



UNIVERSITY OF
LEICESTER

HEALTH AND SAFETY STATEMENT and POLICY



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Introduction

The purpose of the policy is to address the University's strategic risk relating to compliance with health and safety management legislation, sector guidance and institutional governance summarised as follows: -

- Statutory duties including but not limited to The Corporate Manslaughter and Corporate Homicide Act, The Health & Safety at Work etc. Act and Regulatory Reform (Fire Safety) Order.
- Sector guidance "Leadership and Management of Health and Safety in higher education institutions" jointly produced by the University Safety and Health Association (USHA) and the University and Colleges Employers Association (UCEA).
- The Institution's Corporate Governance Code of Practice, Risk Management Policy and Staff Ordinances.

The policy objective is to ensure that all members of staff understand the extent of their responsibilities and how to implement the policy to achieve continuous improvement in the way that health and safety risks are managed.

Under the authority of this Policy are a series of specific policies aimed at identified health and safety issues. These policies set the standards for risk control and are further supported by guidance to assist those responsible to meet these standards

Trades Union and student representatives have been consulted in drawing up this policy and agree with the details and arrangements laid out. This Policy has been Impact Assessed to ensure compliance with University Diversity policy.

This Health and Safety Policy document comprises a Policy Statement and details the organisational responsibilities and arrangements for implementing and monitoring the Policy.
The document is a revision of the October 2015 version.

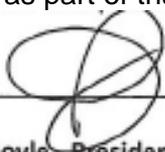
STATEMENT OF HEALTH AND SAFETY POLICY

The University of Leicester is a lively, energetic and global community committed to undertaking research that saves, improves and enriches lives and creating a teaching and learning environment that transforms the prospects of its students and those they will go on to influence society.

As a direct result, the health, safety and wellbeing of all at the University is one of its highest priorities. The institution is committed to continually improving standards and aims to achieve best practice in health and safety in its core activity areas of research, learning, culture, and environment. The University's corporate values wholly align to this aspiration and are supported by the Discovering People Strategy.

- The ultimate responsibility for health, safety and wellbeing matters rests with the President and Vice-Chancellor, on behalf of Council [the University's governing body].
- Sensible and effective management of health and safety at the University relies on staff with a management or supervisory role making sure risk is managed responsibly and proportionately for the people and activities within their control, both on or off campus.
- The Health and Safety Policy, and all subordinate policies and procedures are produced in consultation with staff and union representatives. Extending from the policy are organisational structures and arrangements to provide for the detailed management of health, safety and wellbeing matters at the University. These are accorded the full force of this policy and breaches may be regarded as serious disciplinary matters.
- The Policy and procedures will be regularly reviewed by the expert in-house Safety Services Office and formal reviews of this policy shall be undertaken by the University Health and Safety Committee at least every two years.
- The committee shall also formally approve any new policies and procedures, as necessary and monitor the effectiveness of all approved documents and corporate health and safety performance.
- The University will resource all necessary health, safety and wellbeing provisions through the management and planning systems.
- As an integral part of the health and safety management system the University shall provide information, instruction and/or training for its staff and students on health and safety matters, as well as monitor the competency of its contractors and this policy statement will be brought to their attention as part of that process.

Signed: _____



Dated: _____

1/9/16

Prof. Paul Boyle – President & Vice-Chancellor

What does the University expect of me?

In order to achieve a healthy and safe environment, the University needs the commitment and ongoing co-operation of all staff, students, contractors and visitors to support the measures detailed in the health and safety policies and procedures. All staff and students are expected to demonstrate a positive commitment to health and safety, including:

- *taking reasonable care of their own, and others', health, safety and wellbeing;*
- *co-operating to enable compliance with health, safety and wellbeing requirements;*
- *reporting any incidents, faults or defects which may affect people's health, safety or wellbeing; and*
- *not misusing or interfering with, anything provided for health, safety or wellbeing reasons.*

Information on specific policies and key issues is available on the university intranet at...

<http://www2.le.ac.uk/offices/safety-services> In addition, College/Division/Dept./School's supplementary health and safety documents will provide more detail on what is expected of you as a member of staff, a student, a visitor or a contractor.

Part 1 Organisational Responsibilities

This following section of the policy provides the framework for the management of health and safety at the University in terms of organisational responsibilities.

The management of health and safety is undertaken in line with all other management processes. It is complimented by a parallel system of advice and monitoring provided through the University Health and Safety Committee and the expert Health, Safety and Wellbeing advisors in association with key role holders appointed at College/Division and Department level. The purpose of the management system is to enable the University to provide a process to consult with and involve key role holders in making critical health and safety decisions.

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

1.1 University responsibility

1.1.1 The University Council, and the President and Vice-Chancellor

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.

The Vice-Chancellor has a key leadership role in fostering an environment in which health, safety and related issues are seen as essential and integral parts of the University's activities and the signing of the Statement of Health and Safety Policy affirms this.

The Vice-Chancellor has appointed the University Registrar to advise him and the University Leadership Team and to act on his behalf in matters relating to health and safety, including taking appropriate action where standards are not being met.

In addition, the Vice-Chancellor has appointed the Registrar to be the chair of the University Health and Safety Committee; a committee required to have oversight and advises on the efficacy of management standards and systems to deliver agreed Health and Safety policies and objectives.

1.1.2 The Registrar, Secretary and Chief Operating Officer

The President and Vice-Chancellor has delegated authority to the Registrar 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 in relation to 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, division or department level.

1.1.3 University Health and Safety Committee

The University Executive Board has established a Health and Safety Committee (HSC). The primary purposes of the Committee is to: -

- promote co-operation between the University and its employees in all matters concerning health, safety and wellbeing at work,

- to advise the University on health and safety policy and any measures to be taken to ensure the health, safety and wellbeing at work of its employees and students, and
- to promote and advocate good practice in health, safety and wellbeing.

The HSC meets the statutory obligations under The Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations 1996 and the University recognises the Safety Representatives' Charter. The recognised trades unions by agreement extend their representation to all staff grades and do not limit their representations to those with Trades Union membership.

The HSC terms of reference and membership are agreed in accordance with University committee protocols and are available on University webpages.

Sub-Committees - In order that the HSC can receive expert advice on certain health and safety related specialised topics it has established several Sub-Committees they are shown schematically in Appendix B. The Sub-Committee chairpersons are appointed by the Chair of the HSC and their members are selected based on their expertise and ability to make a direct personal contribution to the work of the Sub-Committee. Their terms of reference are also agreed in accordance with University committee protocols. 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. The Director of Safety Services and the appropriate specialist Officers are ex officio members of the respective Sub-Committees. Secretarial assistance is provided by the Safety Services Office.

1.1.4 Expert Advisory Services

The University is advised by experienced persons who have appropriate qualifications and knowledge of occupational health and safety issues arising from its activities. The University is committed to ensuring adequate resources for the functioning of these services.

The expert advisory services comprise of Safety Services, Occupational Health and Wellbeing, Estates and Campus Services (Asbestos, CDM, Legionella, Food Safety, and Security etc.), Insurance and Major Incident / Contingency Planning - all of whom may engage external consultants/specialists as required. The purpose of these Services is to:

- assist HSC in its responsibilities;
- provide advice on occupational health and safety matters;
- keep up to date on developments in health and safety legislation and practice;
- provide occupational health services
- provide advice on how to deal with the needs of individuals in the workplace;
- monitor on behalf of HSC the implementation of health and safety policy;
- recommend appropriate remedial action where standards are not met;
- act as the formal point of contact between the University and relevant enforcing authorities, Health and Safety Executive, the Environment Agency, and any other relevant authority;
- liaise with specialists in or outside the University, as appropriate;
- maintain certain statutory records, as defined in further policy;
- organise health and safety training and instruction;
- receive accident, ill-health and incident reports, investigate as appropriate, compile and analyse accident and incident data and report to the appropriate enforcing authority as required by legislation;
- liaise with staff and students and recognised trades unions and their appointed workplace representatives on issues relating to health and safety;
- publicise and promote good practice in occupational health, safety and wellbeing information, policies, and guidance.

In addition, Safety Services Officers are provided with the authority to require any work to stop immediately (or at any deferred point in time) or to require that additional matters are addressed in any specified

manner and by any specified time. This authority is parallel with the powers under the Health and Safety at Work Act sections 21 and 22. Whenever the authority of notice stated above are used, there is a right of appeal to the Registrar. The effect of an appeal will not lift a 'stop' notice but will suspend the time element of 'improvements' until the appeal is decided.

1.2 Colleges and Corporate Services Divisions responsibility

Individual Colleges and Divisions are responsible for dealing with the risks encountered within their sphere of activities and promoting a positive attitude to health, safety, and wellbeing

1.2.1 Heads of Colleges and Divisions

The Heads are responsible to the President and Vice-Chancellor through the Registrar and Secretary, and have senior managerial role, for:

- fostering an environment in which health, safety and related issues are essential and integral parts of the College's and Divisions' 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/Division 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/Division 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/Division Health and Safety Committee or a standing agenda item for the consideration of health and safety matters at College/Division Board or senior management meetings.

1.2.2 Heads of Academic, Administrative and Service Departments

Management responsibility in general for the implementation of University policy on Health and safety 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 shown on the Human Resources webpages.

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.

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.

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

- all department staff are aware of the health and safety arrangements for the reporting of accidents and hazards, first aid and emergency procedures for safe evacuation;
- Students are 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 conducted, implemented, and communicated;
- personal protective equipment is available, maintained and used when required;
- all staff are provided with the necessary instruction, information, training, and supervision to enable work to be carried out safely and without risk to health;

- 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 Campus Services.

The Head shall appoint a Departmental Safety Officer (DSO) to act in an advisory capacity, but will retain the responsibility for the maintenance of healthy and safe conditions. A person appointed as DSO shall be a suitably senior member of the staff of the department or function. Since he or she acts in an advisory capacity, the DSO does not bear responsibility for decisions taken or not taken in the light of advice offered. A DSO 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. Training and support will be provided by the Safety Services Office and in some high hazard areas this is likely to require specialist health and safety training and/or qualifications.

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

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.

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.

1.2.3 Buildings and Infrastructure

The Director of Estates and Campus Services is responsible for the maintenance of buildings and their infrastructure in a safe physical condition - Appendix E defines infrastructure and framework for asset management and compliance. Estates will manage the assets using specialist competent staff in conjunction with external consultants. This means that no College/Division may modify any building or structure or service (e.g. electrical supply or gas supply) without the explicit written permission from Estates and Campus Services. This includes placing a significant load onto the infrastructure (e.g. a plumbed in sink, tap, gas appliance), or wired in service (e.g. electric heater, additional sockets, or additional IT hubs). Appliances connected to the infrastructure will remain the responsibility of the College / Division for maintenance and repair purposes.

The health and safety areas that this applies to are the control of asbestos, legionella, water quality, gas and pressure systems (including specialist gases which are normally and routinely the responsibility of the College/Division/Department), lifts and lifting equipment, air conditioning and local exhaust ventilation and electrical supplies (especially with reference to overload, earthing and maintenance).

It should be noted control does not equate to directly undertaking all the work involved in the management of these processes.

1.2.4 Common Areas

The Director of Estates and Campus Services is responsible for those 'common areas' of the University estate not associated with other Colleges and Divisions. These 'internal' areas include centrally time-tabled teaching spaces [e.g. lecture theatres], welfare facilities, and tenanted property. 'External' areas include university public spaces/grounds, roadways, paths, steps and car parks.

[NB: Heads of Colleges and Heads of Corporate Services are responsible for activities within buildings, equipment and any substances or materials used under their control]

1.2.5 Residential Accommodation

The overall responsibility for safety in the University's residential accommodation rests with the Director of Campus Services. 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.

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.

1.2.6 Shared Premises

Where a College[s] and/or Division[s] share a university building specific arrangements must be agreed to ensure that there is appropriate co-ordination and co-operation in relation to the health and safety of staff, students, and visitors.

- [a] In a multi-department building or group of buildings occupied by various Departments from within one single College or Division, a Building Safety Supervisor (BSS) shall be appointed by the Head of College or Division;
- [b] In buildings or groups of buildings where occupancy is shared across Colleges and/or Divisions the BSS will be appointed by the Head of the largest occupier [by number of staff present] which share the use of the building or buildings. This will be agreed with the others Heads and the BSS will be mandated to act accordingly.

The BSS is the person concerned with those safety matters within the building which are not specific to a department. The work of the BSS must be done in close liaison with DSOs in the various departments in the building and with the Safety Services Office. A BSS 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. [BSS duties are set out in Appendix C]

- [c] Where the University shares premises with another employer (e.g. Student Union or NHS Trusts) or is the tenant of another employer, special and specific arrangements must be agreed with the other party to ensure that there is appropriate co-ordination and co-operation in relation to the health and safety of University staff, students, and visitors. Advice should be sought from Estates and Campus Services and the Safety Services Office.

1.3 Individuals and Others responsibility

1.3.1 Line Managers

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/principle investigators;
- 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 professional / corporate services 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.

1.3.2 Staff

Whilst the overall responsibility for health and safety rests at the highest managerial level, all employees at every level have a part to play in ensuring that the University is a safe and healthy place to work, study and undertake research in. The degree of such responsibility will depend on the nature and extent of their work, but each employee should: -

- 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 they carry out their activities;
- co-operate with the University so far as is necessary to enable it to perform any duty or comply with any legal requirements – this may include training, responding to emergency situations and providing relevant information as part of incident investigation;
- Report any work situation which they consider represents a serious and immediate danger to health and safety; or any matter which they consider represents a shortcoming in the risk control arrangements for health and safety;
- Use equipment and resources provided correctly and not to interfere with or misuse anything provided in the interests of health, safety, or welfare.

1.3.3 Students

In line with the principles of the Student Charter, students must co-operate in safe working procedures, raise concerns through their academic supervisor or tutor and should not: -

- proceed with any activity if they feel it poses a threat to their health and safety, or to that of others
- interfere with or misuse anything, any objects, structures, or systems of work, provided by the University in the interests of health and safety.

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

1.3.4 Contractors

As a major employer, the University also has a role in promoting and encouraging good practice in health, safety and wellbeing amongst contractors engaged by the University.

There must be communication and co-operation between contractors and the University. Any College, Division or Department which engages a contractor must ensure that the contractor is provided with relevant information relating to the University's health and safety procedures, particularly the arrangements for action to be taken in the event of fire or another emergency.

The College, Division or Department must also inform the contractor of any special health or safety concerns, requirements, or hazards relevant to the contractor's activity. Similarly, the contractor must inform the College, Division or Department of anything that may be a health and safety concern to the University's employees, students, or visitors.

Where relevant, Colleges, Divisions and Departments will need to set out local safety arrangements for managing any contractors that they engage.

Contractors must only carry out work that they are competent and contracted to do. They must adhere to legislation and to the University's health and safety policies and procedures and ensure that their activities do not place themselves or the University's employees, students, or visitors at risk.

1.3.5 Tenants

Tenants/third parties occupying locations on campus are directly responsible for all health and safety matters which relate to them and their occupation. They must comply with all current health and safety legislation and the University's Health and Safety Policy, where applicable, on such matters. Failure to do so could be classed as a breach of the tenancy agreement.

Part 2 - Arrangements

The arrangements to implement the Health and Safety policy form the framework of the health and safety management system and are based upon the concept of Plan-Do-Check-Act/Review, which requires leadership, commitment and participation of staff, students and their Representatives, from all levels and functions of the University. The process is designed to achieve continual improvement collectively and across its individual elements as follows:

- **Plan:** establish objectives, programmes, and processes necessary to deliver results in accordance with the organization's policy.
- **Do:** implement the processes as planned
- **Check:** monitor and measure activities and processes derived from the Health and Safety policy and objectives, and report the results.
- **Act/Review:** take actions to continually improve health and safety performance to achieve the intended outcomes.

2.1 Planning for health and safety

The process of compiling and reviewing the Corporate, College/Division and local Risk Registers provides a means of identifying risk and planning for a safe and healthy university environment. In considering risk, the key health and safety risk factors will be those of: -

- External – such as Statutory and legal requirements
- Internal – such as significant changes in organisational structure, activities and operations [local, regional, national or international], infrastructure / equipment / processes or management systems.

Effective planning for health and safety is integral to existing planning mechanisms.

2.2 Sub-ordinate Policies, Procedures, and Guidance

Where there are specific hazards that are widespread across the University, the University Health and Safety Committee, the executive arm of Council, has approved the publication of sub-ordinate policies under the authority of this policy. These are supplemented by: -

- *Procedure statements* - which set out how something is to be achieved. These have the authority as the official mandated method for the specific topic (e.g. Radiation Safety local rules).
- *Guidance documents* - which can be produced at any level of the University and are provided to guide (but not give authoritative statements) on health and safety issues.

Note: If guidance is not followed a suitable risk assessment must be undertaken showing that an alternate way of working can be undertaken at the same level of safety (or better) for all involved.

In all cases the University documentation is subordinate to law (acts of parliament, regulations and other statutory instruments), court orders, and instructions from HSE or other relevant inspectors who are appointed to provide instruction on health and safety matters.

These documents are subsidiary to the Health and Safety Policy and a list of current documents may be found on the Safety Services Office webpages.

2.2.1 Departmental Safety Policy Statements

Heads of Department must provide supplementary statements of safety policy for their areas of managerial responsibility. They may take the form of a booklet, 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 or by activity by e.g. Head of Department, Departmental Safety Officer, Risk Assessors, Fire Wardens, First Aiders, Radiation Protection Supervisors, Laser Safety Supervisors, Laboratory/Workshop Safety Supervisors etc.) who carry out functions related to safety;
- The individuals filling the safety-related posts referred to above;
- a description of how senior management monitors compliance with policy goals, safe systems of work and other safety procedures.

The Head of Department should sign the Supplementary Statement as confirmation of awareness and approval of the document. The document and safety management structures should be subject to an annual review to ensure that the document is up to date and still relevant to the department's activities.

2.3 Managing Health and Safety Risk

The risk management is central and fundamental to Health and Safety management system. The University shall undertake all necessary risk assessments to manage the health and safety of staff, students, and others by protecting against reasonably foreseeable hazards and risks.

- The risk assessments shall be recorded if significant risks are identified, even if the control measures result in suitable and sufficient controls being achieved.
- All risk assessments shall include a statement of what is being assessed, the routine actions needed and emergency actions needed in the event of foreseeable issues.
- Risk control measures must follow the 'hierarchy of controls', [elimination, substitution, engineering controls, administrative controls, and personal protective equipment] acknowledging that each level is considered less effective than the one before it.
- Where training and/or supervision is identified as a control measure within the assessment it shall define what is required.
- Where the assessment only relates to a small group of persons such as users of a particular item of laboratory equipment then the assessment only needs to be made available to that group of people, persons in adjacent areas, the line management and safety advisors of the College/Division and Safety Services.
- If risk assessments relate to issues that require measures to be taken at a wide scale (such as risks identified from asbestos risk assessment and survey) then the assessments made shall be available to all at the University upon request to the assessment owner.

Fire risk assessments are carried out by the Fire Officer as required by the Regulatory Reform (Fire Safety) Order. Any significant findings arising from these assessments will be made available to the Director of Estates and Campus Services (for any action in relation to the building) and to the Head of Department(s) responsible for management of building users/occupiers.

2.4 Information, Instruction, and Training

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, instruction and training as is necessary is available to members of staff and students within their areas of responsibility. This includes up-to-date processes and documentation on health and safety (such as induction and Departmental Safety Statements/handbooks).

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. 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.

2.5 Co-operation and Consultation

Colleges, Divisions and Departments 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.

A suitable forum for discussing health and safety and ensuring that all interested parties are consulted and shall be provided as set in 1.2.1 and 1.2.2. The frequency and type of meetings should be appropriate to both the size of the area and the activities carried out.

Heads must ensure that the interests of all staff categories are adequately represented. Attention should be given to the role of Trade Union Safety Representatives [see 2.5.1].

In addition, Colleges, Divisions and 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 (e.g. Departmental Safety Officers, Trade Union Safety Representatives and Safety Services Office) are consulted about any changes in activity which significantly increases risks to health, safety or the environment.

2.5.1 Trade Union Health and Safety Representatives

In accordance with the Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations 1996 Regulations made under the Health and Safety at Work Act the University accepts the appointment of Safety Representatives by those Trades Unions recognised by the University for negotiating purposes. The functions of these Representatives include the following:

- attending meetings of the University Health and Safety Committee and its Sub-Committees discussion of health and safety matters with the management of the University as part of joint consultation procedures;
- carrying out inspections of the workplace (written notification of the intention to carry out inspections must be provided to the Safety Services Office and management representatives from the area to be inspected are entitled to be present);
- investigation of complaints made by their members concerning health and safety matters;
- receiving information from Inspectors of enforcing authorities;

Heads of Departments must arrange for appropriate facilities and assistance to be given to Safety Representatives to enable them to fulfil their functions.

The Director of Safety Services will act as key contact, co-ordinator and facilitator for the Trade Union Health and Safety Representatives and the Unions must inform him of any changes in their safety representation.

2.6 Health and Wellbeing

The University has a range of health and wellbeing services to provide support services for those who require them and promote the benefits of healthy work/study spaces, lifestyles.

These include Occupational Health services which seek to prevent or reduce the likelihood of work-related ill health. This will be undertaken by detecting work-related ill health at an early stage to intervene; and the provision of health surveillance programmes (as required) and the avoidance of work-related aggravation of ill health in general. The specification for the Occupational Health service is given in Appendix E

2.7 Emergency Actions – Serious and Imminent Danger

The University requires that those in control of all processes to consider the requirement for emergency actions for all reasonable foreseeable events. For small scale incidents (minor spills, non-serious incidents, events with small impact) it is sufficient for these to be covered in the relevant risk assessment.

Scenarios likely to result in University wide incidents require full emergency planning in accordance with the requirements of the corporate Major Incident and Business Continuity Planning process. There are numerous standardised emergency response plans for the University which all persons at the University are required to co-operate. Emergency evacuations procedures (e.g. fire, bomb, gas leak, chemical spill,

water leak, loss of power) are all required to be acted upon by all at the University without exception. Failure to comply with these procedures will be deemed to be a breach of the University Safety Policy.

2.7.1 First Aid Provision

To comply with statutory requirements, the University has undertaken a first aids needs assessment. It will ensure that sufficient numbers of suitable personnel are trained in first aid at work, to ensure that assistance in the event of injury or acute illness at work is readily available (accounting for staff, students and visitors to university events).

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. The Safety Services Office in collaboration with Organisation Development are responsible for ensuring that sufficient opportunities for the training of staff in first aid are available. Further details about training requirements and first aid equipment are set out in sub-ordinate First Aid policy documents available on the Safety Services Office webpages.

2.7.2 Fire Safety Provision

To comply with statutory requirements, the University ensures that sufficient numbers of suitable personnel are trained in key roles of Lead Fire Warden and Fire Warden, to ensure that assistance in the event of a fire alarm activation is readily available.

Heads of Department should encourage sufficient suitable members of their staff to put themselves forward for training, to ensure that there is adequate coverage in each department or function and across buildings.

Safety Services Office in collaboration with Organisation Development are responsible for ensuring that sufficient opportunities for the training of staff in fire safety are available.

Further details about specific training requirements, fire safety detection/alarm systems and firefighting equipment are set out in sub-ordinate Fire Safety policy documents available on the Safety Services Office webpages.

2.8 Incident Reporting and Investigations

The University reports accidents to the Health and Safety Executive and/or to the Local Authority in accordance with the relevant legislation.

All accidents, work-related ill-health and near misses occurring within the University are reportable to the Safety Services Office. The reporting procedure, appropriate forms incorporating guidance, are made available via Safety Services Office webpages

Investigations are undertaken into incidents or observed patterns of health and safety data. They are like audit and inspection but are directed to a smaller set of questions looking back at the incident or pattern that initiated the investigation and using published standards to compare what is observed or recorded. The Safety Services Office has direction and oversight on all health and safety investigations and can direct that an investigation is undertaken, direct who shall undertake or be involved with the investigation, define the remit of the investigation, and direct remedial measures be taken resulting from the findings of the investigation. All staff are required to cooperate with the Safety Services Office during an investigation, including providing and permitting:

- making of measurements of any sort;
- taking photographs of anything deemed potentially relevant to the investigation;
- samples, materials and articles to be taken;
- copies of any documents or computer files to be taken;
- taking of statements from whomsoever is deemed to potentially be an 'involved person' [e.g. witnesses or first responders to the matters being investigated] and to take this statement in private if necessary.

The Safety Services Office may require the disposal or dismantling of any substance or equipment where they find there to be an imminent danger to persons. This is in addition to the use of powers of notice identified in section 1.4 of this policy. Whilst undertaking an audit, inspection or investigation the Safety Services Office are empowered to visit any part of the University and investigate any activity. They will also be accompanied by various persons who may be from different parts of the University from the area being audited or inspected (especially union safety representatives). These persons are similarly entitled to visit any part of the University whilst they are working with Safety Services Office and undertaking these roles.

2.9 Inspections

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 Safety Services Office will provide guidance and support for undertaking inspections. The process will be monitored by the Safety Services Office, who will request six-monthly retrospective reports on inspections carried out and the efficacy of any necessary remedial actions identified/taken. Summary reports and metrics will be submitted to the University Health and Safety Committee by the Director of Safety Services.

2.10 Audit

The University will adopt the University Safety and Health Association's "HASMAPP" standards for the management of health and safety, and aim for the best level of compliance with these standards that can be practicably achieved. The process is flexible allows for audit of an area or function [e.g. College or Department] or of an topic or theme [e.g. management of contractors]

The use of risk profiling will be used to identify a schedule of audit at corporate, College/Division and Departmental level. The audits will be carried out by the Safety Services Office and include:

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

In response to the audit report, the audited area must produce, and implement, an action plan to complete recommended improvements on an agreed time scale. All audit and inspection reports are made available to the relevant local Health and Safety Committee and reported to the University Health and Safety Committee.

2.11 Off Campus Activities

Members of staff and students who are working away from University premises within the UK or overseas during their duties or studies, must be subject to control in relation to safe working procedures (e.g. travel, accommodation, climate, culture, lone working, nature of work at the destination).

Departments concerned must formulate codes of practice and local rules governing the conduct of fieldwork (e.g. geological or archaeological excavations), placements (e.g. year in industry, teaching, medical electives) and attendance at meetings, conferences or exhibitions must develop joint codes of practice and safe systems of work with the appropriate internal support teams (Placement Unit , International Office, Insurance, Safety Services) and external authorities (Foreign & Commonwealth Office, British Embassies). To ensure compliance with insurance requirements, the Insurance Office must be notified of any work outside of University premises.

2.12 Insurance

The University's Insurance and Risk Officer is responsible for University Insurances and contributing to loss control management.

University 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.

2.13 Policy Review

The Health and 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.

The HSC shall formally review the University Health and Safety Policy at least every two years. Sub-ordinate policy documents shall be formally reviewed at least every three years.

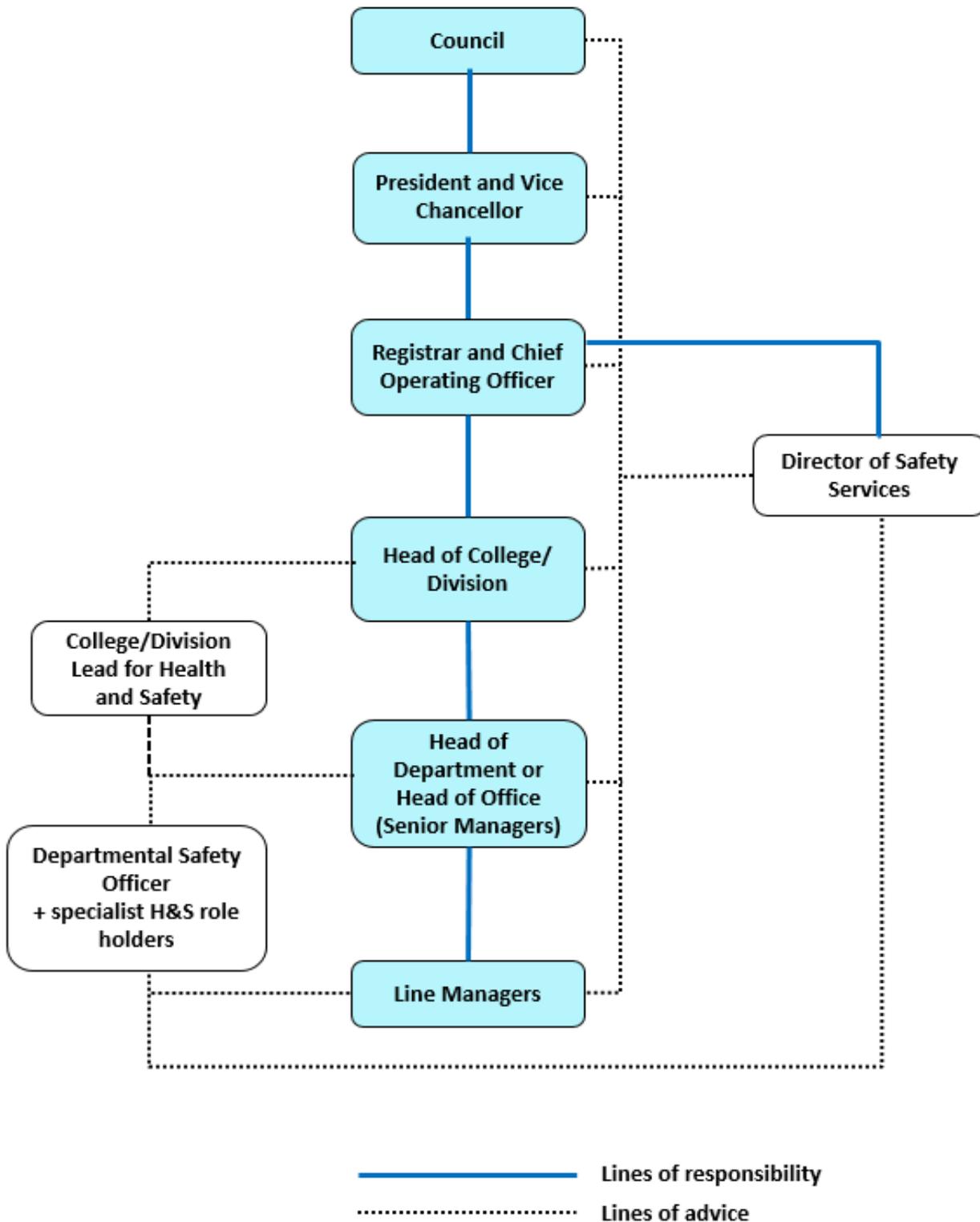
Departmental Safety Statements and the allocation of responsibilities for the designated staff shall be reviewed at least annually to ensure that all necessary roles are filled and that the workload is reasonable.

Formal reviews are recorded at relevant Health and Safety forums [e.g Management/ Staff Meetings, H&S committee meeting], but may be conducted over as long as is necessary in advance of the meeting. Key Health and Safety role holders should be involved in this process and support will be provided by the Safety Services Office.

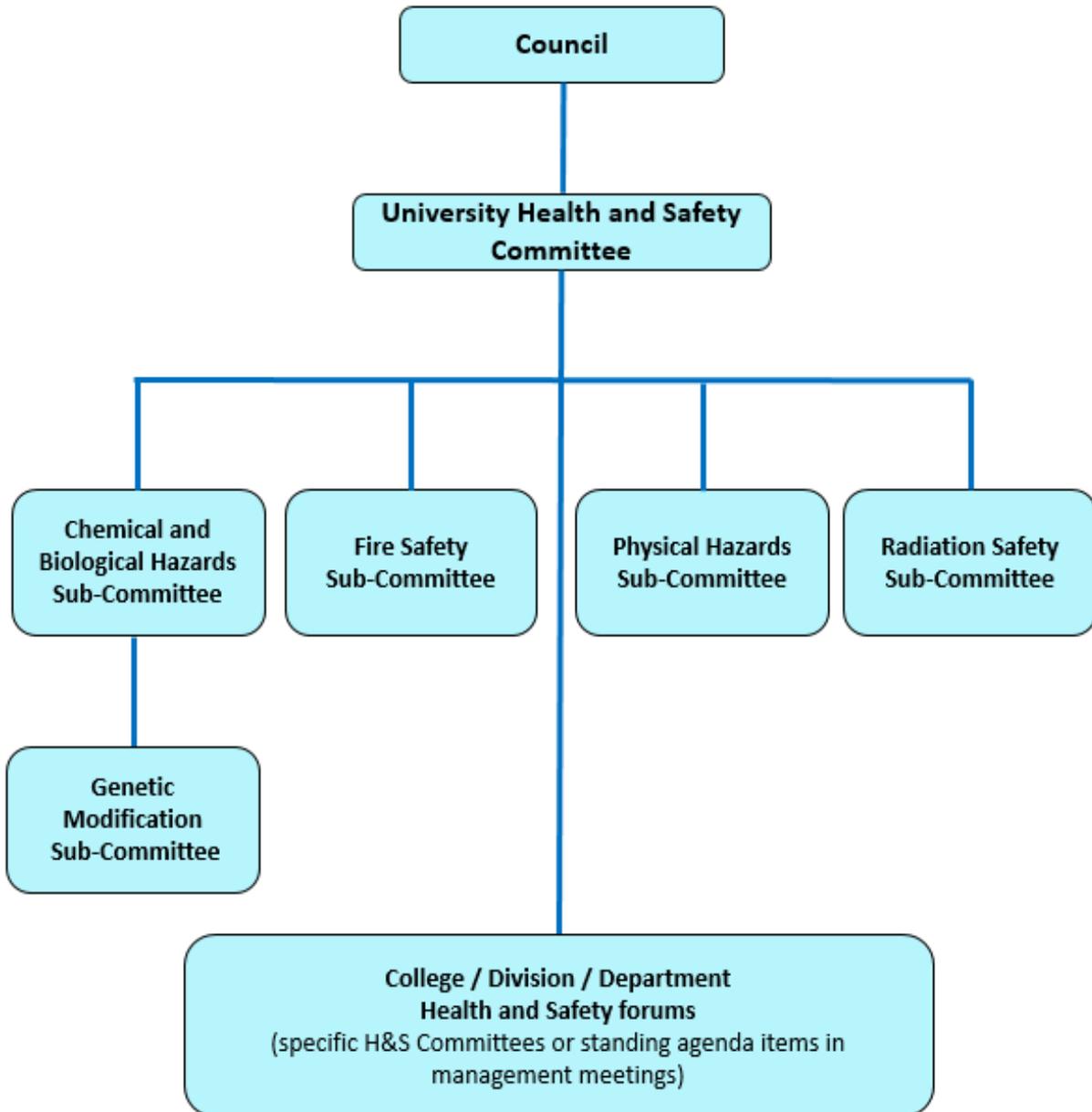
The Safety Services Office shall be notified, and provided with copies of, all new documents, their date of approval, date for coming into force (if different), and dates of review. This will enable the whole of the University Policy system to be recorded in one place to aid with external and internal, audit and inspection of the health and safety system.

APPENDICES

A. Responsibility and Advice Lines



B. Governance / Committee Structure



C. Duties of Departmental Safety Officers and Building Safety Supervisors

Departmental Safety Officers

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 Campus Services;
- 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 Campus Services 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 [which may be assigned to fellow colleague]:

- to coordinate and review of the Emergency Evacuation Plan;
- to ensure in conjunction with Estates and Campus Services that fire alarms in the building are tested once a week and that the test is suitably recorded;
- to organise an emergency evacuation of the building at least once annually and record the event in the Building Fire Safety Logbook and to send a report to Safety Services Office;
- to ensure, by liaison with occupants of the building, the maintenance of unobstructed means of escape in case of fire;

Building Safety Supervisors in Multi-Department Buildings or Groups of Buildings

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 Campus Services, on health and safety matters, either directly or through the appropriate Departmental Safety Officer;

- to be the person to whom questions relating to building 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 Campus Services, 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 Campus Services 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 in conjunction with Estates and Campus Services that fire alarms in the building are tested once a week and that the test is suitably recorded;
- to organise an emergency evacuation of the building at least annually and to record the event in the Building Fire Safety Logbook and to send a report to Safety Services Office;
- to ensure, by liaison with occupants of the building, the maintenance of unobstructed means of escape in case of fire.

Building Safety Supervisors in University Residential Accommodation

Outline of Duties: Residential Building Safety Supervisors.

- to liaise with the Campus Services 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 Campus Services or Safety Services;
- 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 firefighting 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.

D. Specialist Advisers

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

SAFETY SERVICES OFFICE

[staff names and contact details may be found on the Safety Services Office webpages]

Director of Safety Services - advises the University, through the Health and Safety Committee, on all aspects of health and safety at work. Acts as a general co-ordinator on health and safety matters within the University.

Biological and Chemical Safety Officer - responsible through the Director of Safety Services for providing an advisory, instructional and training service to University Departments and Offices on all aspects of hazardous chemicals, hazardous biological agents and genetically modified organisms. The maintenance of necessary records and acting as the University Biological Safety Officer for genetic modification work.

Fire Safety Officer - 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 Campus Services and building occupiers 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.

Radiation Safety Officer - responsible to the Director of Safety Services for all aspects of the use of ionising materials and ionising apparatus in the University as set out in the University Radiation Protection Rules. 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.

Health and Safety Advisor[s] - 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.

Laser Safety Officer (Honorary: Part-Time) - 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.

HEALTH AND WELLBEING

Occupational Health - provide advice on all occupational health matters including

- Monitoring of the health of University staff, and those postgraduate students involved in medicine and biological sciences, and other science/research departments.
- Management of all health problems where they impact on an individual's working capacity (ie, sickness absence referrals, ill health retirement).
- Assistance with the control of the risk to individuals from possible health effects relating to their work.

- Promotion of best practice to empower people to be responsible for their own health (ie, health promotion initiatives and health awareness days).
- Work Health Assessment and fitness-to-work assessments
- Programmed occupational health surveillance
- Assistance in the management of sickness absence
- Assistance to enable compliance with occupational health and safety procedures and protocols.
- Assistance to enable compliance with health and safety legislation (ie, COSHH health surveillance, immunisation programmes).
- Support and advice for management on all aspects of staff health.

ESTATES AND CAMPUS SERVICES

The division has a Health, Safety and Compliance Officer and specialist advisors to provide advice and work with the above colleagues to ensure compliance of infrastructure and associated services, in relation to:

- Asbestos
- Water safety and quality
- Gas and pressure systems.
- Lifts and lifting equipment
- Air quality conditioning and local exhaust ventilation
- Electrical supplies
- Construction Design and Maintenance
- Insurance and Loss Prevention

E. Infrastructure – compliance and responsibilities

The University infrastructure (fabric of all buildings, all water supplies, sewers, plantrooms, boiler houses/sub-stations, ventilation systems and gas pipes etc.) are all deemed to belong to Estates and Campus Services unless they have explicitly (in writing) given control to another part of the University. If the transfer of control is agreed then the College or Division 'owning' the specific infrastructure asset shall be required to mirror all relevant safety management (policy and procedures) operated by the Estates and Campus Services, and to maintain a direct mirror at all times.

“Estates asset” includes only permanent building fabric, “building infrastructure services” assets and external elements of the university site installed and controlled by Estates. Other assets which may be fixed to or rest upon an Estates asset or are connected from or to the final point of connection of building infrastructure services are excluded. Use and or connection to Estates assets must be in accordance with “Estates requirements”.

“Building infrastructure services”

Specific inclusions:

- a) Electrical power and general lighting and emergency lighting systems up to the final socket, isolator or general light fitting.
- b) Fixed UPS systems up to the point of connection.
- c) Natural gas distribution systems up to the final isolator or connector.
- d) Fixed medical or special gas distribution systems up to the final isolator or connector.
- e) Gas detection and alarms systems.
- f) Steam and condensate distribution systems up to the final isolator or connector.
- g) Compressed air distribution systems up to the final isolator or connector.
- h) Fixed hot and cold water systems up to any tap, final isolator or connector up to the final isolator or connector.
- i) Fixed water purifications systems up to the final isolator or connector.
- j) Sanitation and drainage systems from any general waste inlet or specialist interceptor.
- k) Fixed general space heating systems.
- l) Fixed refrigeration equipment and chilled water or DX pipe installations up to final room unit
- m) Air handling units, fans and ventilation equipment including ductwork up to final diffusers.
- n) Fixed LEV and laboratory containment systems.
- o) Fire prevention, detection, alarm, control and evacuation systems.
- p) Fixed passenger and goods lifting equipment.
- q) Security detection, alarm and control systems including CCTV and intercoms.
- r) Building Management Systems.
- s) Pneumatic tube conveyor systems
- t) Thermal insulation to the above systems

Specific exclusions:

- a) Any portable or moveable appliances or equipment including but not limited to; autoclaves, furnaces, ranges, freezers, moveable water purification or processing units, gas cylinders, bench UPS's etc.
- b) Swimming pool water systems and spa baths or similar.
- c) Specific academic systems maintained and used by Colleges such as but not limited to the following examples; geography rain water tower, hydraulics lab water system etc.
- d) Any other system which has not been authorised or installed by the Estates department.

“Estates requirements”

1. Users must only connect to building infrastructure at suitable designated connection points such as but not limited to the following examples; taps, sockets, outlets etc.
2. All connections to final isolators must be undertaken by Estates such as but not limited to the following examples; water valves, gas valves, electrical rotary isolators etc.
3. All alterations, modifications or changes including changes in use of existing equipment affecting Estates assets must be authorised.
4. Any Estates asset which is not used or connected to safely, such as (but not limited to) the following examples;
 - a. LEV systems where health and safety information is not available inspectors or maintainers,
 - b. equipment connected to water systems without backflow prevention, low use water outlets, disposal of inappropriate waste into waste water systems etc.

then the College, Division or Department will be responsible for any consequential system noncompliance.

“Maintenance” is any maintenance, repair, upkeep, replacement or renewal of any existing “Estates asset”.