

HR Services

UNIVERSITY OF EAST LONDON.

Health and Safety Policy Statement



Organisation and Arrangements for Implementation.

1. DECLARATION

Transformation for Excellence, our University Strategy for 2010-20, highlights our longer-term vision and identifies our strategic objectives. Our occupational health and safety management (OHSM) system needs to be fully aligned to support its success. In particular, the OHSM system will assist in developing an outstanding workforce, meet specific OHS needs for our Global Reach initiatives, a first-rate student and staff experience and a thriving research culture.

We accept our corporate responsibility for all health and safety matters, as set out in the Health and Safety at Work etc., Act 1974 and all other specific health and safety legislation applicable to our undertakings. We will maintain a working environment where the health, safety and welfare of our staff, students and others is assured.

We will not only comply with the relevant legislation, but will take whatever positive action is required to prevent ill-health, injury and loss and to promote wellbeing, good practice and continuous improvement.

This policy statement assigns managerial and functional responsibilities to facilitate the implementation of our Health and Safety objectives. Our Board of Governors, Vice Chancellor and University Leadership Team (ULT) are committed to procedures published in the Health and Safety Handbook, which comprises our Health and Safety arrangements.

We will take all reasonably practicable steps, in consultation with our Board of Governors, staff and students, to promote and maintain a positive safety culture and high standards of safety throughout our premises, paying particular attention to and empowering our managers to achieve the following objectives:

1. To ensure all significant risks arising from our activities are assessed and appropriate control measures are implemented, with relevant records

retained;

2. To provide and maintain plant, structure, fabric, equipment and a working environment that is safe and without risk to health;
3. To base the design, operation and maintenance of safe systems of work on sound risk management principles;
4. To provide information, instruction, training and supervision that is relevant and appropriate to our activities;
5. To provide and maintain safe access and egress to and from all sites and places of work;
6. To monitor, evaluate and audit the effectiveness of health and safety plans and strategy;
7. To bring to the attention of staff the annual review of the Health and Safety Policy Statement.



John Joughin

Vice Chancellor

June 2015



Mark Stephens

Chair of Board of Governors

June 2015

2. RESPONSIBILITY FOR THE MANAGEMENT OF HEALTH AND SAFETY

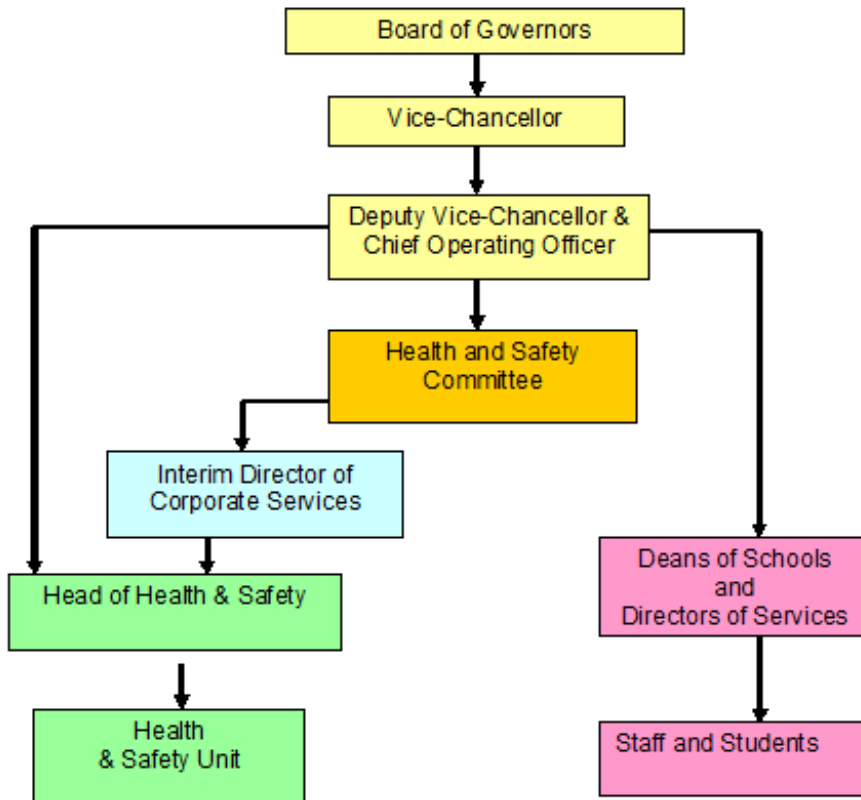
Effective health and safety management depends on commitment, co-operation and effort by all. The identification of responsibility and accountability for health and safety, within our university, is a key part of both the safety management system and the development of a positive safety culture.

All staff, whatever their position, have responsibilities to comply with this Health and Safety Policy. Supervisors in laboratories, workshops, and practical classrooms, at whatever level, have obligations to ensure that they do not endanger the health and safety of students and staff. School or Service Safety Co-ordinators have responsibilities detailed within this Health and Safety Policy. Managers are both responsible and accountable for the health and safety of staff, students and visitors within their area of responsibility. All staff and students have a duty to take care of their own health and safety, not to endanger others and to co-operate fully with these health and safety arrangements. All staff must report to their line manager or Head of Health and Safety, without delay, any work situation that could pose an imminent and

serious danger.

All Schools and Services are required to produce their own documentation, systems and procedures to implement or supplement this policy and the further guidance in the Health and Safety Handbook.

3. ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTATION



3.1 Board of Governors

Our Board of Governors is ultimately responsible for providing a healthy and safe environment for its staff, students and visitors. The Governors have stipulated that all schools and services must be committed to achieving utter compliance with the requirements of our Health and Safety Management system and relevant policies and procedures. The Board receive an Annual report on all matters pertaining to occupational health and safety.

3.2 The Vice-Chancellor

The Vice-Chancellor (VC) is responsible to the Board of Governors for ensuring, so far as is reasonably practicable, compliance with the health and safety policy framework laid down by the Board and for ensuring full management

commitment. The VC is a member of the Board of Governors and Chair of the Corporate Management Team, which means that all Occupational Health and Safety reports are brought to the VC's attention, along with regular progress reports regarding follow-up actions.

3.3 The Deputy Vice-Chancellor and Chief Operating Officer

The Deputy Vice-Chancellor & Chief Operating Officer (DVC & COO) is our 'Health and Safety Champion' at Board level, and as such is responsible for providing our Governors with the necessary assurances on our health and safety performance and seeking their support on future initiatives. The DVC & COO is also responsible to the Vice-Chancellor for implementing the necessary organisation, allocating staff responsibilities and making detailed arrangements, to ensure that the objectives of the Policy are met and that standards continually improve. The DVC & COO is also the Chair of the Health and Safety Committee and provides advice and direction on health and safety to our University Leadership Team.

3.4 The Health and Safety Committee

The Health and Safety Committee acts as a forum to focus communications and consultation on health, safety and welfare matters and provide leadership in effective management of health and safety.

The Health and Safety Committee Terms of Reference require it to:

1. maintain an effective safety management system and monitor compliance via audit and inspection reports;
2. be responsible for ensuring that schools and services appoint staff with a responsibility for health and safety;
3. ensure staff receive adequate and appropriate health and safety training and that students are properly inducted in health and safety;
4. keep under review our legal obligations and health and safety measures and ensure that the University Leadership Team is fully advised of any significant changes and their likely impact on UEL;
5. oversee the drawing up and implementation of health, safety and welfare policies, and keep these under review;
6. promote good practice in safety systems and occupational health including first aid;
7. set standards for good health and safety practice across UEL;
8. receive and consider reports of accidents, incidents and 'near misses', ensuring that appropriate remedial action is taken and where necessary making recommendations for the improvement of health and safety to the Corporate Management Team;

9. ensure that a complete record of occupational accidents and ill-health is maintained;
10. receive and review minutes and reports from school / service Health and Safety Co-ordinators, Radiation Protection Supervisors and the Biohazards Committee and make recommendations, where necessary, for the improvement of health and safety to the Corporate Management Team;
11. through its Chair, have the authority to stop, or suspend, any activity, or prohibit the use of plant and machinery, if such action is deemed necessary to prevent serious injury or ill health;
12. make an annual report to our Board of Governors and the Corporate Management Team.

3.5 The Health and Safety Unit

The Health and Safety Unit (HSU) is part of Corporate Services and its role is to assist us in meeting our obligations in relation to health and safety legislation. The HSU includes the Head of Health and Safety, Occupational Health Advisor, Health and Safety Advisor and an Administrator. The HSU is supported by an external Occupational Health Physician and specialist Occupational Health staff. The HSU:

1. advises staff and managers on all aspects of occupational health, and health and safety, including advice on developments in health and safety legislation and advising those responsible for arranging insurance for specific hazards in our work;
2. provides advice and support to managers in order for them to effect appropriate and timely remedial action on being alerted to hazards with unacceptable levels of risk;
3. provides appropriate information, instruction and training;
4. monitors the effectiveness of health and safety performance through audit and ensures, where necessary, that corporate policy is enforced;
5. provides advice on health surveillance, where appropriate;
6. acts as the point of contact with enforcement agencies;
7. liaises with specialists, including referral for treatment and assessment;
8. collates and reports on incident and ill-health statistics;
9. prepares an annual Health and Safety Plan in consultation with the Health and Safety Committee;
10. assists and advises Deans of Schools and Directors of Service in their compilation and maintenance of up-to-date health and safety records. This is done either directly, or via the Health and Safety Co-ordinators.

Where necessary, the Head of Health and Safety will have the authority to stop, or suspend, any activity which poses a serious imminent danger.

3.6 Deans of Schools and Directors of Services

Deans / Directors are responsible and ultimately accountable for health and

safety matters affecting staff, students and visitors within their school or service. They are the key health and safety managers within our university in terms of delivering our health and safety objectives. However, they may delegate duties for day-to-day management of health and safety responsibilities to their Health and Safety Co-ordinators and other nominated staff.

Deans/Directors must ensure that:

1. School or Service Health and Safety Co-ordinator

- i. a member, or members, of staff are nominated as "School / Service Health and Safety Co-ordinator", that the UEL Head of Health and Safety is informed of the nomination in writing and the name or names are displayed on notice boards;
- ii. they have nominated an appropriate number to reflect the size or complexity of the school or service;
- iii. such Health and Safety Co-ordinators and others with health and safety responsibilities have sufficient authority and resources to undertake their safety duties;
- iv. the Health and Safety Co-ordinator has sufficient authority to act on behalf of the Dean / Director, which includes the remit to stop activities which pose immediate danger, pending investigation.

2. Risk Assessment

- i. risks to health and safety are assessed consistently and that appropriate control measures are used in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended), together with any additional relevant regulations, such as the Control of Substances Hazardous to Health Regulations 2002. They must also ensure that work is not permitted to start, in any activity with attendant risks, unless a suitable and sufficient risk assessment has been completed and suitable control measures implemented;
- ii. risk assessments are reviewed regularly - risk assessment forms and related guidance can be found in the Health and Safety Handbook or on the Health and Safety Unit's web pages www.uel.ac.uk/hs;

3. Inspection Teams

- i. inspection teams are appointed (to include School/Service Health and Safety Co-ordinators) and Trade Union Representatives are invited to accompany the team during inspections;
- ii. School/Service inspections are undertaken at least once per semester with a record of all inspections and remedial actions maintained for 3 years;
- iii. Sufficient time is allocated to inspection team members to enable them to carry out their duties.

4. Local arrangements

- i. a written school or service health and safety policy and arrangements, which outlines local arrangements for health and safety, is current and in force;
- ii. appropriate and timely remedial action occurs on being alerted to hazards with unacceptable levels of risk;
- iii. an up-to-date set of health and safety records is kept;

5. Accidents, Incidents and Reporting arrangements

- i. the Dean / Director must ensure that arrangements are in place so that all incidents, accidents, dangerous occurrences, hazards, fires, malicious fire alarms, violent incidents and ill-health are reported to the Head of Health and Safety on the appropriate form;
- ii. the facts of any reportable accident/incident are established, wherever possible, before the site is disturbed or evidence removed;
- iii. ill-health, accidents, or incidents, are investigated and the investigation recorded, to ensure lessons are learned and measures implemented to prevent recurrence;
- iv. accidents or incidents which result in a fatality, certain specified injuries and or over 7 days of sickness absence must be reported to the Health and Safety Executive (www.hse.gov.uk). Relevant dangerous occurrences must also be reported to the HSE. It is the responsibility of the Deans / Director to check whether the accident or incident must be reported to the HSE; further information is available in the sub-policy ' [Accidents, Dangerous Occurrence, Ill Health & Violent Incident Management & Reporting Procedure](#) '; A copy of this report must be sent to the Head of Health and Safety.

6. Information, instruction and training

- i. both existing and new staff are given appropriate health and safety information and induction training;
- ii. information on health and safety hazards is provided for everyone who undertakes work within the school or service. This includes contractors, cleaners and maintenance staff;
- iii. students are given induction and relevant training in health and safety matters, including fire safety, which can be verified (e.g. by signing off);
- iv. relevant safety information and instructions issued by the Head of Health and Safety are provided to all staff and students;
- v. safety training needs are identified and that staff and students are provided with training relevant to their area of work, with refresher or further training at appropriate intervals;
- vi. that contractors are provided with appropriate information prior to commencing work in their school or service.

7. Consultation

- i. that there is effective communication and adequate consultation concerning

health and safety with all members of staff and staff representatives, including recognised trade union representatives.

8. Staffing and Supervision

- i. arrangements for deputising are made to ensure adequate cover is made for staff absences, including ensuring that alternate supervision is available for students.

9. Fire

- i. fire precautions and fire procedures are observed and that the fire evacuation procedure is prominently displayed at suitable points within the school and service areas e.g. adjacent to all fire alarm call points.

10. Electrical

- i. all portable electrical appliances are regularly inspected and tested (in accordance with current regulations) and labelled and that fixed installations are tested at least every five years.

3.7 School or Service Health & Safety Co - ordinators

1. Policy and procedures

- i. be fully familiar with our university's Health and Safety Policy and their school or service Health and Safety Policy;
- ii. periodically review health and safety procedures within their area of responsibility.

2. Check and review

Check that:

- i. safe working practices and procedures, together with any necessary risk assessments for project work (especially for postgraduate students), are complied with;
- ii. adequate precautions are taken regarding any special hazard in, or about to be introduced into the school or service;
- iii. plant, equipment and processes within their areas are being maintained, as required by any relevant statutory provision, and that staff and students are suitably informed, instructed, trained and supervised to avoid risks to their health and safety;
- iv. a high standard of housekeeping is maintained within their areas;
- v. sufficient suitable personal protective equipment is available and used within their areas.

3. Inspections and investigations

- i. conduct or co-ordinate systematic health and safety inspections and accident investigations, to identify unsafe or unhealthy conditions or work practices, and monitor that preventative action is recommended and pursued.

4. Advice, liaison and communication

- i. Liaise with the Head of Health and Safety and HSU;
- ii. advise and assist their Dean / Director on any revision of the school or service health and safety policy;
- iii. disseminate health and safety information and reports and pass such reports to appropriate members of staff and students within their School or Service;
- iv. act with the delegated authority of the Dean / Director in matters of urgency;
- v. refer promptly to their Dean / Director, or the Head of Health and Safety any health and safety problems which cannot be resolved locally on a timescale commensurate with the risk.

5. Records

- i. maintain adequate health and safety records, where appropriate, as required by relevant statutory provisions or UEL, or school / service safety policy.

3.8 Radiation Protection

The Dean is responsible for ensuring suitable and sufficient arrangements for radiation protection in his or her school. These arrangements are to be detailed in the school health and safety policy and are to include the responsibilities of the Radiation Protection Advisor and appointed Radiation Protection Supervisors, in accordance with the Ionising Radiation Regulations Approved Code of Practice 1999.

3.9 Biohazards Committee

The Biohazards Committee meets as and when necessary to advise our university on measures necessary to ensure the health and safety of all persons engaged in work covered by legislation on Genetic Manipulation and Radiation, including risk assessments.

3.10 Other Committees

Schools and services are encouraged to include a safety committee or

management group in their arrangements for health and safety.

3.11 Students' Health and Safety

We have obligations towards our students and Deans/Directors are expected to ensure that students are given sufficient information, instruction and induction and that there is effective communication of safety aspects where relevant. All students should take reasonable care for their health and safety. They must abide by our university's rules and regulations and co-operate with supervisors to enable them to fulfil their obligations. They must not interfere intentionally, or recklessly misuse, anything provided for health and safety.

3.12 Children on University Premises

Children (under the age of 16 years) may be allowed access to general teaching areas with the express consent of the relevant School academic but this will only be in exceptional circumstances, with appropriate supervision and where it does not cause disruption to teaching.

Where permission has been granted by the School or Service, it is the responsibility of parents/visitors to supervise and accompany children and young persons at all times, except when children or young persons have been placed in the care of duly appointed UEL nursery staff. In any case, children must never be left unaccompanied anywhere on UEL premises.

Under no circumstances must children be allowed into potentially high risk areas such as laboratories and workshops, unless it is for the purpose of approved research activity, school visits or during open days. Wherever such open days or visits involving children take place, a suitable and sufficient risk assessment must be carried out and appropriate control measures implemented.

Members of staff who have or are likely to be undertaking regulated activity with children and/or vulnerable adults as defined by the Safeguarding Vulnerable Groups Act (2006), as amended by the Protection of Freedoms Act (2012) must undergo Disclosure and Barring Service (DBS) checks on a regular basis and it is the responsibility of the Dean or Director concerned to notify HR Services of that and HR Services will conduct the checks. Please see UEL's Policy on the Safeguarding of Children and Vulnerable Adults on HR Services' web site for further information about regulated activity and the safeguarding scheme:

3.13 All staff

All staff must take care of their own health and safety and that of others who may be affected by their actions and:

1. follow health and safety policies and procedures and support the implementation of safety arrangements;
2. not intentionally, nor recklessly, interfere with anything that has been provided for health and safety purposes;
3. report any failings in health and safety policies or procedures or any situations or incidents where they consider that they, or others, are in immediate or imminent danger;
4. report all accidents and incidents to their line manager;
5. use any equipment, material or substance provided in accordance with any training and / or instruction.

UEL staff should report any matters pertaining to health and safety, which they are unable to resolve directly, to their Dean/Director or Health and Safety Co-ordinator. They may in turn refer any such matters, which cannot be resolved locally, to the Health and Safety Committee via the VCG office or the Health and Safety Unit.

MONITORING

Arrangements for monitoring have been described in the previous section "Organisation and arrangements for implementation", with specific roles assigned functions and responsibilities for monitoring.

REVIEW

This Policy will be subject to an annual review and changes will be brought to the attention of all staff.

HEALTH AND SAFETY SUB-POLICIES AND CODES OF PRACTICE

UEL produces as appendices to this policy, detailed sub-policies and codes of practice, some of which are listed below, available from the following link:

<http://www.uel.ac.uk/hrservices/hs/handbook>

- Accidents and Dangerous Occurrences Reporting Procedures

- Asbestos
- Contractors
- Control of Legionellosis
- Control of Substances Hazardous to Health (COSHH)
- School / service health and safety policies
- School / service inspections
- Display screen equipment (DSE / VDU)
- Electrical safety
- Emergency procedures
- Evacuation procedures for wheelchair users and other people with restricted mobility
- Event activities on University premises
- Fieldwork code of practice
- Fire
- First aid
- Health and Safety law (general)
- Late working in Laboratories and Unattended Experiments
- Manual handling
- Office safety
- Permit to work system
- Personal security
- Risk assessment
- Smoking
- Working alone
- Working at height
- Workshop safety

Deans/Directors may need to develop specific codes of practice (CoP) to cover special hazards in their areas where these are not adequately covered in the general policies and codes of practice; the HSU can on request assist in the development of such CoP's:

Factually reviewed June 2015; Review date June 2016.
