STATEMENT OF
HEALTH AND SAFETY POLICY
AND
STATEMENT OF
ORGANISATION AND ARRANGEMENTS

October 2015
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Introduction

This statement of the University of Leicester’s Safety Policy, Organisation and Arrangements sets out the measures taken to ensure compliance with the requirements of current health and safety legislation and in particular, the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005.

Health and Safety at Work Act 1974:
Section 2 of the Health and Safety at Work Act 1974 requires the University as an employer:

“to prepare and, as often as may be appropriate, revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of his employees”.

Management of Health and Safety at Work Regulations 1999:
Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires the University as an employer:

to make suitable and sufficient assessment of the risks to the health and safety of its employees to which they are exposed whilst at work; and the risks to other persons affected by University activities, in order to identify measures necessary to comply with all statutory provisions for employees and other persons affected by University activities.

Regulation 5 of the Management of Health and Safety at Work Regulations 1999 further requires the University:

“to make and give effect to such arrangements as are appropriate, having regard to the nature of his activities and the size of his undertaking for the effective planning, organisation, control, monitoring and review of the preventive and protective measures”.

Regulatory Reform (Fire Safety) Order 2005:
Article 8 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to:

“take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and in relation to relevant persons who are not his employees, take such general fire precautions as may be reasonably required in the circumstances of the case to ensure that the premises are safe.”
STATEMENT OF HEALTH AND SAFETY POLICY

1. The University declares that high standards of safety and health are an integral part of the proper conduct of its affairs. The University also believes that statutory duties and requirements are the minimum standards to be met, and that it may be desirable for such standards to be exceeded.

2. It is the policy of the University, so far as is reasonably practicable, to:
   2.1 establish and maintain an environment for staff, students and visitors that is safe and without risks to health;
   2.2 provide and maintain plant, equipment and systems of work that are safe and without risks to health, and ensure safe means of access to and egress from all places within its control;
   2.3 ensure that arrangements for the handling, use and storage of articles and substances are safe and without risks to health;
   2.4 provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and visitors;
   2.5 establish and maintain a system of consultation sufficient to ensure that staff and students are able to contribute effectively to the maintenance of a safe and healthy environment;
   2.6 ensure that employees are aware of their responsibility to staff, students and the public within their jurisdiction and that they implement the requirements of the safety policy;
   2.7 monitor and review the effectiveness of the University's arrangements and, where appropriate, implement improvements.

3. The University will review its statement of safety policy at least annually and revise it as often as may be necessary.

4. This statement of policy is supplemented by further statements concerning:
   4.1 the organisation of health and safety within the University, including specific responsibilities;
   4.2 the arrangements by means of which the policy will be put into effect, including departmental health and safety documents.
1. **Introduction**

1.1 This statement describes the organisation and arrangements in force for carrying out the safety policy of the University.

1.2 The objective is to ensure that all members of staff understand the policy and know the extent of their responsibilities and to make clear the chain of responsibility for implementation of the policy.

2. **Organisation For Health And Safety**

The University of Leicester organisation for health and safety is summarised by the diagram in Appendix A.

2.1 **The University Council, and the President and Vice-Chancellor:** The duties and responsibilities which are owed in law by the University, as employer, to its employees and other persons affected by its activities (e.g. students and visitors) are codified in Section 2 and Section 3 of The Health and Safety at Work Act 1974 and Regulatory Reform (Fire Safety) Order 2005. The ultimate responsibility of the University as employer is vested in Council which under the Charter is "the governing body and executive of the University and shall have.....the conduct of all the affairs of the University". As the senior executive officer of the University, the President and Vice-Chancellor is responsible for ensuring that managers are aware of and fulfil their responsibilities for health and safety.

2.2 **The Registrar and Secretary:** has authority delegated by the President and Vice-Chancellor, to ensure that all staff and students of the University comply with all relevant safety legislation and all Codes of Practice, Guidance Notes and other safety procedures approved by the Council of the University.

The main functions of the Registrar and Secretary in the area of health and safety are:

- to ensure that there is an effective safety management structure at all levels within the University;
to ensure that all managers are effectively managing health and safety in the College, Department, Section, Service or other part of the University which is under their managerial control;

to provide senior-level direction for the Director of Safety Services;

to report to the President and Vice-Chancellor on the performance of health and safety management in the University; and

to ensure that the President and Vice-Chancellor is aware of all significant safety problems, or safety policy issues, which cannot be dealt with at College or departmental level.

2.3 **Specialist Advisers:** The University has appointed the following specialist advisers who report to the Registrar and Secretary through the Director of Safety Services

- Director of Safety Services;
- Biological and Chemical Safety Officer;
- Radiation Safety Officer/Science Safety Officer;
- Fire Safety Officer;
- Health and Safety Co-ordinator
- Laser Safety Officer.

The specialist safety advisers have a key health and safety role in advising the Health and Safety Committee. These advisers are named, and their functions stated, in Appendix D.

2.4 **Heads of Colleges and Corporate Services:** The Heads of Colleges and Corporate Services are responsible to the President and Vice-Chancellor through the Registrar and Secretary, who has a co-ordinating role, for:

- fostering an environment in which health, safety and related issues are seen as essential and integral parts of the College’s and Corporate Services' activities.

- ensuring that risks to health and safety of staff, students, customers, clients and visitors, are properly identified and controlled in conformity with University policy. This responsibility extends to staff and student activities away from University premises including student placements.

- ensuring that there is effective consultation and co-operation with appointed Trades Union Safety Representatives within their College/Corporate Service and arrangements exist to allow staff and students to raise health and safety matters.
ensuring that proper arrangements are made for the disposal of hazardous wastes, in particular; radioactive, biological (including clinical) and chemical wastes;

In discharging their duties, each Head of College must appoint a College Board member to be responsible for health and safety and provide a forum for the monitoring of health and safety performance. The forum may take the form of a College Health and Safety Committee or a standing agenda item for the consideration of health and safety matters at College Board meetings.

In some situations, it may be appropriate for health and safety personnel and health and safety arrangements to be shared between departments within a College or Corporate Services.

2.5 **Heads of Academic, Administrative and Service Departments:**

Management responsibility in general for the implementation of University policy on safety and health matters rests with the senior member of staff in each department or function who, as "Head of Department", is responsible for its good conduct. The senior members for this purpose are named in the current University Calendar.

The underlying principle is that only those who have authority can have responsibility. In the interests of all members of staff, each department or function shall establish and formalise the lines of authority within it.

Specific aspects of policy implementation may be delegated by the responsible person to specialists and others within each department or function. Where such delegation is appropriate, the organisational structure of the department or function shall specify in detail the nature, extent and implications of the arrangements, and shall ensure that the arrangements are brought to the notice of members of staff who may be affected.

Such arrangements must be consistent with the authority vested in the specialist or other person concerned, and not conflict with the spirit or intention of the University statement of general policy on health and safety.

Heads of Department fulfil their responsibility by ensuring that the University health and safety policy is carried out within the area of their charge. In particular they should ensure that:

- all staff in their department are aware of the health and safety arrangements in force as regards fire and other emergencies, first aid and the reporting of accidents and hazards;
- students are made aware of their responsibilities to co-operate in safe working procedures. Teaching at both undergraduate and postgraduate level must convey to students an understanding of basic safety requirements in relevant areas.
suitable and sufficient assessments of the risks to the health and safety of staff, students and other persons in their department are carried out;

personal protective equipment is available and used when required;

all staff are provided with the necessary instruction, information, training and supervision to enable work to be carried out safely;

accidents, dangerous occurrences, cases of notifiable disease and occupational ill health are reported, investigated and action is taken to prevent recurrence;

inspections of the workplace are carried out;

observed defects in premises within their area of charge are reported promptly to the Estates and Facilities Management Division.

Where facilities used by departments are shared with other departments, the appropriate Heads must determine how safety responsibilities are to be apportioned and formalise the arrangements.

The Director of Estates and Facilities Management is responsible for all premises, gardens, roads, sports fields, plant rooms, boiler houses, sub-stations, building services and Estates and Facilities Management workshops and offices and tenanted property. Building fire risk assessments, as required by the Regulatory Reform (Fire Safety) Order 2005, are carried out by the Safety Services Office who report findings to the Director of Estates and Facilities Management for appropriate action. The general demarcation between Departmental/Function and Estates responsibilities is:

- equipment and contents under Departmental/Function control are the responsibility of respective Heads of Department;

- the structure of the building and fixed services are the responsibility of the Director of Estates and Facilities Management.

Where plant or premises are under joint control, the responsibility for specific aspects of health and safety will be jointly agreed in consultation with the Director of Safety Services.

If matters affecting health and safety arise which are beyond their authority or resources, Heads of Department must formally refer the matter to the next senior authority.

Management may be assisted by Departmental Safety Officers and Building Safety Supervisors, whose duties are set out in Appendix C. All members of staff should be aware of the functions of such officers and supervisors and have ready access to them. Such officers and supervisors act in an advisory capacity
and do not bear responsibility for decisions taken or not taken in the light of their advice.

2.6 **Line Managers**: are those members of staff in an academic department or support service who have managerial or supervisory duties in relation to other staff, students or any facility operated by the department or service.

In an academic department the term line manager will include:

- heads of research groups;
- academic staff responsible for a laboratory or other practical facility;
- academic staff supervising students in experimental or practical work;
- departmental administrator with office management duties;
- laboratory supervisors;
- senior technicians supervising other technicians.

In a core support service the term line manager will include:

- heads of services which are part of a core support service;
- staff with office management duties;
- staff who are supervising other staff.

Each line manager is responsible to his/her senior manager, either directly or in a hierarchical structure, via other line managers, for ensuring compliance with all legislation, codes of practice and guidance and all University Codes of Practice, Guidance Notes and Safe Schemes of Work derived from risk assessments which are relevant to their managerial or supervisory responsibility.

A line manager responsible for managing or supervising other line managers, as part of a hierarchical structure, must also ensure that those subordinate line managers enforce the compliance requirements described in the previous paragraph.

2.7 **Employees**: Whilst the overall responsibility for health and safety rests at the highest managerial level, all employees at every level must accept degrees of responsibility for carrying out the University's Health and Safety Policy.

Each employee has a statutory duty to take reasonable care for himself or herself, for all other employees and for anyone else in the University environment who may be affected by the way in which the employee carries out their work.

It is the statutory duty of every employee at work to co-operate with the employer so far as is necessary to enable the employer to perform any duty or
comply with any requirement imposed as a result of any statutory duty which may be in force. Employees shall inform their line manager of :-

any work situation which they reasonably consider represents a serious and immediate danger to health and safety;

any matter which they reasonably consider represents a shortcoming in the protection arrangements for health and safety.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

2.8 **Students:** Under the Section 8 of the Health and Safety at Work Act, students have a legal responsibility not to interfere with or misuse anything, any objects, structures or systems of work, provided by the University of Leicester in the interests of health and safety.

Students must co-operate in safe working procedures and should not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others.

Students receiving honoraria as demonstrators or for carrying out other duties within the University, will be treated as employees in respect of these duties.

2.9 **Trade Union Representatives:** Regulations made under the Health and Safety at Work Act 1974 provide for the appointment of Safety Representatives by Trades Unions recognised by the University for negotiating purposes. The functions of Safety Representatives include the following:

- investigation of accidents and reporting of hazards;
- investigation of complaints made by their members concerning health and safety matters;
- discussion of health and safety matters with the management of the University as part of joint consultation procedures;
- carrying out inspections of the workplace [Safety Representatives must give notice in writing for inspections of workplaces and the employer is entitled to be present];
- receiving information from Inspectors of enforcing authorities;
- attending meetings of the University Health and Safety Committee and its Sub-Committees.

Heads of Departments must arrange for appropriate facilities and assistance to be given to Safety Representatives to enable them to fulfil their functions.
Trade Unions must inform the Director of Safety Services of any changes in their safety representation.

3. **Health And Safety Arrangements**

3.1 **Statement of University Safety Policy:** The Safety Policy document sets out the health and safety aims of the University and outlines the general organisation and arrangements in force throughout the University for ensuring a safe and healthy working environment.

3.2 **Supplementary Statement of Departmental Safety Policy:** Heads of Department must provide supplementary statements of safety policy for their areas of managerial responsibility, which should contain the following:

   - a commitment to comply with all relevant legislation, codes of practice and guidance which relate to the safe conduct of the activities of the department;
   - a description of the management and safety management structures of the department;
   - a clear definition of the duties and responsibilities of all committees, or individuals (identified by post e.g. Head of Department, Departmental Safety Officer etc.) who carry out functions related to safety;
   - a list of names identifying the individuals filling the safety-related posts referred to above;
   - a description of the means by which senior management monitors compliance with policy goals, safe systems of work and other safety procedures.

   The Supplementary Statement should be signed by the Head of Department concerned as confirmation of awareness and approval of the document.

   The Head of Department must arrange for an annual review of the supplementary statement and safety management structures to ensure that the document is up to date and still relevant to the department's activities.

3.3 **Statement of Safety in Laboratories:** This statement sets out University Rules and a Code of Practice for the following:

   Laboratory Safety;
   Biological and Chemical Hazard Protection;
   Postgraduate Research;
Supervision of Undergraduate Students.

The University Rules and Code of Practice set out in this statement are subsidiary to the Statement of Safety Policy and the Statement of Organisation and Operating Arrangements.

3.4 **University Guidance Documents and Codes of Practice:** Where there are specific hazards that are widespread across the University, Council has approved the publication of a number of documents detailing University Local Rules, Codes of Practice or Guidance pertaining to these hazards. A list of current documents is provided in Appendix F.

3.5 **Provision of Information and Safety Training:** All employers are required to make available to their employees information about health and safety at work and the policy of the employer. Heads of Departments and other responsible officers must be familiar with the provisions of the Health and Safety at Work Act and appropriate regulations relevant to their activities, and must ensure that such information as is necessary is available to members of staff and students within their areas of responsibility by maintaining up-to-date documentation on health and safety.

The general duties of employers in respect of training are set out in Section 2(2)(c) of the Health and Safety at Work Act and Article 21 of the Regulatory Reform (Fire Safety) Order. Risk assessments should help to determine the level of training required for each type of work as part of the preventive and protective measures. New employees must receive basic induction training on health and safety, including the arrangements for first aid, fire and evacuation. Departmental Safety Officers and Building Safety Supervisors should have more health and safety training than others, but all employees should be aware of their responsibilities under the Act. Particular attention will be given to the needs of young employees, those who are disabled or who have special needs and postgraduate students who undertake teaching or demonstrating work in laboratories. Heads of Departments must be familiar with the University's Health and Safety Training Policy and will, if necessary, seek advice from the Safety Services Office.

3.6 **The Health and Safety Committee:** The University Health and Safety Committee is responsible to Council for:

- the identification of likely changes in the legislative framework or recognised good practice on health and safety that would impact on the University’s Health and Safety policies and procedures;
- the approval of changes to the University’s Health and Safety policies;
- monitoring the implementation of all aspects of agreed University policy on health and safety;
- the supervision of a regular series of audits and reviews of safety practice and procedure in the University.
The full Terms of Reference and membership for the Health and Safety Committee are detailed in Appendix G.

Sub-Committees reporting to the Health and Safety Committee (Appendix B) have been constituted to deal with areas of health and safety as follows:

- Biological and Chemical Hazards;
- Fire Safety;
- Physical Hazards;
- Radiation Safety.

The Genetic Modification Sub-Committee reports to the Biological and Chemical Hazards Sub-Committee.

Where the University seeks collective advice on health and safety matters from a specialist sub-committee, the members of that sub-committee assume no special responsibility.

3.7 Inspection, Monitoring and Auditing: Assurance that the aims of the safety policy are being properly achieved is obtained from a programme of inspection, monitoring and auditing. Each Head of Department must institute a programme of regular safety inspections of the area for which he/she holds management responsibility. The frequency and coverage of the inspections should be commensurate with the risks involved. The inspection process will be monitored by the University Health and Safety Committee and the Director of Safety Services, who will request six-monthly retrospective reports on inspections carried out and any necessary remedial actions taken.

Each department will be subject to audits of its safety management structure and performance, which will be carried out by the Director of Safety Services. The audits will include:

- an examination of the safety management structure for the department;
- an assessment of the effectiveness of safety management in the department;
- measurement of specific performance indicators relevant to the department.

In response to the audit report, the department must produce, and implement, an action plan to complete recommended improvements on a time scale agreed by the Registrar and Secretary.

3.8 Co-operation and Consultation:

3.8.1. The Head of Department must ensure that staff and students are consulted on health and safety matters and should seek to involve them in planning, setting standards, reviewing performance and solving problems.
All Departments must have a suitable forum for discussing health and safety and ensuring that all interested parties are consulted and informed. The frequency and type of meetings should be appropriate to the size of the Department and activities carried out. This could entail:

- a Departmental Safety Committee; and/or
- standing items on the agenda of general departmental meetings

Departments must ensure that the interests of all categories are adequately represented. Particular attention should be given to the role of Trade Union Safety Representatives.

3.8.2. Departments have a duty to cooperate with other employers on health and safety matters when:

University staff and students visit or work in the premises of other employers; or

people from other companies and institutions come to visit or work in the University.

Heads of Departments must ensure that all persons likely to be affected and other appropriate parties (eg. Departmental Safety Officers, Trade Union Safety Representatives and the Safety Services Office) are consulted about any changes in activity which significantly increases risks to health, safety or the environment.

3.9 Insurance: The University's insurance provides indemnification to its staff (including Heads of Departments, Departmental Safety Officers and Building Safety Supervisors) and members of Council against civil (i.e. non-criminal) liability in the event of injury to persons or damage to property in respect of their responsibilities and duties under health and safety legislation. The University's policies protect the University and its employees against costs and expenses (but not against any fine) which may result from criminal prosecution under the Health and Safety at Work Act and/or Regulations made under the Act. There can be no insurance against criminal liability and proceedings arising from failure to comply with the provisions of the Act.

3.10 Activities Outside the University: Members of staff and students who are working outside the University premises (including driving) in the course of their duties or studies, must be subject to close control in relation to safe working procedures. Departments concerned must formulate codes of practice and local rules governing the conduct of fieldwork (e.g. geological or archaeological excavations) and must develop joint codes of practice and safe systems of work with the appropriate external authorities. To ensure compliance with insurance requirements, the Insurance Office must be notified of any work outside of University premises.
3.11 **Reporting:** The University reports accidents to the Health and Safety Executive and/or to the Local Authority in accordance with the relevant legislation.

All accidents occurring within the University are reportable to the Safety Services Office. Heads of Departments are informed of the procedure, and appropriate forms incorporating guidance, are made available.

3.12 **Responsibility and Associated Premises:** In connection with its duties, under Section 4 of the Health & Safety at Work Act and Article 20 of the Regulatory Reform (Fire Safety) Order 2005, to persons other than its employees, the University will ensure that adequate safety arrangements are made for all premises with which they are concerned and that appropriate liaison is maintained with other employers where joint responsibilities are involved, e.g. the Students’ Union, teaching hospitals, research council units. The University has negotiated with the Leicestershire District Health Authority (Teaching) a joint scheme for responsibility for safety in hospital premises occupied by the University.

3.13 **First Aid:** To comply with statutory requirements, the University ensures that sufficient numbers of suitable personnel are trained in first aid, to ensure that assistance in the event of injury or acute illness at work is readily available. Staff Development, is responsible for ensuring that sufficient opportunities for the training of staff in first aid are available. Heads of Department should encourage sufficient suitable members of their staff to put themselves forward for training, to ensure that there is adequate first aid coverage in each department or function.

Heads of Department should ensure that departmental first aid boxes are correctly stocked. Replacements for used first aid materials and advice on items to be included in first aid boxes can be obtained from the Safety Services Office.

3.14 **Occupational Health:** The University has appointed an occupational health provider whose primary roles involve:-

- preventing or reducing the likelihood of work-related ill health;
- detecting work-related ill health at an early stage in order to intervene; and
- avoidance of work-related aggravation of ill health in general.

The specification for the service and contact details are given in Appendix E

3.15 **Staff Counselling and Wellbeing:** Provides a range of confidential counselling and support services specifically for University of Leicester staff.

Revised October 2014
GOVERNANCE / COMMITTEE STRUCTURE

Council

Health and Safety Committee

- Chemical and Biological Hazards Sub-Committee
- Fire Safety Sub-Committee
- Physical Hazards Sub-Committee
- Radiation Safety Sub-Committee

Genetic Modification Sub-Committee
Appendix C

DUTIES OF DEPARTMENTAL SAFETY OFFICERS AND BUILDING SAFETY SUPERVISORS

I DEPARTMENTAL SAFETY OFFICERS

The senior member of staff in each department or function has, as part of a general responsibility for the conduct and good order of a department or function, the primary responsibility for the maintenance of healthy and safe conditions within it. The senior member of staff also has overall responsibility for the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and visitors. He or she shall appoint a Departmental Safety Officer to act in an advisory capacity, but will retain the responsibility for the maintenance of healthy and safe conditions.

A person appointed as Departmental Safety Officer shall be a suitably senior member of the staff of the department or function. Since he or she acts in an advisory capacity, the Officer does not bear responsibility for decisions taken or not taken in the light of advice offered.

A Departmental Safety Officer is expected to be well informed about all health and safety matters relevant to the work of the department or function and to be familiar with appropriate sources of further information and advice.

Outline of Duties: The duties of the Departmental Safety Officer are:

- to advise the senior member of staff on health and safety matters and to act as liaison officer between the department or function and the Safety Services Office; in the case of an officer within a multi-use building, to act also as liaison between the department or function and the Building Safety Supervisor (see Section II below);
- to advise on and check, where appropriate, procedures to ensure safety of operations within the department;
- to assist in the identification of hazards and risks arising from activities in the department, with a view to their elimination or mitigation;
- to ensure that new members of the department, including assistant staff and students, are made aware of University's Health and Safety Policy and standards as well as departmental health and safety arrangements and procedures and that all members of the department are made aware of changes of policy, procedure and organisation that may affect its work;
- to assist the senior member of staff in disseminating information on health and safety matters within the department;
to be the person to whom questions relating to health and safety within the department may initially be referred;

to ensure that unsafe and unhealthy conditions in the department are reported promptly for remedial action to the appropriate authority, e.g. the Head of Department, the Safety Services Office, Estates and Facilities Management;

to draw to the attention of the Safety Committee or its appropriate Sub-Committee any health and/or safety matter which is of concern and cannot be or is not being effectively dealt with by any other authority, or on which information is required;

to ensure that accidents within the department are reported promptly to the Safety Services Office in accordance with University procedures;

to report to Estates and Facilities Management when any fire safety equipment in the department is seen to be missing or faulty;

to ensure that first aid boxes are checked regularly against the list of contents and that deficiencies are made good through liaison with the Safety services Office.

Additional duties applicable only to a Departmental Safety Officer in a single-department building:

to coordinate and review of the Emergency Evacuation Plan;

to ensure that fire alarms in the building are tested once a week and that the test is recorded in the Building Fire Safety Logbook;

to organise an emergency evacuation of the building at least once annually and record the event in the Building Fire Safety Logbook;

to ensure, by liaison with occupants of the building, the maintenance of unobstructed means of escape in case of fire;

II SAFETY SUPERVISORS IN MULTI-DEPARTMENT BUILDINGS OR GROUPS OF BUILDINGS

The primary responsibility for the implementation of University's health and safety policy rests with the senior member of staff in each department or function, who will appoint a Departmental Safety Officer to advise and assist him or her in carrying out this responsibility. The Health and Safety Committee has decided that in multi-department buildings or groups of buildings there shall be a Building Safety Supervisor whose task shall be to provide additional checks on safety. In a multi-department building or group of buildings in which the departments constitute a single College or School, the Building Safety Supervisor is appointed by the Head of College, Department or School; in other buildings or groups of buildings the Building Safety Supervisor is appointed jointly by the
Heads of College (as in the Attenborough Building) or jointly by the Heads of Departments/Schools which share the use of the building or buildings.

A Building Safety Supervisor acts in an advisory capacity to the appropriate authorities and does not bear responsibility for decisions taken or not taken in the light of the advice offered.

The Building Safety Supervisor is the person concerned with those safety matters within the building which are not specific to a particular department. The work of the Supervisor must be done in close liaison with Departmental Safety Officers in the various departments in the building and with the Safety Services Office.

**Outline of Duties:** The duties of the Building Safety Supervisor are:

- to advise the appropriate authorities, e.g. Head of Department or School, Head of College, Director of College Administration, Director of Estates and Facilities Management, on health and safety matters, either directly or through the appropriate Departmental Safety Officer;

- to be the person to whom questions relating to safety, which are not properly dealt with by a particular department, may initially be referred;

- to ensure that unsafe and unhealthy conditions not specific to a particular department in the building are reported for remedial action to the appropriate authority, e.g. Estates and Facilities Management, Safety Services Office;

- to draw to the attention of the Safety Committee or its appropriate Sub-Committee any health and/or safety matter which is of concern and cannot be or is not being effectively dealt with by any other authority, or on which information is required;

- to ensure that accidents to non-departmental staff are promptly reported to the Safety Services Office in accordance with University procedures;

- to report to the Estates and Facilities Management when any fire equipment for general use in the building is seen to be missing or faulty;

- to ensure that first aid boxes that are not held in particular departments are checked regularly against the list of contents and any deficiencies made good;

- to coordinate and review of the Emergency Evacuation Plan;

- to ensure that fire alarms in the building are tested once a week and that the test is recorded in the Building Fire Safety Logbook;

- to organise an emergency evacuation of the building at least annually and to record the event in the Building Fire Safety Logbook;
to ensure, by liaison with occupants of the building, the maintenance of unobstructed means of escape in case of fire.

III **BUILDING SAFETY SUPERVISORS IN UNIVERSITY RESIDENTIAL ACCOMMODATION**

The overall responsibility for safety in the University’s residential accommodation rests with the Director of Residential and Commercial Services as Head of Department. The Bookshop Manager acts as Safety Officer in the Department. The Facilities Operations Manager is responsible to the Assistant Director of Facilities and Services for safety in University owned and managed residences. They also perform the duties of Building Safety Supervisor.

The Residential Support Managers for residences are responsible for ensuring that residential students are made aware of the University’s policy on health and safety and of the current organisation and arrangements for implementing the policy. The Residential Support Managers liaise on a day-to-day basis with the Building Safety Supervisor.

Regular meetings of Consultative Groups deal with matters concerning the general welfare of students in the residential accommodation. The presence of students at such meetings is an essential element of safety management.

Through these contacts, the Facilities Team members and the Building Safety Supervisor cooperate in matters relating to safety, such as organisation of practice evacuations and general health and safety arrangements. For social functions the responsibility lies with the Hospitality Manager.

**Outline of Duties of Residential Building Safety Supervisors.**

- to liaise with the Facilities Team on health and safety matters and to act as liaison between the Residential and the Safety Services Office;

- to be the person to whom questions relating to health and safety may be initially referred;

- to ensure that unsafe and/or unhealthy conditions in the Residence are reported for remedial action to the appropriate authority, e.g. Estates and Facilities Management, Safety Services or the Facilities & Services Office;

- to draw to the attention of the Health and Safety Committee or its appropriate Sub-Committee any health and safety matter which is of concern and which cannot be, or is not being, effectively dealt with by any other authority, or on which information is required;

- to ensure that accidents are promptly reported to the Safety Services Office in accordance with University procedures;

- to take action to ensure the replacement or repair of any fire fighting equipment when it is found to be missing or faulty;
to ensure that first aid boxes are regularly checked against the list of contents and to take steps to have any deficiencies made good;

to ensure that fire alarms in the Residence are tested once a month and that the test is recorded in the Building Fire Safety Logbook;

to organise, in consultation with the Facilities Team, an emergency evacuation of the Residence at least once per year and record the event in the Fire sub folder of the Maintenance File;

to ensure, by liaison with occupants of the Residence, the maintenance of unobstructed means of escape in case of fire.

October 2014
HEALTH AND SAFETY - SPECIALIST ADVISERS

The names and outline functions of the specialist advisers appointed by the University to deal with particular aspects of health and safety at work are as follows:

1. **DIRECTOR OF SAFETY SERVICES**  
   (Mr. M. Haynes-Coote – Tel: 252 2425; Email: mrhc1@le.ac.uk)

   Advises the University, through the Health and Safety Committee, on all aspects of health and safety at work. Acts as Secretary to the University's specialist Health and Safety Sub-Committees. Acts as a general co-ordinator on health and safety matters within the University.

2. **BIOLOGICAL AND CHEMICAL SAFETY OFFICER**  
   (Dr C. Bruce – Tel: 252 2020; Email: ckb10@le.ac.uk)

   Health and safety services and maintenance of records for hazardous chemicals, hazardous biological agents and genetically modified organisms. Acts as the University Biological Safety Officer for genetic modification work.

3. **FIRE SAFETY OFFICER**  
   (Mr S. Pinsent - Tel: 252 2651; Email: sep29@le.ac.uk)

   The Fire Safety Officer is responsible through the Director of Safety Services for providing an advisory, instructional and training service to University Departments and Offices on all aspects of fire safety and, in consultation with Building Safety Supervisors, preparing emergency plans for all University premises. The Officer's duties include liaising with Estates and Facilities Management to ensure that University buildings are constructed and/or modified in accordance with relevant statutory and other appropriate fire safety standards and carrying out fire risk assessments of the University building stock.

4. **RADIATION SAFETY OFFICER**  
   (Mr. John Scott - Tel: 252 2652; Email: jms27@le.ac.uk)

   The Radiation Safety Officer is responsible to the Director of Safety Services for all aspects of the use of ionising materials and ionising apparatus in the University.

   The Officer's duties are to supervise on behalf of the Radiation Safety Sub-Committee the arrangements for the maintenance of radiation safety in the University, to give advice to the appropriate Departmental Radiation Protection Officer or, where necessary, directly to Heads of Department or individual experimenters. To supervise the administration of the licences issued by the Department of the Environment for the use of radiation sources in the University.

5. **HEALTH AND SAFETY CO-ORDINATOR**  
   (Mr. D. Langford - Tel: 229 7770; Email: dl39@le.ac.uk)
The Safety Officer is responsible through the Director of Safety Services for providing an advisory, instructional and training service to University Departments and Offices on aspects of general health and safety, with particular responsibility for manual handling, display screen equipment risk assessment and health and safety auditing.

6. **LASER SAFETY OFFICER (HONORARY: PART-TIME)**  
(Prof A. Ellis - Tel: 252 2138; Email: ame2@le.ac.uk)

The Laser Safety Officer is responsible to the Radiation Protection Sub-Committee of the University Safety Committee for the supervision of all aspects of safety with lasers used within the University.

The Officer's duties are to supervise the implementation of laser safety procedures as detailed in the "University of Leicester Code of Practice for the Protection of Persons Exposed to Laser Radiation". To maintain a register of (a) all lasers in the University with details of their characteristics and location and (b) all persons approved by the Officer for the security and operation of such lasers (hereafter referred to as "Listed Users"). Persons who use low power lasers (Classes 1, 2, 3A) under the supervision of Listed Users are excluded from the register. To instruct staff when necessary and to advise on the provision of measuring equipment, where appropriate.

7. **OCCUPATIONAL HEALTH MANAGER**  
(Ms H. Goulding – Tel: 252 3260; Email: hg121@le.ac.uk)

See Appendix E

8. **UNIVERSITY ESTATES HEALTH, SAFETY & COMPLIANCE OFFICER**  
(Mr B. Ellis –Tel: 252 2198; Email: bje4@le.ac.uk)

The Compliance Officer is responsible to the Director for managing University arrangements to ensure compliance with legal requirements relating to Estates and Facilities Management activities with particular responsibilities for asbestos (including maintenance of the Asbestos Register) and *Legionella* control.

**DEPARTMENTAL RADIATION PROTECTION OFFICERS**

In any department in which work involving the use of ionising radiation and radioactive materials is undertaken, a Departmental Radiation Protection Officer is appointed by the University Radiation Protection Sub-Committee on the nomination of the Head of Department. The Departmental Officer will accept in writing the appointment in accordance with the University's statement of organisation and operating arrangements for safety under the Health and Safety at Work Act 1974, as amended from time to time.

The Officer's duties are to maintain in collaboration with the University Radiation Safety Officer, radiation safety within the department in accordance with the requirements of the Radiation Safety Sub-Committee. To approve experimental methods and to authorise the use of radioactive materials or ionising apparatus by members of the department or other persons.
To act as a liaison between the department and the University Radiation Safety Officer. To keep a
register of all radioactive sources permanently in the department and of all other radioactive
substances coming into or leaving the department. He or she should know how each consignment
is used and approve its ultimate disposal. To send, as requested, to each Officer responsible for
the overall register required by the certificate of registration under the Radioactive Substances Act
1993, details of radioactive sources or substances acquired or disposed of by the department.

To provide appropriate information to the University Medical Officer so that personal records of
the doses of radiation received by each member of the department or other persons may be kept
with their occupational medical record. To report to the University Radiation Safety Officer and
to the Secretary of the Radiation Protection Sub-Committee any accidental exposure or other
untoward incident which may occur in the department or any circumstances involving radioactive
substances, radiation sources or ionising apparatus which give rise to concern.

October 2015
OCCUPATIONAL HEALTH SERVICE

Occupational Health staff are:

Occupational Health Manager: Heidi Goulding
Occupational Health Advisor: -

Advice on all occupational health matters can be obtained by contacting:-
Heidi Goulding on: 0116 252 3260

The Occupational Health Centre is located at House K, Freeman’s Common, Welford Road, Leicester, LE2 6BF.

Referrals
The service does not accept self referrals. Consultations can be arranged by a line manager through Personnel.

The Occupational Health service provides the following:

1. Monitoring of the health of University staff, and those postgraduate students involved in medicine and biological sciences, and other science/research departments.
2. Management of all health problems where they impact on an individual’s working capacity (ie, sickness absence referrals, ill health retirement).
3. Assistance with the control of the risk to individuals from possible health effects relating to their work.
4. Promotion of best practice to empower people to be responsible for their own health (ie, health promotion initiatives and health awareness days).
5. Work Health Assessment and fitness-to-work assessments
6. Programmed occupational health surveillance
7. Assistance in the management of sickness absence
8. Assistance to enable compliance with occupational health and safety procedures and protocols.
9. Assistance to enable compliance with health and safety legislation (ie, COSHH health surveillance, immunisation programmes).
10. Support and advice for management on all aspects of staff health.

October 2015
HEALTH AND SAFETY INFORMATION
[available from the safety services office website]

General Safety

Accident Reporting  Health and Safety Training  Personal Protective Equipment (PPE)
Asbestos  Policy
Back Care  Inspections  Policy
Children  Ladders  Pregnancy
Contractors  Lone Working  Risk Assessment
Display Screen Equipment  Management of Health and Safety  Stress
Driving at Work  Safety at the University of Leicester  Students
Electrical Safety  Leicester  Temperature
Eye Protection  Manual Handling  Waste Disposal
Field Work  Noise  Work Experience
First Aid

Fire Safety

Arrangements and Guidance  Fire Safety Information for Staff and Tutors
People Requiring Assistance to Escape  Fire Door User Check
Fire Action Procedures Notice

Laboratory Safety/Hazardous Chemicals/Hazardous Biological Materials

Allergies  Biological Agents  Carcinogens
Autoclave Safety  Chemicals  Safety Cabinets
COSHH  Genetic Modification  Radiation
Flammable and Explosive  Laboratories  Transport of Dangerous Goods by Road
Substances  Lasers  Waste
Gas Cylinders  Pathogens

ADDITIONAL DOCUMENTS

Asbestos Policy and Procedures  - Available from Estates and Facilities Management
University Smoke free Policy  - Available from the Registrar's Office

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Procedure for the Disposal of Clinical Waste
Stress Policy

- Available from Estates and Facilities Management Division
- Available from Human Resources

May 2013
TERMS OF REFERENCE

1) To be responsible for:
   a) the identification of likely changes in the legislative framework or recognised good practice on health and safety that would impact on the University’s Health and Safety policies and procedures;
   b) the approval of changes to the University’s Health and Safety policies;
   c) monitoring the implementation of all aspects of agreed University policy on health and safety;
   d) the supervision of a regular series of audits and reviews of safety practice and procedure in the University.

2) To receive:
   a) reports from the specialist sub-committees:
      i) Biological and Chemical Hazards sub-Committee;
      ii) Fire-Safety sub-Committee;
      iii) Physical Hazards sub-Committee;
      iv) Radiation Protection sub-Committee;
   b) lists of departmental health and safety inspections.

3) To take due regard of any possible unequal impact, on different groups of people, which might arise from any service or policy for which the Committee is responsible.

4) To report to Council at least three times a year.

MEMBERSHIP

- Chair - The Registrar & Secretary
- 2 lay members appointed by Council
- 1 member of clinical academic staff appointed by Senate
- The Chairs of the 4 Health and Safety sub-Committees
  - Biological and Chemical Hazards
  - Fire-Safety
  - Physical Hazards
  - Radiation Safety
- A Representative from the Colleges
- The Director of Safety Services
- 2 Representatives from UCU
- 2 Representatives from UNISON
- 2 Representatives from UNITE
- A Representative from the Students Union
- In attendance: Occupational Health Services

Secretariat: Estates and Facilities Management Division
Reports to: Council
Duration of Appointment for members of the Committee and for each of the sub-committees is for 3 years renewable.
Quorate membership: 7 with a minimum of 3 Trade Union representatives.