

H
E
A
L
T
H
&
S
A
F
E
T
Y
P
O
L
I
C
Y

HEALTH & SAFETY POLICY

Our University is committed to attaining the highest standards of quality in both our learning and working environment. The development of robust and proactive arrangements for managing health and safety is, therefore, an integral feature of our activities and reflects our commitment to achieving continual improvements in workplace standards. Achieving high standards not only enhances our business efficiency and performance but also recognises that our staff and students are our most valuable asset.

This document, which has been approved by the Board of Governors, outlines a framework for the management of health and safety at the University and provides the basis by which more detailed arrangements can be developed by Faculties and Services to control risks. This policy also specifies duties and responsibilities for key personnel and, in addition, provides guidance on 'best practice' in relation to a number of relevant issues which affect us all. Health and safety is an important issue and we must be mindful of our own personal responsibilities to take care of our own health and safety and that of our students, staff, visitors and members of the public. In particular, we must exercise a high degree of care for our students, many of whom have little awareness or experience of the hazards in what is essentially a working environment.

In order to fully achieve our objectives to raise standards this policy must be actively supported by both staff and students and translated into positive action. In this way we can all make a valuable and significant contribution thus ensuring that our University will continue to be a safe and healthy place in which to work and study.

Professor Christine E King
VICE CHANCELLOR

Steve Burgin
CHAIR BOARD OF GOVERNORS

C O N T E N T S

University's Health and Safety Statement

Part 1		ORGANISATION FOR HEALTH AND SAFETY
1	Board of Governors	2
2	Vice Chancellor	2-3
3	Executive	3-4
4	Director with Health and Safety Responsibility	4
5	Deans of Faculty and Directors of Service Groups	5-6-7
6	Director of Estates	7-8
7	Head of Health, Safety and Environmental Services	8-9
8	Faculty/School/Service Health and Safety Advisors	9-10-11
9	Specialist Health and Safety Advisers	11
	- Microbiological	11-12
	- Radiation	12-13
	- Laser	13-14
10	Personal Responsibilities : All Staff	14-15
11	Academic and Technical Staff	15
12	Students	15-16
Part 2		UNIVERSITY HEALTH AND SAFETY STRUCTURE
13	University Health and Safety Committee	17-18-19-20
14	University Health and Safety Focus Group	20-21
15	Faculty/School/Service Health and Safety Groups	21-22
16	Trade Union and Health and Safety Representatives	22-23
Part 3		OPERATIONAL ARRANGEMENTS FOR HEALTH AND SAFETY
17	Introduction	24
18	Emergency Arrangements	24-25-26-27
19	Asbestos	28-29
20	Accidents, Incidents and Dangerous Occurrences	29

21	Annual Action Plans	29
22	Annual Safety Return	29
23	Audits	29-30
24	Contractors	30
25	Use of Display Screen Equipment (DSE)	30
26	Electrical Safety	30-31-32
27	Induction Training : New Staff and Students	32-33-34
28	Faculty/School Service Codes of Practice/Operating Procedures	34-35
29	Ladder/Step Ladder Serviceability	35
30	Minibus Drivers	35
31	Manual handling	35-36-37
32	Monitoring and Review	37
33	Occupational Health Services	37
34	Office Based Activities	38
35	Personal Safety and Security	38
36	Personal Protective Equipment (PPE)	38-39
37	Purchasing Policy	39
38	Policy Monitoring and Review	39
39	Risk Assessment (General)	40
40	Reporting Health & Safety Issues or Concerns	40
41	Roadways and Car Parking	40
42	Smoking Policy	40
43	Supervision of Students	41-42
44	Student Work Placements	42
45	Use of Hazardous Substances (COSHH)	42-43
46	Visitor's Duty of Care	43-44-45
45	Working at Height	45

Part 4	UNIVERSITY POLICIES, CODES OF PRACTICE AND GUIDANCE NOTES	46
--------	---	----

Part 5	CORE ITEMS FOR INCLUSION IN FACULTY/SERVICE POLICIES	47-48
--------	--	-------

UNIVERSITY HEALTH AND SAFETY POLICY STATEMENT

Staffordshire University will strive for excellence and continual improvement, so far as is reasonably practicable, in the health, safety and welfare of its staff, students and visitors and others affected by its activities.

Excellence in health and safety needs to be considered and supported at all levels of management and by every individual throughout the University. Commitment from senior management at the University is of paramount importance and specific duties and responsibilities are assigned to them accordingly. However, the commitment and cooperation of staff and students of the University are essential if the highest standards of health and safety are to be ensured.

The University considers that health and safety controls are about the management of risk and not necessarily about the elimination of risk altogether. Health and safety controls are in place at the University in order to enable activities to be undertaken in a reasonable and safe manner and are not established to prevent activities which may contain an element of controlled risk.

The following principles are fundamental to the management of health and safety in the University.

- 1 The maintenance and continuing development of health and safety management systems are priorities for the University. Not only do we wish to reduce the risks of injuries and ill health but we also recognise that the effective management of health and safety can make a significant contribution to the performance of the University by helping to minimise losses and liabilities.
- 2 Health and safety matters are line management responsibilities. Accordingly individual members of the University staff are required to take responsibility for health and safety in all activities under their control.
- 3 The requirements of health and safety legislation set the minimum standards of health and safety performance which the University requires.
- 4 The attainment, adoption and maintenance of good practice in all aspects of health and safety and the promotion of a safety culture across the Institution.
- 5 Success in health and safety management is dependent upon the integration of health and safety in all management functions within the University.
- 6 Students, on leaving the University, should have an attitude of mind which expects good health and safety practice to be normal procedure. This will only occur if University staff set high standards by personal example and by ensuring that safe practice is routine.
- 7 Individual Deans of Faculties/Schools and Directors of Support Services must make arrangements for the implementation of this Policy which are appropriate to the size and structure of their Faculty/School/Service and the nature of its activities.

To ensure the Policy is kept up to date it will be reviewed at least every two years and more frequently if circumstances demand.

1.0

The Board of Governors

As the University's governing body, the Board carries ultimate responsibility for the health and safety of employees, students and other individuals whilst on university premises and in other places where they might be affected by the University's operations.

The Board itself is required:

- To satisfy itself that the University has an appropriate written statement of policy on health and safety and effective arrangements for the implementation of that policy;
- To ensure that adequate resources for health and safety are provided.

In discharging these responsibilities, the Board is advised by the Vice Chancellor, as the principal academic and administrative officer of the University. In any event the Board will:

- Receive regular reports on health and safety from the Health and Safety Committee which includes a summary of departmental annual health and safety performance reports.
- Be notified of any untoward incidents carrying a major risk to health and safety.
- Be notified of any enforcement action taken against the University by the enforcing authorities.

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

2.0

Vice Chancellor

As the principal academic and administrative officer of the University, the Vice Chancellor has a legal responsibility, alongside the Board for ensuring that the University complies with relevant health and safety legislation. These responsibilities are assumed by the Deputy Vice Chancellor in the absence of the Vice Chancellor. In this regard the Vice Chancellor has overall responsibility for health and safety at the University and will:

- Provide clear and visible leadership on health, safety and welfare.
- Ensure that the University has a general policy on the management of health and safety and that this policy is communicated to all employees.
- Ensure that health and safety is taken into account in University planning activities.

- Advise the University Board of Governors on health and safety matters as appropriate.
- Ensure that adequate communication channels are present so that relevant health and safety issues are brought to the attention of senior management.
- Ensure that the same management standard is applied to health and safety as to other management functions.
- Ensure that senior managers in the University are given sufficient training in health and safety matters to discharge their health and safety responsibilities in a competent manner.
- Hold accountable Deans/Directors and other line managers who have been delegated health and safety responsibilities, through appraisal and review processes.

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 (in whole or in part) particular University buildings, sites, operations or activities.

The Vice Chancellor has appointed the Finance Director to be the senior manager with responsibility for overseeing health and safety, to champion implementation of this policy and to chair the Health & Safety Committee. On behalf of the Vice Chancellor, the Finance Director also ensures resources are allocated to establish and maintain competent health and safety support and advice.

3.0

Executive

The individual members of the Executive are accountable to the Vice Chancellor for the implementation of the University's Health and Safety Policy in the areas under their control and for ensuring that adequate resources are made available for this purpose.

Collectively and individually they provide health and safety leadership throughout the University and are responsible for ensuring that:

- Adequate resources are allocated to Deans of Faculties/Schools and Directors of Support Services to enable them to meet their health and safety responsibilities.
- All management decisions taken either individually or in Committee reflect the intentions of the Health and Safety Policy.
- Where appropriate, they include health and safety as an agenda item in Executive meetings.

Executive are responsible for ensuring that in support of this policy, a long term strategic plan will be developed by the University as part of the overall strategic planning of the University with specific goals targeted at:

- Compliance with all relevant health and safety legislation.

- Reduced frequency of accidents and instances of work-related ill health.
- The development of a positive health and safety culture throughout the University.
- Improved health of the workforce.

4.0

Director with Health and Safety Responsibility

The Director with health and safety responsibilities is ultimately responsible for the effective implementation of the University's Health & Safety Policy.

The Vice Chancellor has nominated the Finance Director as the Director with health and safety responsibility for Staffordshire University, a position with responsibility for planning and implementing the health and safety policy and chairing the University's Health & Safety Committee. The Finance Director will, in so far as is reasonably practicable:

- Ensure that adequate resources are devoted to health and safety and that it enjoys equal importance with other management objectives.
- Champion safety issues at the Executive level in the University.
- Ensure that the Vice Chancellor is advised of any safety matters which cannot be dealt with satisfactorily at a lower level.
- Hold the final authority for the enforcement of safety issues where there is a need to compel Faculties/Schools/Services to act.
- Make recommendations to the Vice Chancellor and the Board of Governors on health and safety policy and practice and oversee the work of the University Health & Safety Committee.
- Chair the University's Health & Safety Committee and to ensure appropriate consultative arrangements are in place with employees and their representatives.
- Ensure that appropriate training is available to members of the University who have significant responsibilities in the management of health and safety.

The Finance Director is the representative of the corporate body and the nominated contact for enforcing agencies with regard to the serving of formal notices and summons, except where direct negligence by an individual has not led to an action being taken against the University.

In the absence of the Vice Chancellor, the Finance Director is authorised, in consultation with the Head of Health, Safety & Environmental Services as appropriate, to take appropriate executive action to prevent serious harm to individuals or to the University.

Deans and Directors are ultimately responsible to the Vice Chancellor for the management of health and safety within their areas of control and for ensuring effective implementation of the University's health and safety policy and codes of safe working practice.

To achieve this they will:

- Foster a health and safety culture in which health, safety and related welfare issues are seen as essential and integral parts of the Faculty/School/Service's activity to ensure effective governance on health and safety issues.
- Ensure a local health and safety policy and associated codes of practice, safe working procedures etc are in place and adhered to.
- Ensure that annual health and safety action plans have been prepared and submitted to the Health & Safety Committee upon request.
- Ensure that the annual health and safety return has been prepared and submitted to the Health & Safety Committee upon request.
- Appoint risk assessors and ensure they receive appropriate training.
- Ensure that a risk assessment of all activities/processes and substances has been undertaken, is regularly reviewed and the results formally recorded where appropriate.
- Allow sufficient time for Health & Safety Advisors to carry out their duties, including University audits and duties of the Health and Safety Committee.
- Resource (from Faculty/School/Service revenues) items of health and safety related to the Faculty/School/Service activity.
- Ensure that drivers of passenger carrying vehicles (except cars) engaged on University business undertake a basic competency course.
- Seek advice from the Head of Health, Safety & Environmental Services on health and safety issues for which clarification or assistance is required.
- Ensure that health and safety policies and procedures are effectively implemented in areas under their control.
- Take prompt/appropriate action on any matters brought to their attention by Faculty/School/Service Health and Safety Advisors, Trades Union Safety Representatives or the Head of Health, Safety & Environmental Services.

- Ensure that planned and systematic workplace inspections are carried out on at least an annual basis, for some high risk activities it is suggested that these be inspected biannually.
- Ensure that all portable electrical equipment within their areas of control is electrically tested on an annual basis. (every 4 years for IT equipment)
- Ensure that sufficient information, instruction, training and supervision is given to staff to enable them to carry out their duties in a safe and competent manner.
- That new members of staff receive induction, members of staff changing roles receive appropriate training, and staff receive appropriate training when new equipment is installed.
- Co-operate with the Head of Health, Safety & Environmental Services in the execution of health and safety audits.
- Arrangements are in place for regular monitoring, auditing and review of health and safety performance;
- Ensure that external contractors employed directly by the 'Faculty/School/Service' ie (not through the Estates Department), comply with the standards outlined in the 'Code of Safe Working Practices for Contractors employed by Staffordshire University'.
- Appoint a Faculty/School/Service Health and Safety Advisor.
- Foster and promote the development of safe working practices.
- Ensure adequate consultation with those whose health and safety may be affected by changes in Faculty/School/Service rules, routines and procedures or environmental conditions.
- Ensure that University emergency procedures are known and complied with.
- Ensure that health and safety training needs have been identified and that staff receive such training as appropriate.
- Appoint accident investigators and ensure that they receive appropriate training.
- Ensure that accident investigations relevant to the Faculty/School/Service activities and areas of responsibility have been conducted and that the University's accident investigation report form has been completed.

The structure of a 'Faculty/School/Service' will also include sub division into smaller operational units administered by Senior Managers. These Managers will have principal line management responsibility for implementation of the University's Health & Safety Policy in their areas of

control. In practice Deans/Directors may delegate the performance of health and safety duties as described above to Senior Managers as appropriate but will, nevertheless provide a clear and decisive lead to ensure that adequate arrangements are in place to discharge their responsibilities. These activities will essentially, be coordinated through the Faculty/School/Service Health & Safety Advisor with duties as detailed in 8.0.

To enable Deans/Directors to effectively carry out these responsibilities, and hence, ensure compliance with statutory requirements; the University will provide essential training and development which Deans are expected to attend. This will be supported by the production of appropriate standards and guidance.

6.0 **Director of Estates**

The Director of Estates holds the following responsibilities in addition to those general health and safety responsibilities as a Director:

- Have a sound knowledge of health and safety legislation and codes of practice relevant to the areas of Estates responsibility.
- University buildings and services do not endanger the health and safety of persons using them.
- The provision of lighting, heating, ventilation and supply of drinking water is adequately maintained.
- Means of access to and egress from University buildings are adequately maintained.
- Testing and maintenance of systems in respect to fire alarms, smoke alarms and emergency lighting systems are carried out in accordance with a planned programme (includes student accommodation units) and correct records kept.
- Up to date fire risk assessments are in place for all University buildings.
- A risk assessment of all activities/processes and substances has been undertaken, is regularly reviewed and the results formally recorded where appropriate.
- Maintenance staff are made aware of any hazards which may affect their safety and health whilst working on University premises (includes student accommodation units).
- A Health & Safety Advisor is appointed with duties as detailed in 8.0.
- Effectiveness of the maintenance programme is monitored by periodic inspection of University campus buildings and initiating remedial action where necessary.
- Appropriate priority is given to maintenance requests received from Faculties/Services which contain health and safety implications.
- The fire drills are held at least twice per year in all University buildings.

- Grounds equipment, machinery and chemicals are maintained and used safely in accordance with current legislation.
- Accident investigators have been appointed and trained as appropriate.
- Accident investigations relevant to Estates activities and spheres of responsibility have been conducted and that the University's Accident Investigation Report Form has been completed.
- An annual health and safety 'Action Plan' is developed and submitted to the University Health & Safety Committee upon request.
- Classrooms, lecture theatres, offices, corridors, toilets and general work areas are included within a planned cleaning programme.
- Estates vehicles are maintained and regularly serviced.
- Adequate training and health and safety information is given to all Estates personnel so that their duties can be carried out in a safe and competent manner.
- Building/maintenance work carried out by external contractors commissioned by Estates complies with relevant statutory provisions and is in accordance with the standards outlined in the 'Code of Safe Working Practices for Contractors Employed by Staffordshire University'.
- All portable electrical appliances/tools in use within the Estates spheres of responsibility are electrically tested on an annual basis and the results formally recorded.
- The fixed wiring of every University building is inspected, tested and maintained on a regular basis by competent persons in accordance with the Electricity at Work Regulations and the IEE Code of Practice for In-Service Inspection & Testing of Electrical Equipment. Appropriate records are to be kept.

7.0

Head of Health, Safety and Environmental Services

The role of the Head of Health, Safety & Environmental Services involves a combination of advisory and executive functions. This Officer is the 'competent person' appointed under the Management of Health and Safety at Work Regulations 1999 and reports to the Director of Estates on a day to day basis for the execution of his/her duties, but will have direct access to the University Executive on matters considered appropriate. In practice, this Officer will work closely with Dean's/Directors and other colleagues in maximising the effectiveness of his/her role. The main duties of the Head of Health, Safety & Environmental Services will be to:

- Advise the Vice Chancellor through the Finance Director on all matters relating to health, safety and environmental issues concerning the University.
- Develop, implement, monitor, review and revise University health, safety and environmental policies, codes of safe working practice, rules and routines.

- Advise on statutory provisions.
- Promote health, safety and welfare within the University.
- Review the effectiveness of health and safety training and provide suitable training and development.
- Monitor formally reported health and safety incidents, carry out independent investigations where it is deemed necessary and provide the appropriate advice and assistance in implementing remedial actions identified through these investigations.
- Administer all aspects of the work of the Health & Safety Committee.
- Periodically audit the health and safety management systems of Faculties/Schools/Services to ensure effectiveness, and provide advice and assistance in addressing areas for action identified by these audits.
- Provide an effective information service.
- Follow a programme of continued professional development.
- Prepare an annual health and safety report for submission to the Board of Governors.
- Compile accident data.
- Represent the interests of the University at meetings of bodies whose activities may influence health, safety and environmental issues at the University.
- Appraise effectiveness of the University's Health & Safety Policy.
- Provide effective liaison with Trades' Union Safety Representatives and external safety services and specialists.
- Liaise with relevant enforcement agencies and co-ordinate their visits and inspections.
- Support and advise Faculty/School/Service Safety Advisers in the execution of their duties.
- Maintain a database of safety information and guidance.
- Carry out other such health, safety and environmental duties that may be assigned by the University.

8.0 Faculty/School/Service Health and Safety Advisors

Deans/Directors will appoint Departmental Health and Safety Advisers, to advise on how to implement the University's health and safety policies and the departmental health and safety rules. Deans/Directors are to ensure Departmental Health and Safety Representatives are competent and receive adequate training to fulfil their duties.

The Representative should have an overall appreciation of the requirements of the Health and Safety at Work etc. Act 1974 and any other statutory or local requirements specific to the work carried out in the Department. If no appointment is made, the Dean/Director is responsible for implementation of health and safety procedures.

The role of the Departmental Health and Safety Representatives is advisory and does not carry executive responsibility for health and safety within the Department. Departmental Health and Safety Representatives are to advise Deans/Directors on Safety Policy Arrangements, including Risk Assessments and the measures they must implement to comply with them, the training requirements, and the monitoring arrangements

The duties will be to:

- Monitor to ensure that accidents have been investigated and that the University's accident investigation report form has been completed.
- Be fully familiar with the University's health and safety policy and the Faculty/School/Service codes of practice/operating procedures.
- Identify unhealthy or unsafe work conditions/practices and advise on remedial action as necessary.
- Advise the Dean/Director and other colleagues (as appropriate) on health and safety matters.
- Represent the Faculty/School/Service on the University's Health & Safety Committee.
- Liaise with the Head of Health, Safety & Environmental Services.
- Monitor the effectiveness of health and safety induction and training programmes to ensure that they meet the needs of the Faculty/School/Service.
- Receive and advise, as appropriate, on health and safety information circulated from time to time.
- Foster and promote the development of safe working practices within the Faculty/School/Service.
- Monitor to ensure that high standards of housekeeping and fire safety standards are maintained.
- Co-ordinate health and safety inspections and monitoring activities and advise the Dean/Director and other colleagues of any remedial actions required as necessary.
- Monitor that sufficient PPE (Personal Protective Equipment) is available and used.
- Liaise with the Dean/Director and other appropriate managers through the Faculty/School/Service Health & Safety Group to formulate an annual health and safety 'Action Plan' for submission to the University Health & Safety Committee upon request.

- Assist the Head of Health, Safety & Environmental Services in the execution of health and safety audits.
- Review and revise the Faculty/School/Service codes of practice, rules and routines biennially.
- Coordinate risk assessment activities.
- Ensure that formal records of health and safety activities are maintained as appropriate or required under any relevant statutory provision eg risk assessments.
- Monitor that plant, equipment or processes are being maintained as required by relevant statutory provision and report any unsatisfactory conditions to the Dean/Director.
- Arrange planned and systematic workplace inspections to be carried out on an annual basis and keep records.
- Carry out other such duties as may be assigned by the Dean/Director.

The Dean/Director cannot relinquish any of their health and safety responsibilities with the appointment of a Departmental Health and Safety Representative.

9.0

Specialist Health and Safety Advisors

Faculties will be responsible for appointing/nominating specialist Health & Safety Advisors to coordinate and oversee standards of protection when undertaking work in connection with the following:

- Microbiological Agents
- Ionising radiation materials/sources within the provisions of the Ionising Radiations Regulations 1999.
- Lasers

Microbiological Safety Advisor (currently based in Faculty of Health & Sciences)

The duties will be to:

- Provide professional advice to the University on matters of biological health and safety.
- Follow a programme of continued professional development so that professional expertise is maintained.
- Liaise with appropriate staff in connection with the implementation of policy/codes of practice in relation to biological health and safety.
- Co-operate with the University's Occupational Health Service in relation to health surveillance and monitoring where necessary.

- Liaise with the Head of Health, Safety & Environmental Advisor as appropriate.

Advise on:

- Waste Disposal
- Design of biological work areas
- Preparation of schemes of work, codes of practice and specific local rules
- COSHH assessments
- Management of any legionella risk
- Acquisition of any required licenses or authorisations
- Establishment of a health and safety committee for genetic modification where required.
- Maintenance of appropriate records as required by the 'Genetically Modified Organisms' (contained use) Regulations 2000 or any other statutory provision (if applicable).
- Oversee and co-ordinate the provision of biological health and safety training and maintaining an ongoing awareness of health and safety responsibilities.
- Undertake or assist with periodic inspections of University premises where a biological health and safety input is required.
- Audit and monitor the Faculty/School's biological health and safety arrangements.
- Investigate any microbiological emergency or accident and instigate remedial action as appropriate.
- Carry out other such health and safety duties that may be assigned by the University.

Radiation Protection Advisor (If conducting work within the scope of the Ionising Radiations Regulations 1999)

The duties will be to:

- Be fully familiar with the University's health and safety policy and with relevant statutory provisions relating to radiation protection.
- Provide advice to members of the Faculty/School on matters of radiation protection.
- Follow a programme of continued professional development so that professional expertise is maintained.

- Provide advice to the Dean on the formulation and revision of policy and procedures in relation to radiation protection.
- Liaise with the Head of Health, Safety & Environmental Services on radiation matters as appropriate.
- Conduct or co-ordinate systematic inspections to identify unsafe or unhealthy conditions or work practices and take remedial action as appropriate.
- Investigate and report all accidents involving radiation.
- Disseminate radiation protection information to appropriate staff and students.
- Ensure that new members of staff involved in radiation protection receive adequate information, instruction and training.
- Liaise with internal or external radiation protection specialists as necessary.
- Determine the areas of activity which require specific control and supervision.
- Carry out area monitoring to determine exposure levels as appropriate.
- Advise on storage, distribution and disposal of radioactive substances in accordance with Environment Agency licensing criteria.
- Carry out other such radiation protection duties as may be assigned by the University.

Faculty/School Laser Safety Advisor

The Dean of any Faculty/School where lasers are used must appoint a Faculty/School Laser Safety Advisor to be responsible for the supervision and safe operation of lasers within the Faculty/School. He/she will ensure that:

- All lasers, except low power class 1 are registered with the Faculty/School Laser Safety Supervisor.
- All lasers are labelled in accordance with the CVCP (now Universities UK) guidance notes.
- Schemes of work are drawn up where necessary for the safe operation of lasers. These will generally be required when using class 3B and class 4 lasers and the beam path is not totally enclosed.
- All personnel intending to work with class 3A lasers or above are registered to work with lasers.
- All registered laser workers receive copies of local rules and relevant schemes of work and are informed of the arrangements relating to eye examinations.
- All registered laser workers receive training in the safe use of lasers.

- Laser safety goggles are provided for all work with class 3B and class 4 lasers where the laser beam is not totally enclosed.
- Under graduates work with the minimum power laser practicable and that they operate under formal schemes or work.

10.0 **Personal Responsibilities : All Staff**

University staff at every level have a responsibility for looking after their own health and safety and that of others who may be affected by their acts or omissions. To this end, members of staff have the following specific responsibilities for:

- Conducting themselves in a manner conducive to their own safety and health and the safety of others.
- Fulfilling the contents and spirit of the University Health & Safety Policy to the best of their ability.
- Cooperating with the University in complying with statutory obligations and approved codes of practice.
- Undertaking any health and safety training which is deemed necessary to secure the health, safety and welfare of themselves or others.
- Only using machinery, plant or equipment which they have been trained to use in the manner for which they were designed and in accordance with the appropriate safety precautions.
- Reporting all defects in plant and equipment through Faculty/Service channels.
- Reporting all defects in procedures or systems of work which it is believed may cause injury or ill health.
- Reporting all accidents and incidents immediately whether injury has been sustained or not, by completing the University's Accident Report Form.
- Complying with all local and University health and safety policies and procedures and with the arrangements in place to control health and safety risks.
- Ensuring that the highest standards of house-keeping are maintained in their workplace.
- Demonstrating their personal commitment to safety, health and environment through adoption of best practice and encouraging those whom they supervise to do the same

Staff should ensure that members of the public who are visiting their work are made aware of any appropriate health and safety requirements and that adequate procedures are in place to ensure their visitor's safety during building evacuation, or other reasonably foreseeable emergency that may arise.

An employee who fails to take reasonable measures to protect the health and safety of himself/herself and that of others or fails to comply with the general duties and procedures outlined in this document may be subject to the University's disciplinary procedures.

11.0 **Academic and Technical Staff**

Academic and Technical staff hold the following responsibilities in addition to those general health and safety responsibilities shown in section 10.

Universities have a legal duty to provide 'such supervision as is necessary' to ensure the health and safety of both postgraduate and undergraduate students. When dealing with postgraduate students it is important to understand that this duty cannot be discharged by relying solely upon a student's status or perceived competence.

Academic staff, permanent, part-time and visiting, have an additional level of responsibility for ensuring the health and safety of the students who work and study under their direction and supervision. This includes:

- Satisfying themselves that the risks to health and safety arising from activities undertaken and equipment, materials, facilities etc used by students have been addressed so far as is reasonably practicable.
- Ensuring that they and their students are fully aware of the risks to health and safety associated with the academic activities under their control, the protection and prevention measures in place and any relevant emergency procedures.
- Checking that the student is following the agreed procedures.
- Ensuring that students are evacuated promptly from teaching areas in the case of emergency evacuations using the appropriate routes.
- Demonstrating their personal commitment to safety, health and environment through adoption of best practice and encouraging those whom they supervise to do the same.

It is a statutory duty that competency requirements for all staff are identified and that they receive the necessary information, instruction and training to carry out their duties in a way that does not endanger themselves or others.

12.0 **Students**

The attention of all students of Staffordshire University is drawn to their legal responsibility, under section 8 of the Health and Safety at Work etc Act 1974, not to interfere with or misuse anything, any objects, structures or systems of work, provided by Staffordshire University in the interests of health and safety.

Students should:

- Report any accident at work which results in personal injury or ill health, however minor and every dangerous occurrence, including fire, using the approved reporting mechanisms.

- Report 'near miss' incidents which have the potential to cause injury or ill health, using the appropriate form.
- Notify the Head of Health, Safety and Environmental Services when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential).
- Not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
- Report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, to the Head of Faculty/School, without delay.

Any member of staff or any student may contact Health, Safety and Environmental Services for advice and guidance.

13.0

University Health and Safety Committee

The University Health & Safety Committee is the main consultative vehicle for consideration of health and safety matters within the University. Some issues will, when considered appropriate, be processed through Executive for further consideration. However, the principal objective in the determination of the Health & Safety Committee's membership and its terms of reference is to maximise its competence to act within its sphere of jurisdiction. It is the expressed intention that the University Health & Safety Committee will be the final arbiter in the vast majority of issues which it considers.

Terms of Reference

Purpose: The purpose of the Committee is:

- To provide a forum through which members of the committee may raise general matters relating to the health, safety and welfare of employees, students and visitors to the University.
- To encourage co-operation between the University and campus trade unions in order to improve the health and safety of staff at work.
- To advise on the development of policies, procedures and regulations which will safeguard the health and safety, welfare and well-being of staff, students and visitors to the University, and to monitor their implementation.

Functions

- To keep the University's Health and Safety Policy under review and recommend amendments to the Board of Governors.
- To monitor the implementation of the University's overall Health and Safety Policy and the implementation of individual Faculty/School/Unit Health and Safety Policies and advise the Vice Chancellor and Board of Governors as appropriate.
- To develop, approve and review health and safety policies and procedures to meet the needs of the University.
- To assist the Head of Health, Safety & Environmental Services in auditing, inspection and investigation where required.
- To examine (i) safety audit reports, (ii) accident and notifiable diseases statistics, (iii) occupational ill health statistics and trends, and (iv) any other relevant reports and statistics, so that reports can be made to management on safe and healthy conditions and practices, together with recommendations for action.
- To make recommendations to University management on health, safety, well-being and welfare at work matters.

- Receive, consider and advise on reports and information provided by inspectors of the enforcing authorities appointed under Health and Safety legislation.
- To consider reports from the Head of Health, Safety and Environmental Services Health and Safety Focus Group and Faculty/Service Health and Safety Advisors.
- To consider reports from the Occupational Health Service on the implementation of appropriate health surveillance procedures and other relevant matters of occupational health.
- To consider formal reports submitted by trade union representatives.
- To receive Faculty/Service 'Action Plans' on an annual basis and to monitor implementation.
- To review the programme of health and safety training and the effectiveness of the safety content of employee training.
- To monitor and review the adequacy of safety and health communication and publicity in the workplace.
- To receive official information, legislation and regulations concerning health and safety issues and advise on how the University should best respond.
- To actively promote an improvement in the health and safety of the working environment through the sharing of best practice.
- To monitor fire related incidents and fire drills and ensure that follow-up action is implemented.
- To prepare an Annual Report for the Board of Governors.

Attendance at Meetings

- Members of the committee must agree named deputies with the Chair, who are appropriately briefed and are able to attend meetings on their behalf if required.
- Faculties/Services must be represented by their committee member, or their named deputy, at every meeting.

Business Protocol

- To meet three times per year.
- Items are to be submitted for an agenda two weeks prior to a meeting (to include a short descriptor and are subject to the Chair's approval for inclusion).
- An agenda will be circulated one week prior to a meeting.

- The agenda and minutes will be posted on the HSEU website.

The Committee may also invite other appropriate staff of the University, as necessary, to attend their meetings or part of their meetings.

Membership

Management Representatives (appointed by the Vice Chancellor)

Chair (nominated by the Vice Chancellor) 1

Deans 1

Directors 1

Departmental Representatives

Faculty and Schools

Faculty Health and Safety Advisor appointed by the Dean 6

Estates

Health and Safety Advisor appointed by the Director 1

Information Services

Health and Safety Advisor appointed by the Director 1

Commercial Services

Health and Safety Advisor appointed by the Director 1

Sales and Student Recruitment

Health and Safety Advisor appointed by the Director 1

Student Office

Health and Safety Advisor appointed by the Director 1

Personnel

Health and Safety Advisor appointed by the Director 1

Finance

Health and Safety Advisor appointed by the Director 1

Vice Chancellor's Office

Health and Safety Advisor appointed by the Director 1

Enterprise and Commercial Development

Health and Safety Advisor appointed by the Director 1

Trades' Union Safety Representatives	
UCU	2
UNISON	2
Student Members	
Nominated by the Students' Union	2
In attendance (Ex Officio)	
Director of Estates	1
Head of Personnel	1
Head of Health, Safety & Environmental Services (Secretary)	1
	TOTAL
	27

14.0 **Health and Safety Focus Group**

The primary purpose of this Group is to develop, monitor and review health and safety management arrangements. The Group will report directly to the University Health & Safety Committee.

Terms of Reference

- To act as an advisory Group reporting directly to the University Health & Safety Committee.
- To consider and provide guidance where appropriate on the implementation of recommendations/guidance received from enforcement agencies eg HSE, Environmental Health, Fire Service.
- To develop and keep under review, a quality framework for the management of health and safety within the University.
- To review and revise University health and safety policies and procedures.
- To facilitate the dissemination of good practice within the University.
- To consider policy or procedural issues referred to the Group by the Health & Safety Committee.
- To meet three times per year or more dependent upon the volume of business.
- To invite other appropriate staff of the University, as necessary, to attend their meetings or part of their meetings.
- To develop and establish methods of accountability for health and safety matters within the University.

- To advise the University community, at all levels, of their health and safety responsibilities.

Membership

Chair (nominated by the Group)	
Head of Health, Safety & Environmental Services (also to act as Secretary)	1
Faculty of Computing Engineering & Technology	1
Faculty of Health	1
Faculty of Sciences	1
Faculty of Arts, Media & Design	1
Estates Department	1
Business School	1

15.0 **Faculties/Services Health and Safety Groups**

All Faculties/Schools/Services must establish a Health and Safety Group to enable effective health and safety management and communication within a department. The form of such a Group will be dependent on the size and complexity of the department that it serves. In very small departments the purpose of the Group may be met by including health and safety as an agenda item at departmental meetings but in larger departments the Group will be a stand alone Group.

Regardless of its size the Group has the aim of:

- 1 Enabling consultation on health and safety issues to be made.
- 2 Providing a forum for workplace health and safety issues to be aired and resolved.
- 3 Monitoring health and safety performance of the location and department, and;
- 4 Setting action plans and targets.

Terms of Reference

- Identify the requirements and determine the timescale of any actions necessary for the implementation of health and safety within the Faculty/School and to monitor the progress of such actions.
- Liaise with the Head of Health, Safety & Environmental Services on health and safety issues and, in particular, to co-operate in the execution of health and safety 'Audits' and to report on the Audit to the Faculty/School Management Team and Health and Safety Committee.
- Co-ordinate health and safety requirements which may be common to all areas of the Faculty/School.
- Co-operate with health and safety agencies and receive reports and identify actions which may be necessary.
- Monitor the incident of accidents within the Faculty/School through the receipt of regular reports and advise the Faculty/School Management Team and Health & Safety Committee on the development of prevention strategies as appropriate.

- Regularly review the Faculty/School health and safety codes of practice in conjunction with the Head of Health, Safety & Environmental Services and Faculty/School Health & Safety Advisor.
- Identify health and safety training needs and put in place a planned programme which will ensure that staff receive such training as is appropriate.
- To review health and safety training needs on an annual basis and advise the Deans and Faculty/School Management Team on the resources required to implement such training.
- Develop/prepare an annual health and safety 'action plan' for submission to the Health & Safety Committee upon request.
- Meet at least three times per year.
- Discharge such other responsibilities as may be determined by the Faculty/School Management Team.

The composition of the Faculty/School Health and Safety Group will be determined by the Faculty/School Management Team but must include the Head of Health, Safety & Environmental Services. The Health and Safety Group will formally report to the Faculty/School Management Team and salient features of health and safety activity will also be reported to the University Health & Safety Committee.

The role of the Faculty/Service Management Team is principally to oversee the effectiveness with which Faculty/School management executes the University Health and Safety Policy and codes of safe working practice.

16.0

Trade Union Health and Safety Representatives

Trade Unions have nominated health and safety representatives whose functions are set out in the Safety Representatives and Safety Committees Regulations 1977.

These functions include:

- Investigating potential hazards and dangerous occurrences and examining the causes of accidents.
- Investigating complaints made by staff they represent and making representations on their behalf on matters affecting their health, safety and welfare.
- Receiving information from enforcing authorities.
- Attending the University health & Safety Committee in accordance with its constitution.
- To carry out formal inspections of the University in accordance with arrangements agreed with the University's Head of Health, Safety & Environmental Services.

In cases where issues cannot be resolved through the relevant Faculty Dean or Director of Service the University's Health, Safety & Environmental Advisor should be consulted.

17.0

Introduction

This policy is supplemented by a number of University Policies, Codes of Practice and Guidance Notes which have been developed to provide a framework by which risks arising from the work activity can be effectively managed and controlled. All employees must, therefore, familiarise themselves with these procedures so that work can be carried out safely and without risks to health.

Ø Refer to Part 4 - List of University Policies, Codes of Practice and Guidance Notes

In order to maintain the self regulating approach to hazard identification and risk control Faculty/School Dean's and Directors of Service will retain overall responsibility for ensuring the adoption of safe systems of work. This will include ensuring that staff have been nominated and appropriately instructed and trained to carry out specific health and safety duties eg Health & Safety Advisors, Risk Assessors and Accident Investigators etc. Where appropriate, students, visitors and contractors must also receive adequate information and instruction so that they can understand the risks and the procedures to be adopted to protect their health and safety.

The University's general arrangements to secure the health and safety of employees, students and visitors are detailed below. Specific hazards and the control of those risks relating to specialist activities conducted within Faculties/Services will be contained in separate Faculty/School/Service codes of practice/operating procedures and these must be complied with eg procedures for safe working in laboratories and workshops.

18.0

Emergency Arrangements**Fire Safety**

Fires can range in seriousness from relatively minor events such as a cigarette initiated fire in a waste bin to major conflagrations. Nevertheless all major fires start small and these may be attacked using a fire extinguisher, provided that there is **no** personal risk and that you have been appropriately trained in the use of fire extinguishers. There is no regulation or advice which requires building users to display heroics. If you discover a fire or hear the alarm, take the following action:

Fire Orders (On Discovering a Fire)

- Sound the fire alarm
- Key 9 - 999 direct (Emergency Services)
- Key duty staff *44 or 4444
- Close doors and windows behind you if there is no immediate danger
- Leave the building by the nearest safe exit

- Do not use lifts
- Assemble in your nearest car parking area. You must keep well away from buildings so as not to impede the rescue services or put yourself in danger.
- Do not re-enter the building until authorised to do so.

Fire Orders (On Hearing the Alarm)

- Close doors and windows behind you if there is no immediate danger.
- Leave the building by the nearest safe exit.
- Do not use lifts.

Assemble in your nearest car parking area. You must keep well away from the buildings so as not to impede the rescue services or put yourself in danger.

Do not re-enter the building until authorised to do so.

Disabled Evacuation Arrangements

- Disabled people requiring help should be assisted to a place of safety outside the building and this includes wheelchair users from ground floor locations.
- Wheelchair users, in other than ground floor locations, should in the first instance, be assisted or directed to a refuge area/point.
- One or more helpers should remain with the wheelchair user.
- Another helper should alert the campus security lodge (*44) and the attendant emergency services of their whereabouts in case an assisted emergency evacuation becomes necessary.
- A refuge point will usually be a protected lobby or stairway area. Alcoves in fire protected and enclosed corridor areas are also acceptable provided that egress routes are not obstructed.
- Refer to University document 'Personal Emergency Evacuation Plan (PEEP) Guidance'. Refer to website.
http://www.staffs.ac.uk/about_us/university_departments/estates/health_safety/

Fire Drills

These will be held at least two times per year in all University buildings including student residential accommodation units. Formal reports on these exercises will be submitted to appropriate meetings of the Health & Safety Committee.

Fire Marshals – Appointment

Appropriate members of staff will be appointed by Deans/Directors or other Senior Managers to act as fire marshals to assist in building evacuations.

Fire Marshals - Duties

Where reasonably practicable a Fire Marshal will, during a drill or actual emergency, carry out the duties outlined below provided there is no personal risk to their own safety.

- Walk through and check their designated area to ensure that evacuation has been completed.
- Marshal outside the building to ensure that evacuees proceed to their nearest designated assembly area and keep well away from building exits.
- Complete the Fire Marshal Report Form (sent to each Fire Marshal prior to the drill) and either hand or post to the relevant drill officer at Stoke or Beaconside as appropriate.
- Fire Marshals are acting with the authority of the Vice Chancellor and their instructions during a practice drill or real emergency must be complied with.

Fire Safety Equipment and Fire Safety Measures

Staff Responsibilities:

- Fire extinguishers and fire blankets are provided throughout University buildings. Make yourself familiar with the location of these within the rooms in which you work.
- Make yourself familiar with the location of 'fire call points' and know how to use these (break glass) to activate the building alarm system.
- Access doors to all buildings, stairwells and corridor doors are designed to hold back the spread of smoke/fire. These doors, therefore, must remain closed at all times when not in use.
- Stairwell areas must not be used, even on a temporary basis as a storage facility.
- Make yourself familiar with at least two exit routes out of the building in which you work or visit in case one of these routes is blocked by smoke/fire.
- All workshop/office doors must be left in the closed position when not in use. This is particularly important when facilities have been used outside normal working hours. This procedure will help prevent the spread of smoke/fire to other areas of the building.
- Improper use or wilful damage to fire fighting equipment is a criminal offence eg the use of an extinguisher to prop a door open.

**ONLY TACKLE A FIRE IF THERE IS NO PERSONAL RISK AND YOU
HAVE BEEN TRAINED IN THE USE OF FIRE EXTINGUISHERS
IF IN DOUBT - GET OUT**

First Aid

If first aid is required a list of fully qualified first aiders can be found at:
http://www.staffs.ac.uk/about_us/university_departments/estates/health_safety/

Students or staff who suffer from epilepsy, diabetes or any other condition likely to require urgent attention from time to time, are advised in their own interest, to inform their Dean or Director.

First Aid Equipment

First aid boxes are located throughout the University and the following procedures must be adopted in relation to the maintenance/upkeep of such boxes:

- Staff nominated by the Faculty/School /Service will be responsible for ensuring that the contents of first aid boxes are checked within their particular work areas.
- First aid boxes must be checked on a two weekly basis.
- A record of such checks must be kept adjacent to each box to indicate who checked it and when.
- First aid boxes must only be stocked with those items as specified in the First Aid at Work Regulations 1981 (replacement stock should be obtained from reputable suppliers).
- Staff in charge of field trips must ensure that appropriate first aid equipment is taken along on all field trips. On no account should existing supplies be removed from building locations for this purpose.
- The removal of any materials from a first aid box for improper use or use outside the University is strictly forbidden.

First aid training courses should be arranged through HSEU (Health, Safety & Environmental Unit. Refer to Website:

http://www.staffs.ac.uk/about_us/university_departments/estates/health_safety/

- Ø Further advice is contained in University booklet - 'First Aid at Work'. Refer to Website.

Many of our older buildings were built in the period when asbestos was used in construction in various types of boarding and for insulation and soundproofing. Typical locations for such materials are the spaces above false ceilings, in cable runs and risers between floors, around pipes and boilers, as a covering for steel supports, and even in fire doors and behind panel walls.

Asbestos is generally safe until it is disturbed. Disturbance releases asbestos fibres into the air that can penetrate the lungs, and the greater the area disturbed, the greater release of fibres.

We can manage asbestos effectively by removing it where it is in poor condition, in a particular loose form, or where we intend to carry out work that would disturb it. Where the asbestos is well encapsulated or in a 'hard' form like asbestos cement tiles or corrugated roofing material, very few fibres are released. In this case it is safer to 'seal' the asbestos in paint or plastic to make sure no fibres escape.

We are fully committed to preventing anyone coming into contact with the material unless they are fully trained and observe appropriate safety precautions.

A survey, organised by the Estates Department, has been carried out on University property to identify where asbestos is present, its type, condition and the risks it presents. The survey is detailed in the University's Asbestos Register. The Asbestos Management Plan states that any work carried out within Staffordshire University is only done once the Register has been checked against the area in which the work is to be carried out.

To make sure that we control any potential exposure risks, the Estates Department must approve any works that potentially may disturb asbestos materials. Only licensed contractors, approved by the Health & Safety Executive, will remove asbestos.

Duties and Responsibilities

Head of Buildings and Estate

The Head of Buildings and Estate is responsible for making sure the Asbestos Register is kept up to date. If there is an uncontrolled asbestos risk, the Head of Buildings and Estate will instigate a planned programme of work to remove the asbestos or repair any damage that has made it dangerous. He will also ensure that only licensed and approved contractors are used.

The Head of Buildings and Estate will ensure that any work within the University property is checked against the Register to establish the potential for exposure. The Head of Buildings and Estate will liaise with the Head of Health, Safety and Environmental Services about managing the asbestos risk.

Heads of Faculty/School/Service

Heads of Faculties/Schools/Services must ensure that the Estates Department is notified in the event of any property-related work being planned within any University property.

Staff and Students

All staff and students must co-operate with the University in applying any measures introduced to reduce or eliminate the risk from asbestos. If a student or member of staff believes they have come across asbestos, they should contact the Estates Department, and they can also contact the Health, Safety and Environmental Unit.

20.0 Accidents, Incidents and Dangerous Occurrences

All incidents involving staff, students, members of the general public or machinery, plant equipment and premises causing injury or damage or having that potential, will be recorded, reported and thoroughly investigated in accordance with laid down procedures and statutory legislation.

Ø See 'Accident Reporting and Investigation Policy' in Part 4 of this Policy

YOUR REPORT OF AN ACCIDENT OR NEAR MISS COULD PREVENT DEATH OR SERIOUS INJURY TO OTHERS

21.0 Annual Action Plans

Planning is one of the key elements of the health and safety management process and involves setting objectives/targets based upon what needs to be done to secure effective risk control.

Faculties/Services will be required to submit health and safety 'Action Plans' when requested to the Health & Safety Committee on an annual basis.

22.0 Annual Safety Return

Faculties/Services will be required to submit an annual Health and Safety Return when requested to the Health & Safety Committee.

23.0 Audits

The Head of Health, Safety & Environmental Services will arrange to carry out formal health and safety 'Audits' of Faculties/Services in accordance with the University's approved 'Audit Protocol' and this will include an invitation to appropriate Trades Union Safety representatives to participate as independent contributors. Audits will be carried out on a rolling basis (every two years in practical Departments and every three years in non practical Departments). The purpose of these Audits will be to:

- Review health and safety management arrangements to identify strengths and weaknesses.
- Ensure compliance with legal standards.

- Assess conformity with the University's health and safety policy.
- Make any recommendations considered necessary to achieve adequate control over risks and improve health and safety performance.

Audit reports will be submitted to the Health & Safety Committee as appropriate.

24.0 **Contractors**

All contractual activities carried out on University premises, whether by external contractors or Estates maintenance staff, impose a specific duty (HSAW Act 1974) to ensure that staff, students and visitors are not exposed to risks to their health and safety. The very nature of construction activities eg new build, refurbishments and maintenance works may create such risks and must, therefore, be adequately controlled. Dean's/Directors or other Senior Managers who have directly authorised and commissioned any work to be carried out by external contractors ie (not through the Estates) must ensure that:

- Adequate consultation takes place with the contractor to identify the risks and put in appropriate systems of control prior to commencement of the work.
 - Contractors are issued with the University's 'Code of Safe Working Practices for Contractors Employed by Staffordshire University'.
 - Contractors comply with the above code.
 - The work of contractors is monitored to ensure that agreed safeguards are working effectively.
 - Contractors are provided with sufficient information in respect to any risks to their own health and safety whilst on University premises eg carrying out maintenance work in a science laboratory with a potential risk of exposure to harmful chemicals.
 - Contractors use their own plant, tools and equipment. University tools/equipment must not be supplied/provided for their work activity.
- Ø See 'Code of Safe Working Practices for Contractors employed by Staffordshire University' in part 4 of this Policy.

25.0 **Use of Display Screen Equipment (DSE)**

The University has procedures in place to ensure full compliance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002). This includes DSE risk assessment, free DSE eyesight tests for DSE users and a contribution to users who require "special" corrective appliances specifically for use with DSE work.

- Ø See 'Display Screen Equipment Work Policy and Guidance' in Part 4 of this Policy.

26.0 **Electrical Safety**

The means of achieving high standards of electrical safety in the installation, maintenance and use of electrical supplies, equipment, apparatus and systems is

contained in the 'Electricity at Work Regulations 1989'. Only electrical contractors approved by Estates and Facilities maintenance officers (electrical) are authorised to conduct any electrical work in University buildings and all such work must comply with these Regulations and the 17th edition of the IEE Wiring Regulations.

Portable Electrical Equipment : Managers/Supervisors Responsibilities

Managers/Supervisors responsible for the safety of electrical equipment in their areas of control must ensure that:

- All equipment is properly installed and maintained
- All equipment is used only for the purpose intended
- All equipment is visually inspected at regular intervals and this will include:
 - Condition of cables
 - Cable is secured in plug cord grip
 - Damaged or discoloured plug tops
 - General misuse

Staff using electrical equipment/apparatus are aware of the hazards and of the precautions to enable safe working eg switching off after use and taking care not to obstruct ventilation outlets etc.

All electrical equipment has been tested on an annual basis (every 4 years for IT equipment) and appropriately labelled to indicate that such tests have been carried out and when the next test is due. This requirement also applies to personal items of equipment such as kettles, toasters etc.

Defective equipment has been withdrawn from service and discarded or repaired by an authorised contractor approved by Estates.

Trailing cables on floors are particularly vulnerable to damage. Cable routes should be chosen to avoid exposure to such damage. Cables must never be positioned where they are likely to cause a tripping hazard eg pedestrian routes in offices and passage ways etc. Use of multi-plug boards should be avoided. Additional wall mounted outlet sockets should be requested through Estates Property Desk.

User Responsibilities

- Equipment/appliances must be used only for the purpose intended.
- Repair and maintenance work must only be carried out by authorised electrical contractors as specified by Estates or in house Maintenance Officers (Electrical) - NO DIY.

- Equipment should be visually inspected for serviceability before each use. Check for condition of cable, damaged or discoloured plug tops and that cable is secured in plug cord grip.
- Defective equipment must be immediately withdrawn from service and reported to appropriate Managers/Supervisors.
- Ensure that equipment is within the annual test date and appropriately labelled. If there is no indication that the equipment has been tested it should not be used and the matter reported to appropriate Managers/Supervisors.

27.0 **Induction Training : New Staff and Students**

Each Faculty/School /Service will need to tailor its information and training package to suit the particular nature of the activities conducted. However, some standard/core information will apply universally. The following list should be used as an aide-memoir and supported as necessary, by Faculty/School /Service specific information and training relevant to particular hazards and their control. These hazards will have been properly identified through the formal risk assessment process.

Staff

Staff should have knowledge and understanding of the following policies and procedures.

University Health and Safety Policy and Organisation

- Duties/responsibilities of key University staff
 - Vice Chancellor
 - Dean's/Directors and other Senior Managers
 - Faculty/School /Service Health & Safety Advisors
 - Head of Health, Safety and Environmental Services
 - Trade Union Safety Representatives
 - All Staff - personal responsibilities
 - University Health & Safety Committee
 - Faculty/School /Service Health & Safety Groups
(refer to University Health & Safety Policy document)
- Health & Safety - Information for Employees - What you should know (HSE leaflet - circulated with appointment documents).
- Faculty/School /Service Codes of Practice/Operating Procedures (as appropriate to the needs of staff).

- University No Smoking Policy.
- Children in the University (parents and guardians 'duty of care').
- Specific Workplace Hazards and Control - include use of PPE where this is appropriate to ensure safe working.
- Equipment defect reporting procedures.
- First Aid - to include:
 - location of first aid boxes
 - names, telephone numbers and location of first aiders
 - maintenance of first aid supplies
- University's Lone Working Guidance
- Procedures/advice on lone working
- Accident reporting procedures
- Disciplinary procedures for failures to comply with University health and safety rules and routines eg compliance with fire drills.
- Emergency Procedures - to include:
 - fire evacuation routines
 - location of fire 'call points'
 - location of fire extinguishers
 - assembly areas
 - fire monitors and their role
 - location of fire exits
 - mandatory compliance with fire drills
 - mandatory completion of online fire safety training

Emphasise need to keep emergency exit routes clear and unobstructed at all times and not to store anything in corridors or stairwell areas.

- Emergency Procedures - Terrorist Threats ([refer to University procedures](#)).
- Emergency Procedures - People with additional needs ([refer to University procedures](#)).

- Safety in the use of VDU's - including user entitlement to eye and eyesight tests.
- Manual Handling - Procedures/Guidance (if applicable).
- Emergency contact numbers eg *44 for security.
- Any other procedures in force to ensure safe working eg working in laboratories/workshops/field trips etc.

New Undergraduate Students

- Emergency procedures - as identified above
- First aid - as identified above
- Accident reporting procedures
- Identity of key health and safety personnel within the University/Faculty/School/Service.
- Emergency contact numbers eg * 44
- Defect reporting procedures
- Health and safety duties of students - identified in the 'Student Regulations' handbook.
- Safety on University roadways eg speed limits, one way systems, authorized parking etc.
- Any other Faculty/School/Service procedures in force to ensure safe working eg working in laboratories/workshops - field trips etc.

Additional Matters

- An information pack containing copies of relevant University Policies/Guidance documents should be issued to all new starters.
- A formal record should be maintained of all personnel who have received induction information/training.
- It would be prudent to obtain a signature from each new starter to indicate that he/she had received such information/training.
- A number of health and safety training videos are available 'on loan' from the University Health, Safety & Environmental Unit (Stoke Campus) e-mail hseu@staffs.ac.uk

28.0 Faculty/School/Service Codes of Practice/Operating Procedures

Each Faculty/School/Service is required to prepare and publish a local health and safety policy and associated documents which identify the way in which health and

safety will be managed. In particular, these documents will reflect the more local and sectional arrangements in force to secure the health and safety of all staff, students and visitors.

Ø See Part 5 'Core Items for Inclusion in Faculty/Service Policies'.

29.0 **Ladder/Step Ladder Serviceability**

Faculty/School /Service Managers/Supervisors responsible for the control and use of ladders must ensure that they are safe and in a good state of repair at all times. Ladders must be formally inspected at six monthly intervals and a record maintained of such inspections.

Ø Further advice is obtainable on the HSEU website at http://www.staffs.ac.uk/about_us/university_departments/estates/

30.0 **Minibus Drivers**

Dean's/Directors or other Senior Managers will be responsible for authorising/approving drivers and for ensuring that a list of such authorised drivers is maintained. The following conditions will apply.

Drivers must:

- Be over the age of 25 years.
- Have a full driving licence and one that is acceptable to the University's insurers.
- Have successfully completed a Minibus Driver Assessment Scheme prior to conveying staff/students on official University business.

NOTE:

- Retraining will be required every 5 years.
- Clarification and advice on vehicle insurance matters should be referred to Financial Services ext 3542.
- Attendance on a Driver Assessment Scheme should be arranged via the Health, Safety & Environmental Unit e-mail hseu@staffs.ac.uk

31.0 **Manual Handling**

All manual handling activities come within the scope of the Manual Handling Operations Regulations 1992.

Definition:

Manual handling is defined as any activity which includes:

- | | |
|------------|----------------|
| § Lifting | § Putting down |
| § Pushing | § Pulling |
| § Carrying | § Moving |

Safe Working Practices

Whilst it is accepted within the scope of activities conducted by Faculties/Services it is not possible to eliminate all manual handling activities it is, nevertheless, possible to reduce the likelihood that accidents will occur by adopting safe working practices. The development of safe working practices requires an 'ergonomic' approach which takes account of a range of relevant factors including, the nature of the task, the load, the working environment and individual capability.

Ø A more detailed explanation is contained in University document 'Manual Handling of Loads – Policy and Guidance'. Refer to Website. http://www.staffs.ac.uk/about_us/university_departments/estates/

Central to the ergonomic process is the need to conduct risk assessments in order to identify the hazards/risks and to look for practical solutions to minimise the chance of injury.

Assessors : Appointment and Training

Dean's/Directors or other Senior Managers will be responsible for ensuring that appropriate staff have been nominated to carry out assessment duties and ensure that these staff receive relevant training through the Health, Safety & Environmental Unit. Refer to Website and book online under 'training'.

Assessment Criteria

- Manual handling tasks must be assessed to identify risk factors and the results formally recorded. The assessment must take account of the load, the task, the working environment and individual capabilities.
- Assessments must be reviewed annually or more frequently if it is believed the assessment is no longer valid eg a change in work practices would require a new assessment to be conducted.

Risk Control Hierarchy

Managers/Supervisors must adopt the following hierarchy of control measures, as appropriate:

- Avoid hazardous manual handling activities as far as possible.
- Provide manual handling aids eg trolleys, jacks, trestles, rollers, bars, hoists etc.
- Ensure that staff engaged in manual handling activities receive instruction and training in safe handling techniques through the Health, Safety & Environmental Unit. Refer to Website and book online under 'training'.
- Provide appropriate PPE for manual handling tasks.
- Consider the nature of the work in relation to an individual's physical capabilities.
- Consider team handling if appropriate.

Staff Responsibilities

- To use any mechanical aids as supplied for the task.
- To use PPE as provided for the task eg footwear, gloves etc.
- To take reasonable care for your own health and safety and that of others who may be affected by your activities.
- Cooperate with the University by complying with appropriate systems of work, rules and procedures in force to promote safety during the handling of loads.
- To report defects in equipment to your Manager/Supervisor.
- To immediately report accidents to your Manager/Supervisor and complete the University's Accident Report Form and forward to the Head of Health, Safety & Environmental Services (Stoke Campus).

32.0 **Monitoring and Review**

The monitoring and review of safety procedures and compliance with Codes of Practice is an every day responsibility of all staff, however, managers and supervisors hold a higher duty of responsibility to monitor and ensure compliance. In addition to daily supervision a variety of central and School/Departmental systems are used to monitor and measure safety performance across the university.

Inspections

Heads of School and Departments will implement suitable and sufficient internal safety inspections, the frequency and detail of such activities must be commensurate with the size of the department/school, level of risk, and nature of the hazards within each location. All departments/schools must undertake as a minimum an annual inspection exercise.

Additional monitoring activities will occur during accident investigations, complaints and feedback during team meetings.

Inspection reports will be submitted to Dean's/Directors and appropriate Faculty/School/Service Management Teams.

33.0 **Occupational Health Services**

The University's Occupational Health provision is contracted out to a third party organisation that provides a wide range of health advice and related support to the University. The Occupational Health Service is beneficial to the University and its employees, providing independent advice about an employee's fitness to work and rehabilitation needs together with advice on a range of general and other health issues affecting staff across the University. All referrals to the service should be made through Personnel Services.

34.0

Office Based Activities

Space

The Workplace (Health, Safety and Welfare) Regulations 1992 require that all employees must have a certain amount of office space in which to work:

- 3.7 square metres of floor space; or
- If the ceiling is lower than 3.1 metres, 11 cubic metres

This space allocation does not take into account furniture.

Temperature

- Under the Workplace (Health, Safety and Welfare) Regulations 1992 the temperature within offices must be reasonable (reasonable under relevant guidance is considered to be 16°C (60.8°F) after the first hour);
- The Regulations and associated guidance do not recommend a maximum temperature but during working hours “the temperature in all workplaces inside buildings shall be reasonable”.

35.0

Personal Safety and Security

University buildings are easily accessible by members of the public and inevitably this gives rise to concerns regarding personal safety and security. However, building users can contribute to their own personal safety and security by adopting a few simple precautions.

- Report unwelcome visitors/intruders to security staff - key *44.
- If working alone lock your door or if outside keep to well lit areas. Inform security staff *44 if you intend to work at times when the building would not normally be occupied.
- Don't leave personal effects on display eg handbags, wallets, jewellery etc.
- Don't leave valuables in offices/work areas overnight.
- Lock doors and close windows when you cease work.

36.0

Personal Protective Equipment

The personal Protective Equipment at Work Regulations 2002 place a statutory obligation on the University to ensure that suitable personal protective equipment (PPE) is provided to those staff, students and visitors who may be exposed to a risk to their health and safety whilst at work or on University premises. PPE includes such items as protective clothing for extreme weather conditions, high visibility clothing, gloves, safety footwear, safety helmets, eye/ear protectors, dust masks etc.

Managers/Supervisors Responsibilities

Managers/Supervisors responsible for specific work areas or activities must ensure that:

- A risk assessment of all activities is conducted to assess/identify the need for PPE and that the results of the risk assessment is formally recorded.
- Suitable PPE is provided to staff, students and visitors who may be exposed to a risk to their health and safety eg visitors to a science laboratory.
- Where/when appropriate, staff/students receive sufficient information, instruction and training in the correct use of PPE.
- PPE provided to staff, students and visitors is in good working order and well maintained. It may be appropriate in some circumstances to supply disposable PPE which can be discarded after use eg dust masks. PPE should only be provided when there is a risk to health and safety that cannot be adequately controlled by other means.

User Responsibilities

- Users are under a specific duty to use/wear PPE which has been provided by the Faculty/School /Service to protect their health and safety whilst at work or on University premises.
- Defective PPE must be reported immediately to the appropriate. Manager/Supervisor responsible for the work activity.

37.0 Purchasing Policy

As far as is reasonably practicable all substances and materials purchased for use within the University must be environmentally friendly in accordance with the University's 'Environmental Policy' which encourages the development of good environmental practices. In addition, all equipment purchased must be safe and without risks to health and fully comply with the 'Provision and Use of Work Equipment Regulations 1998.

An important aspect of these Regulations relates to the selection of work equipment and in this regard, data sheets, manufacturers/suppliers information and instruction should be consulted and form the basis for carrying out risk assessments prior to any purchase.

38.0 Policy Monitoring and Review

The effectiveness of this policy will be monitored by the Vice Chancellor through the University's Health & Safety Focus Group and Health & Safety Committee. The formal review process will be carried out every two years and will, in particular, take account of new legislation and changes in the University's operational arrangements.

39.0 Risk Assessment (General)

Staffordshire University recognises that suitable and sufficient risk assessments are fundamental to effective risk management and that all risk assessments must consider all factors relevant to the activity including environmental impact and the disposal routes of any waste or effluent.

Risk assessments should be treated as dynamic 'working' documents which should be readily available for reference; communicated to and agreed by the interested parties and reviewed in-line with: accidents/incidents relating to the activity; relevant changes in legislation and the assigned review date.

Ø See 'Risk Assessments (General) Policy and Guidance' in Part 4 of this Policy.

40.0 Reporting Health and Safety Issues or Concerns

Any member of staff or student who considers that any aspect of their work activity may cause injury or ill health to either themselves or others must report this immediately to their respective Managers/Faculty/School/Service Health & Safety Advisor or Tutor as appropriate. Similarly, any defects identified in tools or any other work equipment must be immediately withdrawn from service and the matter reported.

41.0 Roadways and Car Parking

Drivers must take particular care and observe campus speed restrictions and one way systems and to be particularly vigilant for the presence of pedestrians. Parking is not permitted on double yellow lines, yellow hatched areas or in front of building exit/entrance doors since this may impede swift access by emergency vehicles and/or hinder an emergency evacuation by building users.

42.0 Smoking Policy

- All building users must comply with the University's No Smoking Policy. Smoking is prohibited in all parts of all University buildings, and within 5 metres of entrances to premises and open windows..

Smoking is also prohibited in the following external locations which are covered by existing statutory provisions:

- Adjacent to paint, chemical or solvent stores.
- In the immediate vicinity of LPG storage areas or areas housing flammable industrial gases.
- Adjacent to battery rooms or locations where batteries are charged.
- Any other areas where there is an identified hazard or risk of injury or ill health.

The University has a statutory duty to provide "such supervision as is necessary" to ensure the health and safety of both postgraduate and undergraduate students. It is important to understand that this duty cannot be discharged by relying solely upon a student's status or competence.

The duty to supervise is delegated to the Head of Department and in turn to the member of staff directly responsible for the student (the supervisor). Technical staff are responsible for ensuring that laboratories, workshop areas and associated equipment are safe to use. Any health, safety or environment issues relating to students should be reported to the member of staff in charge. Responsible staff must be able to demonstrate that they have exercised an effective supervisory role within a context of departmental procedures, systems of work and monitoring arrangements.

Initial induction training of new students should include an explanation of safe systems of work, local policies and procedures etc.

Definitions

- It is advised that "direct supervision" is where the supervisor is initially to hand at the start and induction of the task and within a defined work area of the activity whilst the task is undertaken (i.e. within the same room, laboratory or workshop).

The words "within the vicinity" need to be interpreted as within hailing distance or routinely circulating around various activities/areas under the supervisor's control.

Risk Assessment and Levels of Supervision

The risk assessment will identify the level of control necessary to protect all those who may be affected. The control measures to reduce risk may be a mixture of administrative, engineering and personal protective measures. There will be a number of situations, particularly for undergraduate work, where the projects are not individual but group based and the risk assessment can be generic rather than individual. In such circumstances, evaluation of the safety of individual undergraduate projects should be made when projects are devised and appropriate instruction for students provided with the methodology.

Where necessary, formal arrangements must take place within the department such that a temporary, alternate supervisor is provided during absence of the regular supervisor.

Where individuals being supervised show a complete disregard for matters of safety, then it is advised to use disciplinary procedures to ensure that the safety of the person concerned, and anyone else that might be adversely affected, is maintained.

Student Dissertations and Projects (Under/Post Graduate)

Student dissertations and projects at both Under and Post Graduate level could involve work subject to specific Health and Safety Regulations (e.g. Control of Substances

Hazardous to Health (COSHH) Regulations 2002, Provision and Use of Work Equipment Regulations (PUWER) 1998, or University Procedural Guidance e.g. Field Trips, Fieldwork and Educational Visits, Lone Working etc. It is the responsibility of the project/dissertation supervisor to ensure that:

- (a) The project is properly assessed:
 - For general risks to health and safety under the Management of Health & Safety at Work Regulations 1999 (written risk assessment/s required), or other regulations such as COSHH 2002, the Manual Handling Regulations 1992, etc;
 - For compliance with University procedures/guidance (e.g. relating to fieldwork, placements, radiation, micro-organisms, genetic modification etc);
 - For compliance with any local Departmental/Faculty rules;
- (b) Any precautions which are necessary are agreed between the supervisor and student and should be recorded in relevant procedures;
- (c) Regular checks are carried out by the supervisor to ensure that the student is actually following the agreed procedures.
- (d) It has been made clear that:
 - Alterations in method must be documented, risk assessments reviewed and revised as necessary and discussed rather than casually introduced without the supervisor's knowledge;
 - Students also have statutory responsibilities not to endanger themselves and others by their actions.

44.0 **Student Work Placements**

Whilst primary responsibility for meeting statutory obligations within a 'placement' rests with the employer 'placement provider' there still remains a residual risk of incurring liability unless the University takes reasonable steps to see that the placement is safe and without risks to health. It is good practice, therefore, to enter into discussion with prospective employers regarding the health and safety of students on work placements and that written records are maintained.

Placement organisers and any other staff involved in arranging or monitoring student progress whilst on placement must follow the procedures and guidance outlined in the UCCA Health & Safety Guidance for the Placement of Higher Education Students, which can be accessed via the HSEU website.

45.0 **Use of Hazardous Substances (COSHH)**

A hazardous substance is defined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) as a substance which is either very toxic, toxic, corrosive,

harmful, irritant/sensitising or any other substance which is a hazard to health eg micro organisms.

Assessors - Appointment and Training

Dean's/Directors or other Senior Managers will be responsible for ensuring that appropriate staff have been nominated to carry out COSHH assessment duties and for ensuring that these staff receive relevant training through the Health, Safety & Environmental Unit. Refer to Website and book online under 'training'.

Managers/Supervisors Responsibilities

Managers/Supervisors responsible for specific work areas or activities must ensure that:

- A hazardous substance will only be used when there is no safer alternative substance that can be used for the work activity.
- A COSHH assessment is carried out for each hazardous substance used which takes account of, in particular, the way the substance will be used in practice.
- The risk assessment is carried out prior to use of the substance and that the assessment details are formally recorded.
- Staff/students receive sufficient information, instruction and training to enable them to understand the risks to their health and the procedures to be adopted to protect their health.
- Staff/students are issued with appropriate personal protective equipment (PPE) eg gloves, goggles, visors, overalls, masks etc.
- Staff/students use the PPE issued to them to carry out the work activity.
- PPE is in good working order and well maintained.

User Responsibilities

- To use the PPE issued to carry out the work activity.
- To report defects in any PPE provided immediately to the appropriate Manager responsible for the work activity.

PPE must only be used as a last resort option in the absence of any more reliable or permanent means of control.

46.0

Visitors Duty of Care

The University has an obligation under the Health & Safety At Work etc Act 1974 to ensure the health and safety of all visitors (includes students and contractors) whilst on University premises. Visitors must not use tools or equipment (including office equipment) without the specific authority of an appropriate Manager. Such permission as may be granted will include a strict duty to ensure/provide immediate 'line of sight'

supervision. Members of staff who are responsible for students or visitors should inform them of the fire procedures.

Children

The university's buildings and campuses are not primarily designed for young persons or children.

High risk areas

With the exception of supervised lectures, classes or organised formal visits, young persons and children who are not students of the university will not be admitted to any of the following areas within the University: -

- Science, engineering laboratory or workshop environment.
- Where any hazardous substances or equipment is present; or
- Where the appropriate Dean or Director excludes young persons and children because of risks to health and safety.

Such areas will have appropriate security measures, warning signs etc to prevent unauthorised entry.

Parents or guardians and young persons or children

Where a parent or guardian brings a young person or child onto a University campus or into a University building, they are responsible for the close supervision of the young person or child at all times. This responsibility cannot be delegated to another person.

Bringing young persons or children onto a campus or into a building because alternative care arrangements are not possible must only be considered as a last resort and as nothing more than a temporary arrangement.

Authorisation in this situation must be first granted by the appropriate Dean or Director, or the appropriate member of staff given delegated authority to grant or refuse permission.

Organised events where young persons or children are invited

- Where an academic school, support service or university centre intends to organise an event where young persons and or children are to be invited, authorisation must be granted by that Dean or Director.
- A risk assessment of the intended event must be carried out to assist in determining the viability of the event from a health and safety perspective, and the necessary arrangements that need to be in place should the event go-ahead. Aspects covered by this risk assessment should include: -
 - Travel arrangements onto and from the campus.
 - Movement around the campus and within buildings.
 - Unfamiliarity with areas, particularly within buildings and in the event of an emergency evacuation or situation.

- The area where the intended event will take place including its layout, occupancy levels and any existing equipment, materials, activities etc within that area or immediately adjacent.
 - The intended activities the young persons or children will participate in including any equipment, materials etc that will be used.
 - The levels of supervision that will be necessary and the suitability of those who will assist with supervision.
 - The information, instruction and training that will need to be provided to all those involved with the event, i.e. participants, the third party with whom the event will be organised, supervisors of the event.
 - The findings of the risk assessment must be recorded and conveyed to the relevant personnel, e.g. those responsible for the event, the third party with whom the event will be organised. The risk assessment must be reviewed as appropriate, e.g. immediately prior to the event taking place or before any future similar event.
- Those responsible for organising the intended event must ensure that the appropriate level of insurance will be in place.
 - A health and safety agreement must be sent to the third party with whom an event has been organised. The third party must convey its acceptance of, and commitment to, the agreement prior to the event taking place.
 - Any organiser of events that invite children onto campus will be responsible for ensuring that the areas intended for use are suitable.

Conferences and Events

It is the responsibility of the arranging Faculty or Service to ensure that suitable health and safety arrangements and procedures are established for events and conferences which they directly arrange.

- Refer to University document 'Children in the University – Policy' which can be accessed via the Health, Safety & Environmental Website.

47.C

Working at Height

In general, any work carried out above floor or ground level is potentially dangerous and therefore must be subject to a risk assessment. If persons have to work at heights the correct access equipment must be used, the use of stools, chairs, etc. is not acceptable. Where ladders or stepladders are used, a visual inspection should be carried out before use to ensure the safety of the equipment, which should then be placed on a firm, level non-slippery surface. If this latter requirement cannot be complied with, the ladder should be tied or 'footed' by a second person during use.

- Ø Further information is available on the HSEU Section's website at: http://www.staffs.ac.uk/about_us/university_departments/estates/

Accident Reporting and Investigation
Asbestos Materials in Buildings
Audit Procedures and Documentation
Children in the University – Duty of Care
Contractors Code of Practice
Display Screen Equipment Policy
Eye Test Policy
Fieldwork
Fire Drill Procedures – Fire Marshals – Fire Orders
First Aid at Work : Policy Guidance
Guidance on Furniture and Equipment on Fire Escape Routes
Health and Safety Law ‘What you Should Know’
Health and Safety Law : ‘What You Need to Know’
Ladders and Stepladders Safety
Ladder and Stepladder Top Tips
Lone Working Guidance
Manual Handling
Manual Handling in Libraries
Guidance for New and Expectant Mothers
No Smoking Policy
Pedal Cyclists
Personal Emergency Evacuation Plan
Portable Electrical Appliance Testing
Risk Assessment (General) Policy and Guidance
Slips Trips and Falls
Fire Orders
Student Placements
Terrorist Threats
Thermal Comfort
Working Overseas
Work Experience Placements

Part 5	Core Items for Inclusion in Faculty/Service Policies
---------------	---

- A statement of the University's general policy for health and safety. Refer to University Policy document.
- Duties and Responsibilities of Key Personnel. Refer to the University's Health and Safety Policy document for Deans/Directors/Safety Advisor duties. The duties applicable to other key personnel within your Faculty/School/Service will also need to be clearly defined eg Risk Assessors, Accident Investigators etc.
- Detail emergency procedures eg fire evacuation (including fire monitor duties, terrorist threats, arrangements for disabled colleagues etc). Refer to University Policies/Guidance documents.
- Arrangements for conducting risk assessments of activities, equipment, processes and substances. Refer to University Risk Assessment – Policy and Guidance document.
- Procedures for safe working outside normal working hours.
- Procedures for safe use of facilities and equipment.
- Arrangements for supervision.
- All staff – personal responsibilities. Refer to University Health and Safety Policy document.
- Safe use of University roadways eg complying with speed limits, parking and one way systems etc.
- Arrangements for the safety of children using the facilities. Refer to University's Policy – Children in the University.
- Training arrangements, including induction for staff and students.
- Procedures for conducting inspections/audits eg use of checklists and frequency of checking etc.
- First aid arrangements and general procedures to be adopted by first aiders. Refer to University's Policy/Guidance document.
- Defect reporting procedures eg equipment and systems of work which may lead to injury.
- Procedures to be adopted for annual maintenance of equipment and retention of formal records relating to such equipment.
- Procedures for conducting accident and near miss investigations and associated reports. Refer to University's Policy and Guidance document.

- Procedures for reporting accidents. Refer to University's Policy and Guidance document.
- Health and safety groups/forums/working parties etc. Composition and terms of reference to be identified.
- Arrangements for annual testing of portable electrical appliances.
- Procedures in relation to control of contractors.
- Any other procedures adopted by the Faculty/School/Service to ensure safe working.

