged throughout the University.

The Board considers health and safety to be a core management function and believes that the health, safety and welfare of its staff, students and visitors are our highest priority.

The University will ensure that the necessary resources are available to implement the Policy successfully. This includes ensuring that the Policy is communicated effectively and that staff are competent to fulfil their health and safety roles.

The Board of Governors accept that successful health and safety management can only be achieved through planning, and that the Policy must be regularly reviewed and developed.

The Board of Governors also acknowledge that the primary responsibility for implementing the Policy lies with the Vice-Chancellor, assisted by University Executive and senior managers.

The effective delivery of this Policy will also require everyone accepting a personal responsibility for their own health and safety and that of others and the provision of professional and competent support and advice to all areas of the University.

The University’s aim is to achieve best practice in health and safety through continual improvement and the control of risk, whilst ensuring the University achieves its vision to be a research-rich, business-focused, professional University with a global reputation for academic excellence.



**Chris Sayers**  
Chairman Board of Governors  
May 2020

# Aims of the Policy

The University expects staff, students, contractors and visitors to co-operate on health, safety and welfare matters, take care of their own health and safety and that of others who may be affected by their actions.

The principal aims of this Policy are to reduce risk to people and property and to ensure:

- Legal compliance as a minimum.
- The development of a health and safety management framework based upon the University protocols of Plan, Do, Check, Act.
- That health and safety responsibilities are clearly defined for role-holders at the University.
- That Policy and protocol requirements are implemented consistently across the University.
- The setting of health and safety objectives as part of the planning process.
- That systems are in place to monitor health and safety by the University in partnership with staff organisations.
- That effective communication and consultation systems for health and safety are in place.
- That a University health and safety management group is set up to meet regularly.
- That risk management systems are in place to prevent injury and ill health.

In order to have a robust health and safety management system, the University seeks to implement a clear risk assessment strategy which carefully examines the elements in work or study that could cause harm, and requires the implementation of effective control measures to minimise these risks.

One of the key aims of this Policy is to ensure there is a 'One University' approach to health and safety. The Central Health and Safety Team are responsible for co-ordinating and evidencing the appropriate application of all health and safety related activities at the University and has the full backing of University Executive to request and enforce changes at any level of the University which will improve the health and safety of our staff, students and visitors.

The Central Health and Safety Team are responsible for co-ordinating all health and safety related activities at the University, including working with Human Resources to address training and development needs. The accountability for completion of the training and adherence to policies and procedures however lies with each and every one of us.

As the activities of the University are broad and complex and statutory duties are extensive, role holders are assigned clear responsibilities to enable them to implement particular activities and actions.

This policy will be reviewed annually.

This policy applies to all staff, students, contractors and service partners and will be implemented at all campuses.

Failure to comply with these requirements may lead both to disciplinary action by the University and potential legal action by the enforcement authorities.

# Statement of Responsibilities for Health and Safety

This may be simply the core legal duty as an employee to co-operate with the University. However, any University employee acting in a managerial, professional or supervisory capacity bears additional management responsibilities. The more senior the appointment, the more onerous the responsibility.

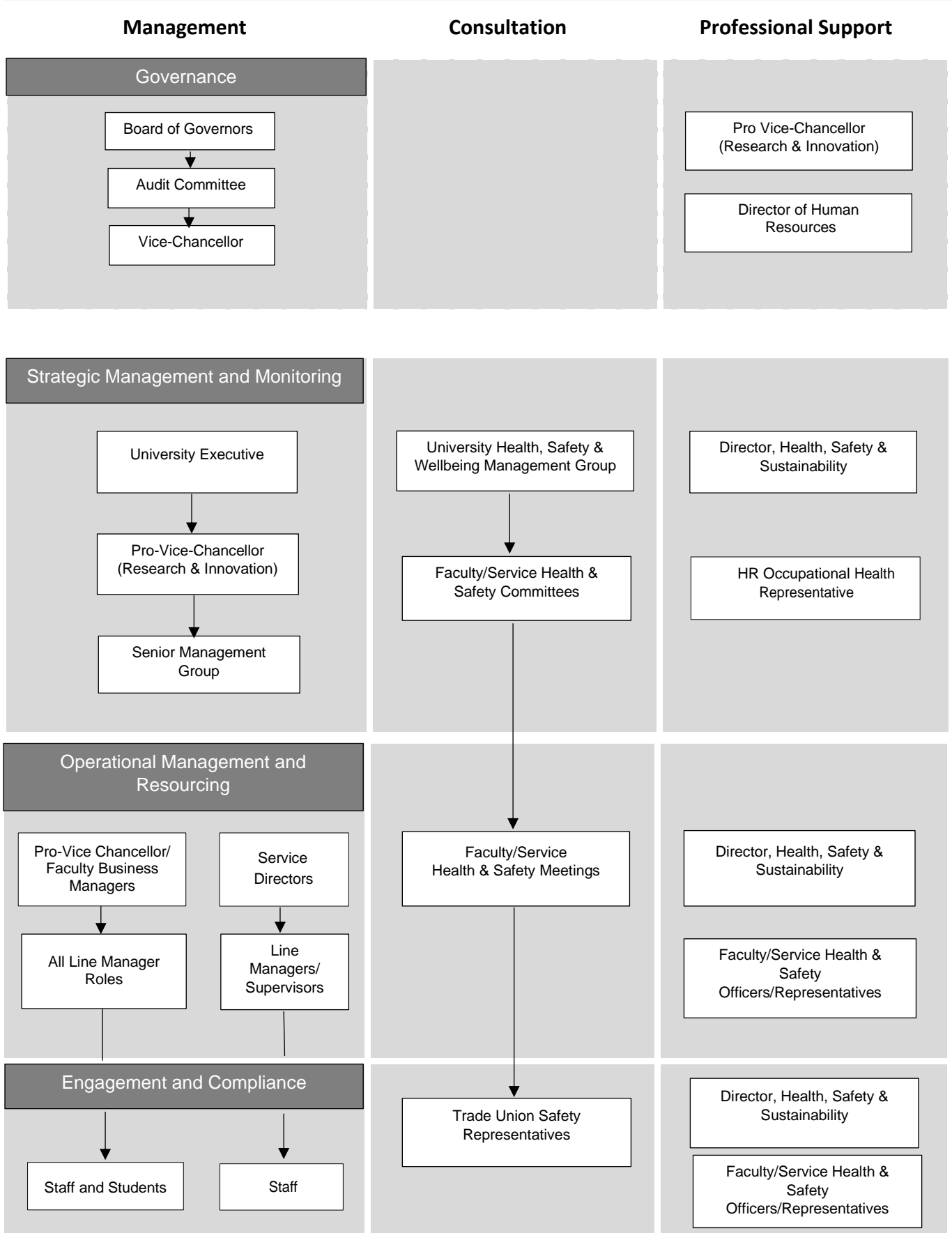
The level of that responsibility is directly linked to the level of control. In health and safety terms the manager/supervisor will be responsible for those people and activities they are expected to control.

This responsibility applies to all University activities (work, study, research, etc.) wherever they take place (for example on campus, during fieldwork, placements, study abroad or at conferences). To enable everyone to understand what is expected of them, this Policy formally translates the University's duties laid upon it by legislation, civil law and its own expectations in three ways:

1. As the Policy Statement which sets out the University's commitment to health and safety.
2. A statement of responsibilities for each role. These responsibilities cannot be delegated. However, for staff, the actions needed to fulfil them can be passed on to other role holders.  
In order to assist role holders to understand their legal duties and to demonstrate commitment to the management framework, the University follows the principles of the Universities Safety & Health Association Guidance – Leadership & Management of Health & Safety in Higher Education Institutions. (USHA 2015).
3. In documented codes of practice and guidance papers which set out what must be achieved by all Faculties and Services for each health and safety topic.

The responsibility to comply with each code of practice or guidance paper is aligned through the recognised line management structure as set out on page 6. Each code of practice is authorised by the Pro Vice-Chancellor (Research and Innovation) in consultation with the Health, Safety & Wellbeing Management Group.

# Health and Safety Governance and Organisation



# Outline of Responsibilities for Role Holders

The responsibilities listed below apply to all members of the University community based on their position in the line management structure. The nature of the structure is such that some role holders will have more than one set of responsibilities

## 1. The Board of Governors, Related Bodies and Role-Holders

- 1.1 The Board of Governors is ultimately responsible for the health and safety of everyone who could be harmed by University activities, both on and off University-occupied premises.
- 1.2 The Board of Governors must:
  - Satisfy itself that the University has an appropriate written Policy Statement on Health and Safety, along with effective arrangements to implement it.
  - Consider the health and safety implications of strategic decisions such as large projects or new working arrangements.
  - Provide an effective mechanism by which staff are consulted on health and safety.
  - Ensure that the University Health, Safety & Wellbeing Management Group continues to meet in line with its terms of reference.
  - Select a Nominee Governor to sit on the University Health, Safety & Wellbeing Management Group.
  - Provide facilities for recognised trade unions to appoint safety representatives and enable them to discharge their responsibilities.
  - Receive regular reports from the University Health, Safety & Wellbeing Management Group.
  - Be notified of any incidents carrying a major risk to health and safety, any enforcement action taken against the University and any response taken in relation to these.
- 1.3 To discharge these responsibilities, the Board of Governors is advised, in particular, by the Vice-Chancellor, Pro Vice-Chancellor (Research and Innovation), Director of Human Resources and by the professional structure set up by the University to provide expert direction on health and safety. Additional independent oversight is provided to the Board via the Audit Committee.
- 1.4 Audit Committee plays a more formal assurance role to the Board of Governors on the health and safety control environment, including:
  - Monitoring of actions related to health and safety commissioned as part of the wider internal audit programmes are adequate and followed up by management.
  - Requesting reports on high risk outcomes of health and safety audits conducted by the University's health and safety external auditors.
  - Requesting specific information from the University Executive on the details of, and actions taken as a result of health and safety incidents brought to its attention, whether from the University Executive or at the request of the Board of Governors.
  - Any other health and safety control oversight requested of it by the Board of Governors.

## **2. The Vice-Chancellor and Chief Executive**

- 2.1 The Board of Governors delegates the day-to-day executive responsibility for ensuring that the University complies with relevant health and safety legislation to the Vice-Chancellor. The Vice-Chancellor provides the link between the broad strategic responsibility of the Board for health and safety and executive oversight leading to implementation and management of the University's Health and Safety Plan.
- 2.2 The Vice-Chancellor must:
- Ensure that the University has a Policy on the management of health and safety and that this Policy is reviewed on a regular basis and communicated to all staff.
  - Ensure that structures, systems and procedures are in place to secure implementation of this Policy and associated codes of practice and protocols.
  - Agree how the Policy will be measured, monitored and reported through the development of appropriate key performance indicators.
  - Set health & safety objectives for the University Executive.
  - Arrange for the Pro Vice-Chancellor (Research and Innovation) to chair the University Health, Safety & Wellbeing Management Group to ensure consultation with staff via their representatives and Trade Union Representatives.
- 2.3 The Vice-Chancellor also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the University. In exceptional circumstances, this may include summarily closing down University buildings, sites, operations or activities.
- 2.4 On a day-to-day basis, the Vice-Chancellor delegates this executive action to the Pro Vice-Chancellor (Research and Innovation) and the Director, Health, Safety & Sustainability.

## **3. The Pro Vice-Chancellor (Research & Innovation)**

- 3.1 The Pro Vice-Chancellor (Research and Innovation) is responsible for ensuring that structures, systems and procedures are in place to secure implementation of this Policy and associated protocols and ensures that the Board of Governors receives regular reports on health and safety.
- 3.2 Responsibilities include:
- Ensuring that the University successfully manages health and safety and that appropriate measures are taken to promote an effective health and safety culture within the University.
  - Ensuring that the University has a Policy, which is appropriately managed, on the management of health and safety and that this Policy is communicated to all employees.
  - Chairing the University Health, Safety and Wellbeing Management Group which has responsibility for devising and monitoring the University's Health and Safety Plan.
  - Within the resources provided for the University, ensuring that there are adequate staff, funds and materials to support the Health and Safety Plan.
  - Ensuring that effective communications strategies are in place in order to disseminate information to all levels of staff.
  - Ensuring that Senior Managers fulfil their specific responsibility for implementing the University's Health and Safety Policy and Health and Safety Plan.
  - Is the Landlord for the University estate, and is responsible for health and safety in relation to building structures, fabric and services, as well as general areas of all buildings which are not the specific responsibility of a local Senior Manager.
  - Ensuring statutory compliance testing and associated remedial actions are implemented and resolved in all University owned and leased buildings.



- Ensuring that systems are in place to quickly rectify hazards associated with the building fabric.
- Act as the Duty Holder as required by specific protocols, e.g. asbestos; legionella management etc.
- Nominate and appoint specialist roles as required by specific protocols e.g. asbestos, legionella management etc.

#### **4. Health, Safety and Wellbeing Management Group**

- 4.1 The function of the Health, Safety & Wellbeing Management Group is to assist the Pro Vice-Chancellor (Research and Innovation) with the executive responsibility for the health and safety performance of the University.
- 4.2 The Group is chaired by the Pro Vice-Chancellor (Research and Innovation) and is composed of Senior Managers from each Faculty and Service Department selected for their knowledge and experience of health and safety, the Director Health, Safety & Sustainability, recognised Trade Unions and non-union staff representatives. It meets at least four times per year and performs the following functions:
- To develop the University's Health and Safety Plan with the aim of controlling risks and continually improving health and safety standards throughout the University.
  - To direct Senior Managers on the implementation of the University's Health and Safety Plan.
  - To consider reports from Senior Managers on health and safety performance in their departments.
  - To monitor the success of the University's Health and Safety Plan and review its effectiveness.
  - To consider new legislation and guidance on health and safety matters, the implications for the University, and what action needs to be taken to ensure compliance.
  - To involve staff representatives on the Group in the management of health and safety in the University.

#### **5. University Executive, Faculty Pro Vice-Chancellors, Service Directors and Director of London Campus (jointly here referred to as the Vice-Chancellor's Senior Management Group)**

- 5.1 On a day-to-day basis, the Vice-Chancellor's Senior Management Group ensure compliance, implementation and monitoring of the University's health and safety management system in line with the Health and Safety Policy, protocols, local arrangements and legislative requirements in their Faculty/Service. The Senior Management Group may delegate their authority and actions (but not responsibility) for this to Heads of Department, Assistant Directors of Service and core Faculty/Service staff who have the necessary competency (skills, experience, knowledge and training). In particular, the Senior Management Group must:
- Provide leadership and governance which supports and strengthens the University's health and safety culture.
  - Set health and safety objectives for the Faculty/Service Leadership Team.
  - Define a clear health and safety management structure in their area to support the implementation of University Policy and protocols.
  - Ensure implementation of a Faculty or Service Health and Safety Operating Arrangements document and ensure arrangements are in place to disseminate to all members of staff.
  - Work in partnership with the Central Health & Safety Team and other specialist managers to ensure University codes of practice are implemented.

- Make arrangements for a Faculty/Service health and safety committee to meet at least four times per year.
- Ensure that trade union safety representatives are consulted as equal partners in inspections, meetings and with the formulation of local arrangements.
- Ensure that an adequate number of staff are nominated or appointed to fulfil specific health and safety functions including Faculty Technical Support Managers/Health and Safety Advisers and any other roles identified within the protocols and that they are adequately trained to fulfil these roles. This should be proportionate to the level of risk in the work area.
- Ensure managers take responsibility for health and safety management for any visiting staff and agency workers.
- Ensure that risk assessment processes are in place in line with the University Risk Assessment Code of Practice.
- Where health surveillance is identified in the risk assessment, ensure there is a process for staff to be referred to the Occupational Health Service.
- Understand the risks presented by their operational activities and incorporate these into a hazard register.
- Ensure that staff and students receive recorded training, supervision and induction, and are competent to undertake tasks safely, with adequate time, resources and support.
- Ensure that all staff and students are involved by promoting two-way communication relating to health and safety.
- Promote the importance of reporting accidents, incidents, near misses and cases of work-related ill health and be involved with investigations.
- Ensure processes are in place to address breaches of this Policy, associated protocols or local health and safety arrangements.
- Fulfil the legal requirements of the nominated Responsible Person for fire safety where appropriate in Faculties and Services.

## **6. The Director of Human Resources**

Principal duties include:

- Management responsibility for the Central Health, Safety and Sustainability Team.
- Ensuring arrangements are in place to monitor, report and record performance on the statutory compliance position.
- Ensuring management systems are in place to monitor/evidence statutory compliance in premises not owned by the University but which house University staff or students.
- Organisation of fire drills and emergency procedures.
- Ensuring that communication systems are in place to inform occupants of general building health and safety information and emergency procedures.
- Carrying out periodic inspections of standards of health and safety, general housekeeping, and maintenance and repair.

## **7. Deputy FPVC/Business Managers/Service Directors**

7.1 On a day-to-day basis the management, detailed planning and implementation of health and safety at a Faculty/Service level is delegated to the Deputy FPVC/Business Manager/Director of Service by the UE lead. The Deputy FPVC/Business Manager/Director of Service may also delegate their authority and tasks (but not responsibility) to staff who have the necessary competency, for example Heads of Department (skills, experience and knowledge and training).

7.2 Deputy FPVC/Business Managers/Directors of Service must:

- Provide leadership within their Faculty or Service for health and safety.
- Adopt and implement this Policy.
- Ensure health and safety arrangements are in place to disseminate to all members of staff.
- Develop and implement a Faculty or Service Health and Safety Plan and resource it.
- Work in partnership with the Director, Health, Safety & Sustainability.
- Ensure that effective risk assessment processes and risk registers are in place and control measures implemented.
- Ensure that risk assessments are regularly reviewed, based on the level of risk.
- Put in place improvements in the management of workplace health with support from the Occupational Health Service.
- Ensure that all staff and students have the appropriate level of induction, training and supervision, are deemed competent, and that this is recorded.
- Chair their Faculty or Service Health and Safety Committee.
- Where premises or workspaces are shared, use cooperation, communication and coordination to denote, discuss and agree health and safety responsibilities and processes.
- Where necessary, nominate or appoint staff to fulfil the Health and Safety Officer function and other specific health and safety roles such as Fire Marshals, Laser Safety Officers, Biological Safety Co-ordinators, Radiation Safety Co-ordinators and First Aiders.
- Formally address any breaches of this Policy or its associated protocols.
- Inform the Pro Vice-Chancellor (Research and Innovation) of any health and safety performance issues and achievements.
- Ensure the collation of Faculty or Service key performance indicators and submit reports to the Health, Safety & Wellbeing Management Group.

## **8. Heads of Department, Line Managers and Academic Tutors (including Academic Supervisors, Research Supervisors, Research Groups or Institute Leaders and Principal Investigators)**

8.1 For the purposes of health and safety:

- The term 'line manager' refers to anyone working at the University who guides or controls research, teaching, budget, workspace or people (staff or visiting researchers).
- The term 'academic tutor' refers to anyone who is in charge of a student or group of students on behalf of the University at any given time. This term is not location specific and includes all elements of a teaching or supervision programme.

8.2 In practice, to ensure effective management of health and safety within their remit, Business Managers/Directors of Service delegate the implementation of the following day-to-day tasks to Heads of Department, academic tutors and line managers. This is assumed unless an alternative arrangement is agreed with the Business Manager/Director of Service and documented in the Faculty/Service Health & Safety Operating Arrangements as part of the teaching or research protocols.

8.3 Heads of Department, Line Managers and Academic Tutors must:

- Apply and implement the University's Health and Safety Policy, protocols and local arrangements.
- Ensure that risk assessments in their area are carried out and authorised appropriately.
- Ensure identified control measures are implemented and continue to be effective.
- Ensure that risk assessments are recorded, regularly reviewed, updated and shared with affected people. If the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately.

- Ensure that risk assessments fully reflect the teaching protocols and that the relevant control measures are clearly defined in the teaching protocols.
  - Ensure that where the need for health surveillance is identified in a risk assessment, staff within their remit are referred to the Occupational Health Service and where required, attend sessions for health surveillance.
  - Carry out a risk assessment using appropriate confidentiality if a staff member or student approaches them regarding a disability or condition affecting health.
  - Ensure that staff and students within their remit receive induction, training, resource (including time), advice and support, and are supervised until deemed competent.
  - Ensure that all statutory requirements as identified in University codes of practice are implemented in their work area.
  - Ensure that when Postgraduate Research Students undertake paid 'work' for the University (e.g. demonstrations/tutorials) they are classed as staff, are managed rather than supervised and given extra support and training.
  - Raise any issues of non-compliance through their line management structure or to the Assistant Director, Health, Safety & Sustainability.
- 8.4 In addition, Heads of Department, Academic Tutors and Line Managers in charge of research projects and other research-related activities must also:
- Ensure that risk assessments take place at the planning stage of any research proposal, are regularly reviewed, kept up-to-date as the research proceeds, and that any changes are shared with all involved.
  - Ensure that the cost of implementing suitable risk control measures and disposing of hazardous substances and contaminated equipment are properly resourced, and that this is included in the funding arrangements.
- 8.5 In addition, Academic Tutors must also:
- In conjunction with the student, produce and authorise a risk assessment for student projects and agree and write down control measures with the student before work begins.
  - Employ all best efforts to assist students who have a disability or condition affecting health, which may be caused by or made worse by work or research activities.
  - Offer an adequate level of supervision, training and induction based on the risks involved in the work, and the individual experience and competency of the student.

## 9. All Staff

- 9.1 The Health & Safety at Work Act 1974 states that everyone has a responsibility for their own health and safety, as well as that of others who may be affected by their work and their acts or omissions. Everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others, and they must immediately raise their concerns with their line manager or the Director, Health, Safety & Sustainability.
- 9.2 Staff must:
- Take reasonable care of themselves and co-operate with the University on health and safety matters.
  - Carry out their work and research safely and in accordance with this Policy, protocols, local arrangements or any relevant legislation.
  - Complete and follow the requirements of the risk assessment and implement any identified control measures.
  - Use local arrangements to report an accident, incident, near miss or work-related illness.
  - Notify their line manager if they have a disability or condition affecting health which may be caused by or made worse by work or research activities.
  - Undertake health and safety training and induction as directed by their line manager.

- Report any faults, damage, unsafe or unhealthy working conditions, practices or equipment using local arrangements.
- Use equipment for its intended purpose.
- Not interfere with or misuse anything provided for health and safety.
- On discovering a fire, raise the alarm.
- If the emergency alarms sound, leave by the nearest emergency exit.
- Notify their line manager, in advance, to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance to evacuate.
- Not damage or instruct works on the fabric of the building, or connect directly to the services other than through a standard electrical socket - without prior agreement from the Pro Vice-Chancellor (Research and Innovation).
- Bring any breaches of this Policy, protocols or local health and safety arrangements to the attention of their line manager or Health and Safety Officer/Representative.

## 10. All Students

### 10.1 All Students must:

- Take reasonable care of themselves and co-operate with the University on health and safety matters.
- Report an accident, incident, near miss or work-related illness to their academic tutor.
- Notify their academic tutor if they have a disability or condition affecting health which may be caused by or made worse by work or research activities.
- Report any faults, damage, unsafe or unhealthy working conditions, practices or equipment to their academic tutor.
- Use equipment for its intended purpose.
- Not interfere with or misuse anything provided for health and safety.
- On discovering a fire, raise the alarm.
- If the emergency alarms sound, leave by the nearest emergency exit.
- Notify their academic tutor, in advance, to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance to evacuate.
- Uphold the requirements of the Student Charter by being aware of University regulations policies and procedures.

## 11. Central Health and Safety Team

11.1 The Central Health & Safety Team, led by the Director, Health, Safety & Sustainability, are responsible for the continuous development of good practice within health & safety across the University and for monitoring and evidencing the application of policy and procedure across the University.

The Director, Health, Safety & Sustainability will:

- Lead and develop the Central Health & Safety Team to ensure integrated service delivery for health and safety at the University.
- Implement a rolling programme of health and safety audits across the University and produce reports thereon containing recommendations for improvement agreed with Faculties/Services.
- Provide a quarterly assurance statement to University Executive in respect of the system of internal control.
- Ensure that reviews of the Policy and protocols are carried out regularly.
- Provide competent advice on interpretation of health and safety legislation and best practice.
- Collate and report upon key performance indicators to Board and associated health and safety committees.
- Provide contextual information about comparisons with sector norms and statistical information e.g. USHA data.

- Support and advise in response to emergency situations or major incidents.
- Act as the representative of the University to all external enforcement agencies and be the principal contact for these bodies.
- Manage and coordinate the work of externally appointed specialist staff such as the Radiation Protection Advisor.
- Deliver a continuous improvement programme of health and safety through internal monitoring and audit by the Health and Safety Manager, Fire Safety Manager and Chemical & Biological Safety Manager.
- Work in partnership with UE leads and Deputy FPVC/Business Managers/Directors of Service offering health and safety advisory services.
- Identify and deliver, where appropriate, health and safety training to members of the University who have responsibilities in the management of health and safety.
- Ensure involvement of employee representatives as equal partners in delivering and implementing the University's health and safety objectives.
- Attend Faculty or Service Department Health and Safety Committee meetings.
- Ensure investigations of incidents and accidents are carried out in a timely manner, identifying root causes and remedial action.
- Act on behalf of the Pro Vice-Chancellor (Research and Innovation), with delegated authority, to prevent serious harm to individuals or the University.
- Act as lead advisor to the Health, Safety & Wellbeing Management Group.
- Manage the external audit programme for health and safety.

## **12. Faculty or Service Department Technical Support Managers/Safety Advisors (for the purpose of the Policy, this may be the Technical Support Manager in the Faculty or a Health & Safety Management Group Service Representative)**

12.1 The Departmental Safety Advisor's role is to assist their Faculty or Department in managing health and safety at a local level. To achieve this, they must work with colleagues in their Faculty or Department, and the Director, Health, Safety & Sustainability to:

- Provide proactive strategic and operational day-to-day support to UE leads and Business Managers/ Directors of Service.
- Implement and monitor how effectively existing safety precautions control the risks arising from the department's or faculty's activities.
- Provide consistent development, translation and implementation of University health and safety protocols at Faculty or Service level.
- Develop Faculty/Service level health and safety quality management systems and strategic coordination of risk assessment processes.
- Monitor how effectively their colleagues in the Faculty or Service manage the risks arising from their work activities.
- Advise colleagues in their Faculty or Service on how to work safely.
- Advise colleagues in their Faculty or Service of their duties within the legal standards set by health and safety law.
- Act as a point of contact between their Faculty or Service and the Director Health, Safety & Sustainability in relation to operational health and safety issues.
- Lead on local audits, training and the production of protocols.
- Support effective Faculty/Service level consultation on new University protocols in partnership with the trade unions.
- Be involved in the Faculty/Service health and safety committee.
- Work with Business Managers/Directors of Service to provide an annual return for monitoring health and safety key performance indicators and use their delegated authority to act on behalf of the University.
- Prevent or prohibit activities or situations that may lead to imminent harm.

### **13. Trade Union Safety Representatives**

Trade Union safety representatives are respected as equal partners in their roles as employee representatives and members of health and safety committees and inspection teams.

13.1 The Trade Union safety representatives play a crucial role in representing their members in the University to encourage and support management to create and implement a positive health and safety culture. They have a number of statutory functions including representing staff:

- In discussions with the University on safety, workplace health or welfare issues.
- In discussions with the Health and Safety Executive or other enforcing authorities.
- When investigating hazards and dangerous occurrences.
- When investigating complaints.
- When being informed of reportable accident and incident investigations.
- When carrying out inspections of the workplace and relevant documents.

### **14. Contractors and Service Partners**

14.1 All contractors and Services partners should be made aware of and agree to abide by the content of this Policy and associated codes of practice by the University representative responsible for their contract.

14.2 All reasonable steps should be taken by the University representative to monitor that this Policy and associated codes of practice are being implemented.

# Arrangements for Health & Safety

## Health & Safety Protocols

A detailed suite of Health and Safety Codes of Practice and Guidance Papers have been developed by the Central Health & Safety Team for individual topics which impact on the work or activities within the University. Further details can be found [here](#).

Each new Code of Practice is consulted on at the University Health & Safety Management Group and with professional experts where necessary and approved by the Pro Vice-Chancellor (Research and Innovation) in his role as chair of the group.

### Competence and Training

To enable each line manager to carry out their responsibilities effectively and ensure compliance with statutory requirements, they are required to ensure competent people can carry out their duties.

To support line managers to develop competence in their staff, the Human Resources People Development Department co-ordinates a programme of core health & safety training and development which all line managers are expected to attend or complete if on-line. Further information in relation to core training and development can be accessed on the University's [Learning and Development Intranet Site](#).

### Monitoring & Auditing

The monitoring and auditing of health and safety includes a range of mechanisms that facilitate approaches to check progress. They include:

#### Internal Operational Inspections

A scheduled formal documented inspection of all work areas and activities should be undertaken by the Pro Vice-Chancellor of Faculty/Director of Service in partnership with the Director Health, Safety & Sustainability and Trade Union Representative at least once a year.

This should be supplemented by regular documented inspections of high risk areas and/or activities by the Technical Manager or H&S Management Group Representative.

#### Central Health & Safety Team

The Central Health & Safety Team has a rolling four year programme of workplace and activity inspections based on level of risk. The actions from these inspections will be presented to the Pro Vice-Chancellor or Service Director to progress with their respective Health and Safety Groups.

#### External Audit

The Director, Health, Safety & Sustainability manages an externally appointed contract for a rolling programme of safety audits. This is based on the level of risk.

- High Risk Faculties and Services every 2 years.
- Medium Risk Faculties and Services every 3 years.
- Low Risk Faculties and Services every 4 years.



# Health & Safety in Faculties and Service Departments

## Risk Category

### High Risk

| Faculty/Service Department     |           | Key activities  |
|--------------------------------|-----------|---|
| Engineering & Environment      | High Risk | Workshop Activities<br>High Risk Research Work<br>Geography Fieldwork Trips<br>Student Placements<br>International Travel   |
| Health & Life Sciences         | High Risk | Laboratory Activities<br>Extensive Fieldwork Activities<br>High Risk Research Work<br>Placements – Hospitals/Schools/Social Services etc.<br>Manual Handling Activities<br>Student Placements<br>International Travel |
| Arts, Design & Social Sciences | High Risk | Studio Work<br>Workshop Activities<br>Student Placements<br>International Travel  |
| Facilities & Estates           | High Risk | Minor Works & Maintenance<br>Project Activities<br>Sports Facilities<br>Landlords Responsibilities for Statutory Compliance<br>Sleeping Accommodation   |
| Students' Union                | High Risk | Place of Entertainment<br>Alcohol Licence<br>SU Club Activities   |

### Medium Risk

| Faculty/Service Department  |             | Key activities   |
|-----------------------------|-------------|--|
| Business & Law              | Medium Risk | Office & Classroom Teaching Activities Student<br>Law Office<br>Student Placements<br>International Travel |
| IT Services                 | Medium Risk | Lone Working<br>Intrusive Works<br>Manual Handling   |
| Global Marketing & Business | Medium Risk | External Events<br>Communications<br>International Travel Stressors  |

|                                      |             |   |
|--------------------------------------|-------------|---|
| Student, Library & Academic Services | Medium Risk | Library Activities – 24/7<br>Manual Handling Activities<br>Front Line Student Counselling<br>Verbal Abuse/Emotional Stressors<br>Events<br>Congregations<br>Travel<br>Office based activities |
| Commercial Services                  | Medium Risk | Catering, Conferencing and Events<br>Sleeping Accommodation   |

### Low Risk

| Faculty/Service Department |          | Key activities                     |
|----------------------------|----------|------------------------------------|
| London Campus              | Low Risk | Classroom Teaching Activities Only |
| Amsterdam Campus           | Low Risk | Classroom Teaching Activities Only |
| Research & Innovation      | Low Risk | Office Based Activities            |
| Human Resources            | Low Risk | Office Based Activities            |
| Vice-Chancellors Office    | Low Risk | Office Based Activities            |
| Finance                    | Low Risk | Office Based Activities            |