

UNIVERSITY HEALTH AND SAFETY POLICY STATEMENT AND ARRANGEMENTS

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Loughborough University Health and Safety Policy

1. Introduction by the Vice Chancellor

The University is required under the provisions of the Health and Safety at Work etc Act 1974, to produce a statement of policy with respect to the health and safety of everyone who uses our premises or may be affected by our undertakings off-campus. However, the University will continually strive to achieve the highest possible standard rather than rely on legal minimum. The University also expects managers at all levels to actively pursue increasingly higher standards of health and safety management.

The University recognises the importance of its employees and students each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and Procedures are observed.

This document is intended to bring the University's statement of health and safety policy to the attention of all its employees and students and to provide details of the organisation and arrangements for carrying out that policy, as indicated by the Act. The health and safety policy statement is supplemented by individual procedures covering a range of topics and everyone must ensure they are aware of the safety precautions appropriate to the area in which they work. As Vice Chancellor I recognise that I carry day to day responsibility for the health and safety of all persons affected by the undertakings of the University.

I would encourage you to adopt at all times a positive attitude towards health and safety requirements and to promote a healthy and safe working environment for ourselves, our students and others affected by the work of Loughborough University.



Shirley Pearce
Vice Chancellor

October 2011

2. The Health and Safety Policy Statement

It is the policy of Loughborough University under the University Council to:

1. Regard legal compliance as the lowest acceptable standard of management with regard to health and safety. Please note that for the purposes of this policy document the term 'health and safety' will be deemed to include all aspects of occupational health.
2. Regard health and safety as a core management function.
3. Develop a clear structure which identifies health and safety responsibility at all management levels across the university.
4. Promote an attitude of safe working by employees and students in all aspects of the University's work underpinned by appropriate disciplinary procedures.
5. Encourage discussion and consultation between management, employees and students on safety, health and environment matters and establish a Health, Safety and Environment Committee for this purpose.
6. Maintain a safe and healthy working environment and safe methods of operation.
7. Ensure the provision and maintenance of premises, plant and equipment to a safe level
8. Ensure the provisions of appropriate resources to meet health and safety issues.
9. To bring to the attention of all staff and students, their responsibilities to ensure the health and safety of themselves and any other persons affected by their actions or omissions.
10. Provide all necessary information, instruction, training and supervision, to ensure the health and safety of employees at work.
11. Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions.
12. Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents.
13. Ensure the provision of an appropriate number of specialist safety staff with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such staff to meet the relevant statutory requirements.
14. Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk management are being achieved across the University.
15. Review this Health and Safety Policy not less than once every two years.
16. Make specific arrangements on sites controlled by the University to ensure that contractors are carrying out their responsibilities for Health, Safety and Environment to a standard acceptable to University management.

17. Ensure that the health and safety of all staff, students, contractors, visitors and any others who may be affected by our undertakings is safeguarded, so far as is reasonably possible.

The University Council acknowledge ultimate responsibility for Health and Safety management within Loughborough University. This responsibility will be discharged on behalf of the University Council on a day to day basis by the Vice Chancellor.

3. Statement of Responsibilities

3.1 University Council

The University Council, under the requirements of the Health and Safety at Work Act etc 1974, is responsible for issuing a written statement covering the general policy with respect to Health and Safety at work of employees, students and others affected by the undertakings of the University.

The University Council shall ensure that they receive sufficient information on the status of University health and safety management systems to satisfy themselves that all statutory requirements are being met. To this end they will commission an annual health and safety report to be undertaken by the Health, Safety and Environment Manager.

While statutory compliance will be accepted as a baseline standard, the University Council will ensure that the University is constantly moving towards best possible health and safety practice.

3.2 Vice Chancellor

The Vice Chancellor is responsible for achieving the objectives of the University's Health and Safety Policy, namely to:

- Ensure that managers know and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and University policy are met
- Advise the University Council of the resources required to comply with statutory requirements and make adequate arrangements
- Ensure adequate consultations between management, specialist advisors and employees' representatives prior to the introduction of any change which may affect the health and safety of employees
- Make the necessary arrangements to ensure that trades union safety representatives who are appointed under statutory regulations can carry out the duties required of them
- Ensure the establishment and maintenance of a suitable health and safety programme to
 - eliminate accident potential as far as it reasonably practicable
 - conform with the statutory duties and University codes of practice
- Ensure that adequate communication channels are maintained to promulgate information concerning health, safety and environment

3.3 Academic Leadership Team

Under the direction of the Vice Chancellor, the members of the Academic Leadership Team are responsible for achieving the objectives of the Health and Safety Policy. As an integral part of their management responsibilities they will;

- Receive regular monitoring and audit reports on the suitability and effectiveness of health and safety management systems throughout the University
- Ensure adequate follow-up procedures are in place to address Schools which fail to achieve a basic level of health and safety management as identified through accident reports and health and safety inspections/audits
- Ensure that they and all personnel for whom they are responsible know and undertake their managerial responsibilities regarding health and safety, and that all personnel are adequately trained to discharge those responsibilities
- Promote the implementation of the University Health and Safety Policy by establishing an adequate programme to:
 - ensure that assessments of risk to health and safety are conducted and that adequate control measures are introduced and maintained
 - conform with the statutory duties and University codes of practice, and to formulate suitable procedures to report occupational ill-health issues/accidents/incidents, communicate information and identify, report and eliminate hazards
- Ensure the health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regard to:
 - current working programme
 - planning new operations or methods of work; and
 - designing or acquiring new buildings, plant and equipment
- Arrange consultations with employees and their representatives in the work place to ensure that progressive and positive methods are adopted to promote health and safety and to provide arrangements for the participation of employees' representatives in the development of such measures
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety of those under their control
- Keep under constant review the effectiveness of the University's policy and advise the Vice Chancellor of any changes they consider necessary on matters in breach of statutory requirements which cannot be effectively dealt with by them

3.4 Chief Operating Officer

The Chief Operating Officer (COO) is responsible to the Vice Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring co-ordination of such policies and practice across the University. The COO has responsibility for ensuring that the arrangements made by Schools to manage health and safety in accordance with University policy

are effective. The COO has line management responsibility for the Health, Safety and Environment Manager in order to oversee health and safety compliance and performance.

3.5 Deans of Schools

Deans of Schools have oversight of resources devolved from the Vice Chancellor. As such, they have a duty not only for the application of these resources, but also its safe application. **Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by School activities resides with the Dean of School.** Deans of School should satisfy themselves that the departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

1. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
2. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.
4. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress from it that are safe and without such risks.
5. The provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work

To deliver these statutory requirements, Deans are expected to:

- Produce a School health and safety policy which sets out the local organisation and arrangements to meet all statutory and University Policy requirements Establish a health and safety committee(s) for the School (or departments within the School if appropriate) Attend the School health and safety committee or receive minutes from departmental committees
- Receive twice yearly audit reports from the Operations Manager in the School
- Ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into School's management systems
- Ensure that the health and safety training needs are identified and that suitable training is provided.
- Ensure that either a School Safety Officer (to act for the whole School) and/or Departmental Safety Officers are appointed. In the absence of a nominated officer this role shall default to the Dean of School
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their School Safety Officer
- Bring to the VC attention any health and safety matter that cannot be dealt with at School level

- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the School which cannot be resolved at one particular time

3.6 Heads of Academic Departments

Heads of Department (HoD) is responsible for the adoption of the University policy within their area of control. The HoD must demonstrate visible commitment by acting in the following way:

- Accept their own responsibility in health and safety, and encourage colleagues to do the same
- Implement the local health and safety policy based on institutional requirements and their own assessment of the risks inherent in the work of their department. Through this mechanism, the HoD shall inform their staff of their own responsibilities, the arrangements for the introduction and maintenance of measures designed to identify, assess, control and monitor risks, and the process of health and safety planning in the department
- Appoint a Departmental Safety Officer (DSO) **where this role is not covered by a School Safety Officer**
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their Departmental Safety Officer
- Provide the necessary information, instruction and training to enable staff to perform their job in a safe manner
- Make health and safety training a core element of departmental teaching at all levels
- Ensure their staff provide appropriate supervision of students, based on risk assessment
- Adopt good health and safety advice from the Health, Safety and Environment Office and from the DSO as appropriate
- Encourage and consult with trades union safety representatives
- Ensure that any matter brought to their attention by safety representatives is given prompt and appropriate attention
- Encourage and support the attendance of appropriate members of the Department on relevant internal and external health and safety training events
- Provide as appropriate, correct personal protective clothing to all persons under their control bring to the Deans attention any breach of statutory requirements which cannot be dealt with effectively at Departmental level
- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the Department, which cannot be resolved at one particular time
- Take personal action to suspend or stop any activity that is dangerous or not carried out within departmental health and safety policy
- So far as it is reasonably practicable, ensure all contractors engaged by the department are adequately supervised and conduct their work in accordance with:
 - The specified terms of contract
 - Agreed method statements and risk assessments
 - Statutory regulations and University approved codes of practice

- Avoidance of danger to University's employees, students or members of the public
- Actively monitor health and safety performance by being receiving regular updates on departmental health and safety related occupational ill-health issues/accidents/incidents and health and safety inspections/ investigations.

3.7 Heads of Service Sections/Heads of non-teaching departments

Heads of Service Section (HoSS) and Heads of non-teaching departments are responsible for the adoption of the University policy within their area of control. To achieve this they will ensure that they take the lead in driving the health and safety programme within their area of responsibility. The HoSS must demonstrate visible commitment by acting in the following way: -

- Accept their own responsibility in health and safety, and encourage colleagues to do the same
- Set the local health and safety policy based on institutional requirements and their own assessment of the risks inherent in the work of their department. Through this mechanism, the HoSS shall inform their staff of their own responsibilities, the arrangements for the introduction and maintenance of measures designed to identify, assess, control and monitor risks, and the process of health and safety planning in the department
- Appoint a Departmental Safety Officer (DSO)
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their Departmental Safety Officer
- Provide the necessary information, instruction and training to enable staff to perform their job in a safe manner
- Make health and safety training a core element of departmental teaching at all levels
- Ensure their staff provide appropriate supervision of students, based on risk assessment
- Adopt good health and safety advice from the Health, Safety and Environment Office and from the DSO as appropriate
- Encourage and consult with trades union safety representatives
- Ensure that any matter brought to their attention by safety representatives is given prompt and appropriate attention
- Encourage and support the attendance of appropriate members of the Department on relevant internal and external health and safety training events
- Provide as appropriate, correct personal protective clothing to all persons under their control
- Bring to the attention of the VC any breach of statutory requirements which cannot be dealt with effectively at Departmental level
- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the Department, which cannot be resolved at one particular time
- Take personal action to suspend or stop any activity that is dangerous or not carried out within departmental health and safety policy
- So far as it is reasonably practicable, ensure all contractors engaged by the department are adequately supervised and conduct their work in accordance with:
 - The specified terms of contract

- Agreed method statements and risk assessments
- Statutory regulations and University approved codes of practice
- Avoidance of danger to University's employees, students or members of the public
- Actively monitor health and safety performance by being receiving regular updates on departmental health and safety related occupational ill-health issues/accidents/incidents and health and safety inspections/ investigations.

3.8 Operations Manager

The Operations Manager (OM) works closely with their Dean to ensure that the School's Key Performance Indicators (KPI's) are achieved.

The School's O M is responsible for;

- Ensuring that 6 monthly internal health and safety audits of are conducted and the results are forwarded to the University's Health, Safety and Environment Manager
- Ensuring that the School Health and Safety Committee meets at least 3 times per year
Ensuring that all accident/near miss events are reported to the University's Health, Safety and Environment Manager
- Ensuring that action is taken to identify and remove causes of accidents/near miss events
- Reviewing procedures for producing risk assessments to ensure that risk assessments are suitable and sufficient and up to date
- Bring to the Dean's attention any breach of statutory requirement or other health and safety concern which cannot be resolved

3.9 Health, Safety and Environment Manager

The Health, Safety and Environment Manager has a central co-ordinating role in relation to general health and safety matters and acts as advisor to the University on health and safety strategy and the requirements and interpretation of relevant legislation. The Health, Safety and Environment Manager has a vital role in the development of the University's health and safety policy and plan, and the development of a health and safety management system.

The Health, Safety and Environment Manager will ensure the effectiveness of health and safety management structures through regular auditing of these systems.

The Health, Safety and Environment Manager will present, through the University Health, Safety and Environment Committee, to the University Council an annual report on the status of the University Health and Safety Management systems and procedures.

The Health, Safety and Environment Manager is responsible to the COO for all University facing health and safety matters.

The Health, Safety and Environment Manager will be the nominated 'competent person' on behalf of Loughborough University, as required by the Management of Health and Safety at Work Regulations 1999.

3.10 Radiological Protection Officer

The Radiological Protection Officer provides advice on all aspects of radiological protection in the University, with particular reference to the statutory requirements relating to the Ionising Radiation Regulations 1999, together with various codes of practice.

The Radiological Protection Officer will co-ordinate arrangements for the safe ordering, storage, handling, use, transporting and disposal of radioactive substances.

The Radiological Protection Officer will act as the responsible officer for licensing purposes, for use of scheduled substances under the Drug Precursor Regulation (EC) NO 273/2004.

The Radiological Protection Officer will act as a link to the contracted services of the Radiological Protection Advisor and reports to the Health, Safety and Environment Manager.

3.11 Deputy Health, Safety and Environment Manager

The Deputy Health, Safety and Environment Manager acts as deputy to the Health and Safety Manager and will act as 'competent person' under the Management of Health and Safety at Work Regulations, in the absence of the Health, Safety and Environment Manager. Specific areas of responsibility include

- response to requests for service from schools
- provision of support to S/DSO.
- Investigation of accidents and liaises with University's insurer.
- Organisation and provision of training

The Deputy Health, Safety and Environment Manager reports to the Health, Safety and Environment Manager.

3.12 University Occupational Health Advisor

The University Occupational Health Advisor, in consultation with the Occupational Health Physician, shall advise the University on workplace or work-related health matters.

The Occupational Health Advisor will develop, on behalf of the Health, Safety and Environment Committee, University occupational health policy.

The Occupational Health Advisor will carry out monitoring and auditing of occupational health issues to ensure compliance with university policy.

The Occupational Health Advisor is the link to the contracted services of the Occupational Health Physician and reports to the Health Safety and Environment Manager.

3.13 University Fire Officer

The University Fire Officer will provide professional fire safety advice as needed to staff and students across the University. Other duties include:

The University Fire Officer will act as 'competent person' under the Regulatory Reform (Fire Safety) Order 2005.

The development and implementation of a rolling programme of fire risk assessments as required by the Fire Precautions (Workplace) Regulations 1997 (as amended 1999).

Provision of advice to the University concerning appropriate standards for fire precautions in buildings and the development and maintenance of effective fire prevention strategies.

Development of compliance and control strategies as required by the relevant statutory provisions. Monitoring Departmental and University fire safety arrangements and making recommendations as necessary.

The University Fire Officer will be responsible to the Health, Safety and Environment Manager.

3.14 Director of Human Resources

The Director of Human Resources is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill-health issues, these will be brought to the attention of the Health Safety and Environment Office.

3.15 School/Departmental Safety Officers

Either a School Safety Officer or individual Departmental Safety Officers shall be appointed by the Dean to act for their respective Departments. The School/Departmental Safety Officer will report to the Dean on all health and safety related issues. For a list of the typical duties of a School/Departmental Safety Officer see **Appendix 2**.

When appointing persons as a School/Departmental Safety Officers, serious consideration should be given to the amount of time necessary to adequately carry out the associated duties and the person's existing duties. Where necessary, some or all of the person's existing duties should be transferred to another person/post.

Persons selected to be School/Departmental Safety Officers should be sufficiently experienced, be willing to accept the role and be willing and able to be trained (when necessary) to an acceptable level of competence in safety issues, relevant to their department. They should also be of sufficient competency and experience to be able to carry out their duties with recognised authority.

3.16 All Supervisory Staff

All supervisory staff (for example Senior Academic staff, Administrative Managers, Principal Technical Managers, Team Leaders etc) will:

- Be fully familiar with the University and local Health and Safety Policy and understand and apply it within all areas of their responsibility
- Ensure staff are trained to enable them to carry out suitable and sufficient risk assessments, where required
- Ensure that their staff operate in accordance with the University and local Health and Safety Policy, as relevant to their work
- Ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety
- Ensure the competence and training of their appointees to allotted tasks
- Ensure that safe working practices within a safe working environment are used by all staff

3.17 All Employees

The Health and Safety at Work etc Act 1974 states that EVERYONE has a responsibility for safety. It is important that everyone appreciates the extent of their responsibilities, namely, that they:

- Shall make themselves familiar with the Health and Safety Policies of the University and of the School/Departments in which they are employed, and shall be fully familiar with sections of these policies which directly affect their particular activities
- Shall accept individual responsibility:
 - to take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions
 - to co-operate with the University so far as is necessary to enable it to comply with its legal duties
 - to undertake as required all health and safety training which is deemed necessary by their line manager to secure the health, safety and welfare of their employees or anyone else affected by their actions while at work
- Shall report to supervisory staff any occupational ill-health issues/accidents/incidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices; and shall report systems of work or conditions which they consider may create risks to their own health and safety or damage to equipment and premises
- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare
- Shall conform to all instructions, written and oral, given to ensure their personal safety and the safety of others.
- Shall at all times make full use of appropriate personal protective clothing and appropriate safety equipment and devices provided.
- Shall maintain tools and equipment in good condition, reporting any defects to their supervisor.

3.18 All Students

All students:

- Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them
- Shall not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University
- Shall at all times, whilst in residence in University property, comply with all fire, safety and security procedures as laid down in the conditions of residence

- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare
- Shall conform to all instructions, written and oral, given to ensure personal safety and the safety of others
- Shall use protective or specialist clothing as required and shall use all safety equipment available
- Shall maintain tools and equipment in good condition, reporting any defects to their supervisor
- Shall report all occupational ill-health issues/accidents/incidents, whether or not injury is sustained, to their supervisor or the member of staff in charge of the activity or facility.

4. Implementation of University Health and Safety Policy

This section provides details of the implementation of the University Health and Safety Policy.

4.1 The Health, Safety and Environment Committee

The terms of reference of the University Health, Safety and Environment Committee are:

- To act as a consultative forum for the consideration and discussion of draft health, safety and environment policies and procedures;
- To act on behalf of, and to advise Council and senior management, on matters of health, safety and environmental policy, structure and communications; and to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors to University premises);
- To keep under review the University's legal obligations with regard to health, safety and environmental statutory requirements and to identify through regular monitoring and bring to the attention of senior management and/or Council areas where this basic standard is not being achieved.
- To receive reports on health and safety audits, accident statistics, communications with enforcing authorities, and from relevant sub-groups and to make recommendations to relevant University management of any corrective action required;
- To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the University to meet all statutory requirements;
- To ensure all levels of University management are aware of their safety obligations and through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately.
- To set up and oversee sub-groups of the Committee and to commission reports from these sub-groups as is necessary to assist the Committee in the development of policy and procedure.
- To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all managers to safely discharge their duties.

- To receive reports and review personal safety for staff, students and visitors on University premises, particularly where it could impinge on health and safety
- To produce an annual report for Council which covers health, safety and environmental activities and provides Council with the information required to discharge their duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999
- To produce terms of reference for environmental management and sustainability sub-group(s) of the Health Safety and Environment Committee

Composition of the Health Safety and Environment Committee is attached as Appendix 1.

4.2 University Ethical Advisory Committee

From time to time the University Ethical Advisory Committee will deal with proposals for activities which have health and safety issues associated with them. To ensure good communications and to avoid issues falling between two committees a member of the University Health, Safety and Environment Committee will sit on the University Ethical Advisory Committee. Similarly a member of the University Ethical Advisory Committee will be requested to serve on the University Health, Safety and Environment Committee.

4.3 Academic and Central Service Departmental Health and Safety Structures and Policies

For the purposes of health and safety management any subsidiary of Loughborough University or any company in which officers of Loughborough University may be legally regarded as the 'controlling mind' will be regarded as a 'Department' under this policy document.

The Head of Department is responsible to the Dean of School or relevant member of the Academic Leadership Team for the day-to-day management of health and safety issues in their areas of managerial responsibility. See also: **Section 3, Statement of Responsibilities.**

The primary vehicle for all Health, Safety matters is likely to be a School / Departmental Health and Safety Committee. The Departmental Health and Safety Committee may or may not be formally constituted, depending upon the size and nature of the work of the Department. **It is a formal requirement of the University Health and Safety Policy that all Departments have a designated Departmental Safety Officer; the duties of the Departmental Safety Officer being appropriate to the size and activities of the Department.**

Schools / Departments are required to formulate Health and Safety Policies, intended to produce a safe working environment and to support and encourage staff to adopt safe working practices. This policy must reflect the University Health and Safety Policy and explain in practical terms how it will carry out the responsibilities placed upon it by the University Health and Safety Policy. See also: **Section 3, Statement of Responsibilities.**

School / Departmental Health and Safety committees and the Departmental Safety Officers, who report to the Head of Department, will oversee Health, Safety matters within that area; liaising with the University Health, Safety and Environment Manager as required.

4.4 Tenants, Contractors and Partnerships

It is the responsibility of those University officers entering into any arrangement or agreement on behalf of Loughborough University to ensure all health and safety responsibilities are clearly

specified as an integral part of the arrangement. This must include arrangements for two-way communications of hazard identification, risk assessments and emergency procedures; particularly for activities on campus.

Where University staff will be working under the control of external agencies their line manager will be responsible for ensuring that a satisfactory assessment of all foreseeable risks has been carried out prior to the commencement of the activity.

5. Further Reading

- 5.1 Committee of Vice-Chancellors and Principals' Code of Practice - "Health and Safety Management in Universities"

Appendix 1

Composition of the University Health, Safety and Environment Committee:-

Provost & Deputy Vice-Chancellor (Chair)

A member of Senate, appointed by Senate (Deputy Chair)

Two lay members, one of whom shall be a member of Council

Three representatives from each of the recognised Trade Unions: UNITE, UCU, UNISON.

Three Deans of Schools nominated by the Chair

Three Safety Officers from the Schools nominated by the Chair

One member of the Ethical Advisory Committee nominated by the Chair of Ethical Advisory Committee

The following Officers of the University will serve on the Committee ex-officio:

Chief Operating Officer

Health, Safety and Environment Manager

Radiological Protection Officer

Head of Security or their nominee

Fire Safety Officer

The Director of Facilities Management or his nominee

Director of imago Services or his nominee

Chair of the Wardens Sub-Group

Occupational Health Advisor

Environmental Manager

APPENDIX 2

Typical Duties of School/Departmental Safety Officers

- Undertake health and safety training to an appropriate level of competence, thus enabling them to discharge their duties
- be fully familiar with the University's Health and Safety Policy and assist the Dean to develop, implement and periodically review a local policy and procedures
- provide health and safety advice to the Dean and other members of staff
- undertake regular health and safety inspections (with Trades Union Safety Representatives, as necessary) and report findings
- ensure that occupational ill-health issues/accidents/incidents and near misses are reported and investigated (with direct involvement as necessary). Communicate findings of investigations and ensure that recommended action is carried out
- ensure the necessary provision of health and safety training (including induction) to staff within the School/Department either by direct involvement or by monitoring provision
- disseminate health and safety information and reports to appropriate staff and students
- monitor that adequate precautions are taken in relation to any special hazard in or about to be introduced into the School/Department, with advice from the University Health and Safety Office where appropriate
- monitor that all plant, equipment and processes within their area are maintained in a safe condition and in compliance with appropriate statutory requirements
- maintain adequate health and safety records where appropriate
- monitor house keeping within the School/Department to ensure that a high standard is maintained
- monitor that adequate, suitable protective clothing and equipment is available and used as required
- ensure that systems are in place to provide and maintain adequate first aid facilities
- monitor that safe working practices based on risk assessment are adopted, especially for postgraduate work (in view of the fact that postgraduate students generally work without direct supervision)
- act with the delegated authority of the Dean on health and safety matters of urgency
- participate in audits carried out by the Health, Safety and Environment Office as necessary