HEALTH AND SAFETY POLICY
1. HEALTH AND SAFETY POLICY STATEMENT

City University London aims to achieve the highest standards of occupational health and safety for its students and employees in order to provide a work environment which supports excellence in education, research and enterprise. In achieving these standards, the University Council accepts its obligations under the Health and Safety at Work etc. Act 1974 and other statutory provisions.

Council has delegated the overall executive responsibility for health and safety arrangements to the Vice-Chancellor who, through the University Executive Committee (ExCo), requires Deans of Schools and Directors of Professional Services to manage health and safety within their Schools and Professional Services.

Reporting to the Vice-Chancellor, the Director of Human Resources has executive responsibility for University-wide health and safety management and is required to report regularly on the University’s health and safety performance to the Vice-Chancellor and the Council.

The University accepts that it has a moral obligation and statutory duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, students and other persons who may be affected by its undertakings including visitors and contractors.

This duty includes:

- the provision and maintenance of a safe working and learning environment for employees and students with adequate facilities and arrangements for their welfare;
- the establishment of management structures and appropriate resources that allow for the development of a safety culture within the University;
- the availability of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees and students;
- the provision and maintenance of safe plant and systems of work;
- arrangements for ensuring safe use, handling, storage and transport of substances;

The University’s duty extends to co-ordinating the activities of employees, students and visitors, including contractors. In order to achieve this, a co-ordinated risk assessment and emergency planning system has been implemented. These arrangements are supplemented by local procedures and specific risk assessments in the University’s Schools and Professional Services.

In carrying out these statutory duties, the University provides competent advice by employing qualified occupational health and safety practitioners and welcomes full co-operation by recognised trade unions.

Employees have a legal duty to take reasonable care of their own health and safety and that of students and fellow employees who might be affected by their acts or omissions. Employees must co-operate, so far as is necessary, to enable the University to fulfil and comply with statutory health and safety obligations. The University expects all members of staff at every level to show high personal standards with regard to health and safety matters and to convey these standards to all colleagues and students.

All employees should also be aware that failure to comply with University health and safety procedures may lead both to disciplinary action by the University and prosecution by the Health & Safety Executive.

The University welcomes students’ involvement in all aspects of University life, including creating a safe learning environment. It therefore expects that all students have regard for health and safety procedures and follow instructions provided by their supervisors. Failure to comply with safety
procedures may lead to disciplinary action being taken in accordance with the student disciplinary code.

The details of the responsibilities for implementing this policy in Schools and Professional Services are set out in section 2: organisation section. Schools and Professional Services are expected to add their local arrangements to section 3 of this policy. The aim is to assign clear responsibility to key employees who contribute to the implementation of this policy at the local level. In exceptional circumstances where it is felt that additional local arrangement may be necessary, the matter should be discussed with the University Safety Manager. Any variations to this policy must be agreed and approved by the University Health and Safety Committee.

This document is maintained and reviewed by the University Health and Safety Committee and approved by the ExCo. This policy and other related procedures are made available to employees and students via the Safety Office Website at [http://www.city.ac.uk/safety/](http://www.city.ac.uk/safety/).

In meeting the complexities of operating from a range of locations and premises, the University maintains a common health and safety management system (as defined by both HSG65 and UCEA/USHA publication “Leadership and management of health and safety in higher education institutions”). It believes this system provides the most consistent and effective method of managing activities in pursuing continuous health and safety improvements at each of its sites.

Taking these guidelines into account, our approach for managing health and safety is based on the Plan, Do, Check, Act principle. The organisation section of this policy provides details of how the University community at all levels will ensure health, safety and welfare of its students and employees.

A copy of this statement is issued to all members of staff and is available on the Safety Intranet page. This is a general statement of the University’s policy and must be read in conjunction with other relevant procedures and guidance on health and safety. This statement consolidates and replaces earlier statements and will be embodied in the health and safety and welfare policies and practices of the Institution.

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**Professor Sir Paul Curran**  
Vice-Chancellor  
City University London

Date 4/12/16
*Staff are responsible for their own health and safety and that of those who may be affected by their acts or omissions. Students must not misuse or interfere with anything that the University has provided for health and safety reasons.
Safety Liaison Officers (SLOs) are responsible for coordinating health and safety matters in Schools and Professional Services and reporting shortcomings to the relevant COO or Director. The SLOs are trained to NEBOSH certificate standard and are supported by Departmental Safety Liaison Officers (DSLOs) who are trained to CIEH level two standard.

Currently there are SLOs in all Schools and PAF. Other Professional Services areas will be supported by the Safety Office.

The DSLOs support managers and the SLOs in implementing the local arrangements outlined in section 3 of this policy. A key function of the DSLOs is supporting managers in carrying out local inspections as defined in section 3.22.

Both SLOs and DSLOs are expected to devote sufficient time to health and safety support. On average this is about half a day a week.

An up to date list of SLOs and DSLOs is available on the Safety Office website.
2. ORGANISATION SECTION OF THE HEALTH AND SAFETY POLICY

University Council

The University Council has strategic oversight of all matters related to health and safety for the University and will seek assurance that effective arrangements are in place to ensure the health and safety of staff, students and any others affected by our activities and that these arrangements are effective.

The information below details how members of the Council satisfy themselves that the University meets its health and safety responsibilities.

**PLAN**

- Ensure health and safety matters are communicated in a timely fashion to and from the Audit and Risk Committee (ARC) of the Council.
- Review the Health and Safety Policy on a regular basis.
- Review the University’s health and safety objectives/KPIs on a regular basis.
- Ensure that health and safety appears regularly on the agenda of the Council.
- Be aware of significant health and safety risks faced by the University.
- Consider the health and safety implications of strategic decisions such as large projects and organisational restructuring.
- Ensure that emergency planning arrangements are kept up to date.

**DO**

- Seek assurances via Council’s Audit and Risk Committee (ARC) that:
  - Health and Safety arrangements are adequately resourced;
  - risk control measures in place and acted on;
  - there is an effective process to identify training and competency needs in keeping with health and safety responsibilities;
  - there is a process to review the effectiveness of emergency and fire evacuation plans;
  - There is a process for auditing Health and Safety performance, with regard to ongoing compliance.
- Support University Health and Safety Committee as a subset of the Executive Committee (ExCo), chaired by a member of the Council to oversee health and safety.
- Review the University’s access to competent health and safety advice.
- Support and engage with a process for employees or their representatives to be involved in decisions that affect their health and safety via the Joint Health and Safety Consultative Committee (JHSCC).
University Council

CHECK

- Receive and critically evaluate data relevant to health and safety via ARC; and where appropriate, ask for data on process (preventative & maintenance) and competency indicators.
- Ensure that management systems allow Council to receive assurances about all University activities including (including significant partnerships, collaborations and wholly owned companies).

ACT

- Instigate independent reviews of Health & Safety management across the University if deemed necessary.
- Be satisfied that lessons are learnt from accidents and near-misses.
- Review audit processes to ensure they are appropriate for the University.
- Regularly review the University’s Health and Safety risk profile.

What to expect from the University Health and Safety Committee and ExCo

- Bi-annual reports on health and safety performance
- Health and Safety training for the Council
- Development of a University health and safety development plan
- Provision of contextual information about comparisons with sector norms and Safety performance data

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Executive Committee

The Executive Committee (ExCo) is led by the Vice-Chancellor who has ultimate responsibility for ensuring the Health and Safety policy is implemented across the University. As strategic leaders of the University, it is reasonable to expect that ExCo members, collectively and individually, demonstrate the same leadership qualities in health and safety as in their academic/professional field. Making sure that staff, students, visitors and contractors are safe is an essential part of managing risk. Deans and Directors have an influential part to play in the University’s risk management strategy.

Although accountability rests with the Deans and Directors, they may delegate the operational aspects of health and safety management to other tiers of management. However, they must implement a process to gain assurances that these responsibilities are being fulfilled. In Schools, Chief Operating Officers (COO) will manage the operational aspects of safety management on behalf of the Deans. The following sets out the expectations from members of ExCo:

**PLAN**

- Ensure Health and safety is included as part of the University Strategy
- Establish a sub-committee of ExCo to oversee implementation this policy across the University.
- Sign up to University’s health and safety policy statement as a demonstration of ownership and communicate its values throughout the University and Schools/Professional Services.
- Allocate sufficient resources to management of health and safety across the University.
- Agree a health and safety development plan for the University.
- Agree on a University-wide health and safety risk register by undertaking a risk profiling exercise.
- Determine what health and safety risks should be included in the University’s business risk registers.

**DO**

- Implement the University’s Health and Safety Policy.
- Maintain regular communication with the University Health and Safety Committee (UHSC) and receive termly and annual performance reports.
- Define membership and Terms of Reference of the UHSC.
- Lead on campaigns to raise health and safety awareness and behavioural change.
- Discuss Health and Safety issues and performance with your direct reports and at performance/development reviews.
- Lead by example by taking an interest in Health and Safety activities.
Executive Committee

**CHECK**
- Ensure this policy is up to date and implemented across the University.
- Accompany your direct reports on an inspection of the area of your responsibility at least once a year.
- Receive and review performance reports from the UHSC.
- Check if you are delivering on your health and safety objectives and those set for your leadership team are delivered in a timely manner.
- Review the deployment of H&S resources across the University and ensure the University has access to competent H&S advice.

**ACT**
- Respond to reports submitted by the UHSC.
- Hold Deans and Directors accountable when UHSC reports non-compliance with the University’s health and safety arrangements in an area.
- Take action on non-compliance and inform ARC accordingly.

What to expect from the University Health and Safety Committee and the Safety Office
- Bi-annual reports and or quarterly reports on health and safety performance to ExCo
- Briefing sessions on health and safety legislation and the University health and safety management system
- Drafting of the University health and safety development plan
- Development of a University health & safety risk register
- Contextual information about comparisons with sector norms and statistical information e.g HESA data
- Development of a health and safety competency and training framework.
- Running health and safety audits programme of Schools and Professional Services
- Updating and advising on interpretation of health and safety legislation and best practice
- Attendance of University Safety Manager at School/Professional Services health and safety committees
Dean of Schools and Professional Services Directors

Deans and PSD have an influential part to play in the University’s risk management strategy. They are the most senior members of staff within each School/Professional Service, and as such they are responsible for the day-to-day implementation of the University’s Health and Safety Policies and Procedures, and all relevant statutory provisions as far as they relate to their School or Professional Service activities.

Although accountability rests with the Deans and PSD, they may delegate operational aspects of health and safety management to a senior manager. In Schools, Chief Operating Officers (COO) will therefore manage the operational aspects of safety management on behalf of the Deans. The Deans remain responsible for any non-compliance to act upon health and safety advice or to adhere to existing codes of practice, health and safety procedures, guidance or other University rules or instructions.

Therefore, it is important Deans and PSDs ensure there is a mechanism to gain assurances that these responsibilities are fulfilled. The following sets out the expectations for Deans and PSDs:

**PLAN**

- Ensure Health and safety is included as part of the School/Professional Service Strategy development.
- Establish a Hazard register for the School/Professional Service.
- Establish a local health and safety committee to oversee implementation this policy and is representative of the School/Professional Service risk profile.
- Ensure the COO chairs School’s health and safety committees
- Sign up to University’s health and safety policy statement as a demonstration of ownership and communicate its values throughout the Schools/Professional Services
- Allocate sufficient resources to the management of health and safety within the School/Professional Service
- Establish a health and safety development plan for your School or area in line with the University’s plan.
- Determine what health and safety risks should be included in School / Professional Service business risk registers.
- Ensure emergency procedures encompass all relevant risks.

**DO**

- Implement the University’s Health and Safety Policy in the School/Professional Service and ensure responsibilities are assigned for part 3 of this policy.
- Maintain regular communication with your COO/senior manager and Safety Liaison Officer and receive termly and annual performance reports.
- Ensure there are sufficient numbers of DSLOs and an SLO to support managers with their health and safety responsibilities
- Define the membership (including trade union representation) and Terms of Reference of your School/Professional Service Health and Safety Committee. (Appendix 2 provides suggested terms of reference)
- Attend your School/Professional Service local Health and Safety Committee that should meet termly, unless a special meeting is warranted. The Dean will need to attend at least two Committee meetings a year.
- Lead on campaigns to raise health and safety awareness and behavioural change.
- Discuss Health and Safety issues and performance with your direct reports and at performance/development reviews.
- Lead by example by taking an interest in Health and Safety activities.
- Follow local procedures and enquire about health and safety issues and how they are managed on tours or visits of your School/Professional Service.
Deans of Schools and Directors of Professional Services

CHECK

• Check that your School/Professional Service safety procedures are effective and those responsibilities assigned in part 3 of this policy are up to date and effective.
• Confirm that your direct reports are aware of inspections, investigations and audits in their departments, and are acting upon recommendations.
• Establish whether appropriate health surveillance is in place for occupational illnesses via your direct reports.
• Accompany your direct reports on inspections at least once a year.
• Receive and review performance report from your COO.
• Check if you are delivering on your own objectives outlined in your development plan.
• Review deployment of resources and ensure they are sufficient, competent and effective

ACT

• Review your health and safety performance and that of your direct reports. Celebrate their achievements, and take corrective action where targets are not being met.
• Share the results with staff – seek their views on improvements.
• Respond to reports, audits, health and safety committee recommendations and inspections from external and internal stakeholder’s e.g. insurance providers, trade union safety representatives, regulators and the Safety Office.

What to expect from your Safety Liaison Officer (SLO) and Departmental Safety Liaison (DSLO)

Your SLO and DSLO will be the first source of advice but may also require local expertise for specific hazards such as ionising radiations, biohazards, lasers, Display Screen Equipment use etc. as well as having support from the central Safety Office. The SLO and DSLO responsibility will include:

• Communications about significant events, changes to legal requirements of relevant to your school/service.
• Attendance at the School/Professional Service H&S Committee and, in the case of SLO, the SLO forum.
• Reporting accidents and incidents occurring in your School/Service
• Support in investigating H&S incidents and sending completed accident/incident forms to the Safety Office in accordance with the University safety procedures.
• Developing action plans and recommendations from investigations following accidents/incidents.
• Supporting managers during regular inspections.
• Advising on interpretation of health and safety legislation and best practice.
• Provision of School/Professional Service termly and annual health and safety performance reports to the COO.
• Providing support to managers during audits and inspections.
University Health and Safety Committee

The University Health and Safety Committee (USHC) is a sub-committee of the ExCo and is tasked to provide assurance on health and safety performance to the ExCo. Members of the committee will need a clear understanding and oversight of the operations and activities undertaken by the University. They will need detailed understanding of the University’s risk profile in order to advise ExCO on the most appropriate health and safety structures which will ensure integration with the overall strategic direction of the University. See Appendix 1 for terms of reference. UHSC will:

**PLAN**

- Draft a University-wide health and safety policy for review by the ExCo and approval by the Vice-Chancellor.
- Agree how the implementation of the policy will be monitored and non-compliance reported to the ExCo and ARC.
- Agree a University health and safety development plan and set University-wide objectives.
- Create the University health and safety risk register by undertaking a risk profiling exercise.
- Ensure that the Occupational Health Service is integrated into the University’s health and safety management system.
- Determine what health and safety risks should be included in University’s business risk register.
- Agree a University-wide health and safety competency framework.
- Agree a University-wide health and safety auditing program based on the health and safety risk profile.
- Ensure emergency procedures encompass all relevant risks.

**DO**

- Lead on Implementing University’s Health and Safety Policy.
- Define the membership (including trade union representation) and Terms of Reference of the University’s Joint Health and Safety Consultative Committee.
- Lead on campaigns to raise health and safety awareness and behaviour change.
- Discuss Health and Safety issues and performance with Deans and Directors.
- Lead by example and update your health and safety knowledge.
- Maintain communication with the University Safety Manager (USM).
- Submit regular health and safety performance reports to ExCo and ARC.
- Lead on campaigns to raise health and safety awareness and behaviour change.
University Health and Safety Committee

- Regularly check health and safety processes are working.
- Receive regular health and safety and fire safety performance report from University Safety Manager including fire safety.
- Receive Schools/Professional Services audit reports and action plans from COOs and Directors and ensure actions arising from audits are implemented within agreed time-scale.
- Escalate non-compliance to ExCo.
- Ensure the objectives set in the health and safety development plan are being met.
- Receive regular reports on incidents and significant events.

- Review health and safety performance of School and Professional Services. Celebrate their achievements and take corrective action where targets are not being met.
- Share the results of audits with staff – seek their views on improvements at the JHSCC.
- Respond to reports, audits, Safety Office recommendations and inspections from external and internal stakeholder's e.g. insurance providers, trade union safety representatives, regulators.

What to expect from the Safety Office
You will have access to competent safety advice from the Safety Office staff who are the competent persons as defined by the Management of Health and Safety Regulations. This will include:

- Communications about significant events, changes to legal requirements relevant to the University.
- Attendance at the SLO forum, School health and safety committees or other meetings where health and safety is discussed.
- Investigation of accidents and incidents occurring as a result of the University’s activities.
- Carrying out health and safety audits on Schools and Professional Services.
- Recommendations from investigations following accidents/incidents and audits to UHSC.
- Advice on interpretation of health and safety legislation and best practice.
- Training courses or delivery of presentations and information across the University.
- Report on School/Directorate health and safety performance to UHSC.
- The main point of contact during external audits, inspections, etc.
- Preparation of bi-annual health and safety reports for approval by the ExCo and submission to ARC.
- Escalation of any significant health and safety issues or areas of concern to the ExCo and the Vice-Chancellor by the University Safety Manger.
- In the case of serious breaches of health and safety legislation the Safety Office has the authority to suspend or stop dangerous activities.
- Contractors who are found to be repeatedly ignoring any health and safety practices warnings will be instructed to leave the University’s premises.
- Staff who do not adhere health and safety practices, or warnings may be subject to disciplinary proceedings.
Senior Managers

The term Senior Manager includes Heads of Department/Divisions, Subject Coordinators and Senior Managers in Professional Services. As a senior manager you are expected to implement local safety management arrangements and manage risks to protect staff, students, visitors and contractors working in your school or department.

You need a clear understanding and oversight of the operations and activities undertaken in your school/department so that you are well placed to define the most appropriate local safety structures which will ensure integration with the overall strategic direction of your school or department. The following is expected of line managers:

**PLAN**

- Align your department health and safety plan to the School's health and safety development plan.
- Create a health and safety hazard register for your area by undertaking a risk profiling exercise and discussing this at your School/Professional Service health and safety committee.
- Include health and safety risks in your department business risk register.
- Ensure that induction arrangements include all relevant information for all new starters and students in your area of responsibility.
- Manage health and safety risks by setting up monitoring processes to ensure controls in your departmental risk assessments are effective.
- Identify training and competency needs for your staff and students.
- Assign sufficient resources (competent personnel such as DLSOs, with enough time and facilities). Include specialist support from Occupational Health, Radiation Protection Advisers, Biosafety specialists etc. where required.

**DO**

- Put in place processes to ensure all activities are appropriately risk assessed and controls are implemented.
- Ensure responsibilities are delegated and understood for tasks such as the completion of risk assessments.
- Attend, or ensure that one of your senior managers attends your local health and safety committee.
- Produce and communicate your annual health and safety plan with all staff.
- Meet regularly with your Safety Liaison Officer.
- Have oversight of accident and incident investigations.
- Agree health and safety competency and development needs of all your staff and set training objectives using the health and safety training matrix.
- Senior managers will assess the health and safety impact of new projects at the planning stage e.g. when proposing refurbishment of an area or procurement of an IT system and discuss these with your school/professional service COO.
- When purchasing equipment, consider the health and safety requirements/implications – set-up, use, maintenance, inspection & servicing.
- Embed health and safety arrangements as part of the procurement of contractors.
Senior Managers

**CHECK**

- Attend safety inspections of your area at appropriate intervals.
- Check that agreed health and safety training objectives are being met.
- Analyse safety data to identify emerging trends in the school/professional such as accident, sickness absence and training statistics.
- Keep staff informed by monitoring progress and actively seek their views on improvements e.g. via your local safety committees.
- Check that all actions and recommendations from Health and Safety processes e.g. audits and inspections are implemented.

**ACT**

- Review risk management arrangements regularly.
- Consider information from external and internal sources e.g. audits and inspections and plan how corrective actions/recommendations will be implemented.
- Review your own health and safety performance and that of your direct reports and celebrate their achievements.

**What to expect from your Safety Liaison Officer (SLO) and Departmental Safety Liaison (DSLO)**

Your SLO and DSLO will be the first source of advice but may also require local expertise for specific hazards such as ionising radiations, biohazards, lasers, Display Screen Equipment use etc. as well as having support from the central Safety Office. The SLO and DSLO responsibility will include:

- Communications about significant events, changes to legal requirements of relevant to your school/professional service.
- Attendance at the school/professional service H&S Committee and in the case of SLO the SLO forum.
- Reports about the accidents and incidents occurring in your School/Professional Service.
- Support in investigating H&S incidents and sending completed accident/incident form to the Safety Office in accordance with the University requirements.
- Action plans and recommendations from investigations following accidents/incidents.
- Supporting managers during regular inspections.
- Seek advice on interpretation of health and safety legislation and best practice from the Safety Office.
- Provision of school/professional service termly and annual health and safety performance reports to the COO.
**Line Managers**

The term line manager is referred to both academic and professional staff who have responsibility for the day to day management of activities and the management of staff in line with the strategic direction of a particular School/Service. Examples include, section leaders, Principal Investigators (PIs), Senior Administrators. As a line manager in a school or department you are expected to implement your local safety management arrangements, and to monitor and check their effectiveness.

**PLAN**

- Participate in preparing the School/Professional Service health and safety development plan and set reasonable objectives to cover your area of responsibility, including allocation of work on risk assessments.
- Develop or use existing communication processes (e.g. team meetings) to keep your team informed, and received information back from team members in relation to health and safety.
- Plan deployment of resources to achieve your health and safety objectives such as training objectives.

**DO**

- Organise your local health and safety arrangements.
- Deliver the health and safety plan and objectives.
- Ensure risk assessments are undertaken and recorded, and staff, contractors and students follow safe systems of work.
- Provide health and safety induction training for all staff and students in accordance with your training and competency framework.
- Ensure any new processes are properly risk assessed before implementation.
- Ensure all new equipment meets UK regulatory requirements, checked for hazards, and users are trained to use them safely.
- Implement the health and safety training objectives identified in your health and safety plan or arising from risk assessments.
- Provide staff with health surveillance if identified by risk assessments.
- Lead a programme of safety inspections and be involved in audits when asked.
- Lead on investigations into accidents and other incidents (e.g. near misses).
- Take appropriate action when health and safety is likely to be compromised; if necessary, suspend an activity pending reassessment of the risk.
- Use University or regulatory best practice guidance for managing risks
- Ensure there is an annual program for statutory testing of equipment, as required for local exhaust ventilation, pressure systems and lifting equipment and records of these tests are maintained.
Line Managers

**CHECK**

- Monitor that risk assessments have been carried out, recorded and control measures are effectively implemented; you could do this through observation monitoring or during inspections.
- Check that all statutory examinations are carried out within the prescribed timescales and that requirements and recommendations are acted upon (e.g. local exhaust ventilation, pressure systems, lifting equipment).
- Monitor the completion/progress of actions arising from audits and inspections.
- Check your own progress and achievements against the school/service health and safety plan and objectives.
- Monitor uptake on your training plans and safety inductions.
- Analyse safety data to identify emerging trends in your area of responsibility e.g. accidents, sickness absence, training statistics.
- Report on findings of inspections and actions undertaken to the local health and safety committee.

**ACT**

- Review actions arising from audits to ensure they have been completed or ensure timely progress is being made.
- Embed learning points from accidents and incidents.
- Contribute to your school/department annual safety review.
- Respond to external influences such as Health & Safety Executive (HSE) or other regulatory body visits, audits and changes in legal requirements.

**What to expect from your Safety Liaison Officer (SLO) and Departmental Safety Liaison (DSLO)**

Your SLO and DSLO will be the first source of advice but may also require local expertise for specific hazards such as ionising radiations, biohazards, lasers, Display Screen Equipment use etc. as well as having support from the central Safety Office. The SLO and DSLO responsibility will include:

- Communications about significant events, changes to legal requirements of relevant to your school/professional service.
- Attendance at the school/professional Service H&S Committee and in the case of SLO the SLO forum.
- Reports about the accidents and incidents occurring in your School/Professional Service.
- Support in investigating H&S incidents and sending completed accident/incident form to the Safety Office in accordance with the University requirements.
- Action plans and recommendations from investigations following accidents/incidents.
- Supporting managers during regular inspections.
- Seek advice on interpretation of health and safety legislation and best practice from the Safety Office.
- Provision of school/professional Service termly and annual health and safety performance reports to the COO.
- Provide support to managers during audits and inspections.
Staff and Research Students

All employees and research students must familiarise themselves with health and safety procedures appropriate to their area of activity. The University expects employees and research students to:

- Take reasonable care of their own health and safety and that of others, such as students and colleagues, whilst at work.
- Assess health and safety risks affecting students and provide them with instructions and supervision to carry out their tasks safely. Significant findings of such assessments must be recorded in accordance with the University’s Risk Assessment Procedure.
- Seek advice from the SLO or the University Safety Office when they are uncertain about the safety implications of the activities they organise for students.
- Co-operate with their line manager/PI to the extent that is necessary for them to fulfil their health & safety responsibilities.
- Not interfere with or misuse items provided for health and safety and to use equipment or safety devices, in accordance with the training or instructions provided.
- Inform their line manager, SLOs or DSLOs of situations which they consider present a danger to the health and safety of themselves, students or others.
- Report accidents/incidents to the SLO or DSLO without delay in line with the accident/incident procedure.
- Academic staff are responsible for ensuring students attending teaching sessions evacuate the area should the alarm sound for more than 30 seconds. Academic staff should ask students to make their way to the nearest assembly point
- Staff who do not adhere to improvement or suspension of work notices may be subject to disciplinary proceedings

What to expect from your Safety Liaison Officer (SLO) and Departmental Safety Liaison (DSLO)

Your SLO and DSLO will be the first source of advice but may also require local expertise for specific hazards such as ionising radiations, biohazards, lasers, Display Screen Equipment use etc. as well as having support from the central Safety Office. The SLO and DSLO responsibility will include:

- Communications about significant events, changes to legal requirements of relevant to your school/professional service.
- Attendance at the School/Professional Service H&S Committee and in the case of SLO the SLO forum.
- Reports about the accidents and incidents occurring in your School/Professional Service
- Support in investigating H&S incidents and sending completed accident/incident form to the Safety Office in accordance with the University requirements.
- Action plans and recommendations from investigations following accidents/incidents.
- Supporting managers during regular inspections.
- Seek advice on interpretation of health and safety legislation and best practice from the Safety Office.
- Provision of School/Professional Service termly and annual health and safety performance reports to the COO.
Students

The University has systems in place to carry out regular checks in order to ensure students' health and safety is not compromised. The University expects that all students will play an active role in managing health and safety risks by:

- Following instructions provided by University staff either as part of their induction or as part of specific academic programmes;
- Reporting incidents and shortcomings in health and safety to their supervisors, the reception staff or the University Safety Office.
- Considering health and safety risks prior to undertaking practical activities and discussing them with their immediate supervisor.
- Students must adhere to all relevant health and safety policies, procedures, arrangements, and rules; these may be specific to their School or relate to the University as a whole.
- Students' clothing and footwear must be appropriate for the activities they are undertaking, so that it does not put their safety and that of others at risk, and in accordance with any School rules or instructions.
- Items provided for students' safety must be made full and proper use of and must never be intentionally misused or damaged. All defects that arise in the items provided or equipment being issued or used must be reported to a member of the University staff.
- Students must never bring substances that are hazardous to health onto the University premises unless written permission from the University authorities has been given.
- Students must not bring onto site or connect to the University's power any electrical equipment that is not a laptops, pads or mobile phones.
- Students must observe health and safety rules while on placement.
- Students must adhere to health and safety instruction if not they will be subject to student disciplinary procedures.
- Students must adhere to health and safety instructions. If found misusing equipment provided for their safety and that of others students will be subject to the University's disciplinary procedures.

What to expect from your School

Your SLO and DSLO will be the first source of advice but may also require local expertise for specific hazards such as ionising radiations, biohazards, lasers, Display Screen Equipment use etc. as well as having support from the central Safety Office.

- The SLO will ensure students have a health and safety inductions
- The School will ensure a safe learning and work environment.
- The SLO will ensure students are aware of emergency arrangements.
- Risk assessment control measures will be commutated to students.
- Students will receive clear operational instructions on equipment and correct use of any PPE required.
3. LOCAL ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

The responsibility for managing health and safety at the local level rests with the Dean or Director. Deans and Directors should ensure they appoint a Safety Liaison Officer (SLO) and, based on the risk profile of their school/service, an appropriate number of Departmental Safety Liaison Officers (DSLOs). SLOs are trained to NEBOSH Certificate standard and DSLOs are trained to CIEH level 2 standard. In some cases SLOs or DSLOs may require additional training specific to the risk they manage. For example, laser safety, lifting equipment and Display Screen Equipment (e.g. office PCs).

It is expected that each SLO and DSLO devotes half a day a week to health and safety support.

3.1 Risk assessments

Generic risk assessments have been produced for low risk activities, such as office work, by the SLO. These risk assessments control measures will be incorporated into safe systems of work. All members of staff will be made aware of the risk assessments that are applicable to their work at induction and following any reviews.

Heads of Departments/Line managers must ensure that all hazardous activities are subject to a specific risk assessment in accordance with Safety Procedure 10: Risk Assessment. The risk assessments must be recorded and communicated to staff and students affected by the risk. A copy of the risk assessment must be uploaded on the School’s shared health and safety drive. Assistance is available from the SLO. The SLO will ensure all risk assessments are reviewed regularly in accordance with University's risk assessment procedure.

<table>
<thead>
<tr>
<th>Name of SLO:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of HoDs responsible for risk assessments:</td>
</tr>
</tbody>
</table>

3.2 Training and competence

Training and awareness is essential in managing health and safety risks. It will enable staff acquire the skills, knowledge and attitudes necessary to carry out their tasks safely. Training should embrace initial induction, formal on-the-job training, individual and group instruction and job-specific training. Risk assessment will identify the training requirements for staff and students.

All new members of staff receive induction training within their first week of work from their line manager and SLO in accordance with Safety Procedure 04: Training and Induction. The SLO is responsible for forwarding a copy of the induction form to School Human Resources Advisor who will keep a copy on the staff file.
Training is reviewed in one to one meetings and staff appraisals by line managers or as part of risk assessment reviews.

Staff and students must inform their line manager or supervisor if they feel that they do not have the suitable skills to carry out their role safely or that they would benefit from further training, refresher training or supervision.

Health and safety training courses are available and are advertised on the Organisational Development website.

3.3 Fire safety

PAF is responsible for maintaining the fire safety systems including, firefighting systems, fire signage, emergency lighting, fire escapes and escape routes. The Fire Safety Advisor, based at the Safety Office is responsible for carrying out and updating fire risk assessments.

Fire drills will be organised in October across all University locations by the Safety Office, while security will conduct the drills. These drills ensure all occupants are familiar with emergency evacuations arrangements. Further, the Safety Office will observe the evacuations and report any issues to Security. False Evacuations are considered a formal drill; they are recorded and treated as a planned evacuation. All University Buildings are subject to six monthly planned drill unless a false evacuation has occurred during the six month period. Fire notice signs are affixed in prominent places across the campus adjacent to call points and in all centrally managed rooms.

- Where an activity’s risk assessment identifies that the work is likely to affect the fire alarm system or that a change to the building fire precautions will be required, staff responsible for this activity must consult the SLO before the activity takes place.
- Where control measures would involve a temporary isolation of automatic fire detection equipment, including "capping" individual detector heads, the PAF permit to work system must be used to enable proper methods of alarm isolation to be put in place. Automatic fire detectors must not be isolated by using any other means.
- Academic staff are responsible for ensuring students attending teaching sessions evacuate the area should the alarm sound for more than 30 seconds. Academic staff should ask students to make their way to the assembly point.
- The School/Service has a number of fire wardens to manage evacuations.

<table>
<thead>
<tr>
<th>Name</th>
<th>Area (Zone)</th>
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The following are our fire wardens:

The SLO is responsible for ensuring this list is up to date. In the event that a fire warden post is vacant, the SLO must identify a volunteer and arrange for training via the Safety Office.
3.4 Personal Emergency Evacuation Plans (PEEPS)

PEEPs are intended to be used to plan in advance for staff and students who may need assistance or special arrangements during an emergency evacuation of the building. Refer to the Personal Emergency Evacuation Plans (PEEPS) form available on the Safety Office website.

With regards to students, the Disability Coordinators will carry out the initial assessment and will inform the SLO, the Safety Office and the Security Office as soon as they are aware that a student may require assistance during an emergency evacuation.

With regards to Staff, it is the responsibility of the Line manager of the Department to inform the SLO, Occupational Health and the Security Office as soon as they are aware that a student employee might require assistance during emergency evacuation.

<table>
<thead>
<tr>
<th>The following are responsible for ensuring PEEPs are in place:</th>
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<tbody>
<tr>
<td>Disability Coordinator Name: Extension:</td>
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<td>SLO Name: Extension:</td>
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</table>

3.5 New and expectant mothers

It is the responsibility of the employee to inform Human Resources as soon as possible so that arrangements are put in place to support a healthy pregnancy. All employees must be made of aware Safety Procedure 16: Pregnant Workers: new and expectant mothers by the SLO during their induction. The Line manager and SLO will be required to undertake a specific risk assessment when becoming aware that a member of their staff is pregnant.

With regards to students, the Nurse Advisor for Student Health should be contacted via extension 5999.

3.6 Lone working

Any lone working which may be required to complete specific projects and activities must be authorised by the Line Manager or the Principal Investigator responsible for the activity. This is to ensure that lone working activities are identified and appropriate risk assessments undertaken. The risk assessment will identify the control measures required to complete the task safely.

It is the responsibility of the Line Manager to provide a copy of the risk assessment to the SLO and monitor that the control measures identified in the lone working risk assessment are being adhered to.

3.7 Working outside normal working hours

Staff are expected to manage their individual workload during normal working hours. It is appreciated that there may be occasions when the working day has to be extended outside of those associated with a normal working day (8.00am-6.00pm). In such instances Safety Procedure 24: Out of Hours Access must be adhered to. The procedure requires staff and postgraduate students to obtain out of hours permit in consultation with their Line Manager, supervisor and SLO.
3.8 Work-related stress

The School/Service complies with the University’s policy on mental health at work. The policy requires the Dean and Heads of Departments to proactively manage this risk by assessing the risks of mental health hazards in the workplace and implementing measures to minimise harm to staff.

Employees are encouraged to discuss any work-related concerns with their manager as soon as possible so that they can be supported.

The Organisational Development department will offer training for those in leadership and management roles to recognise signs of stress and support staff. The COO will ensure staff who have management responsibilities attend this training.

3.9 Display Screen Equipment

The School/Service will comply with Safety Procedure 06: Display Screen Equipment (DSE). Upon joining the University new members of staff who are DSE users will receive an email from Organisational Development to complete the online Cardinus workstation training and workstation assessment. Should the assessment identify any adjustments, the member of staff should contact the School’s DSE assessor.

<table>
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<tr>
<th>The following are the DSE assessors:</th>
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<tr>
<td>Name:</td>
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<td>Extension:</td>
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The role of the DSE assessors is to monitor the Cardinus database on a regular basis and ensure staff have carried out the online workstation assessment and in conjunction with line managers and SLO implement the required adjustments identified by the assessment. The SLO will provide regular report to the COO and the Health and Safety Committee on compliance with the procedure.

3.10 Lifting and carrying (manual handling operations)

Heads of Departments and Managers must ensure that a manual handling assessment is carried out for the tasks that could lead to an injury. Safety Procedure 11: Manual Handling Operations provides guidance and a checklist which should be used to carry out the assessments. Heads of Departments and Managers must coordinate these assessments with the SLO. The SLO is responsible for maintaining and updating the record of the risk assessments on the shared drive.

<table>
<thead>
<tr>
<th>Areas where manual handling assessment are required and the person responsible for ensuring assessment are carried out:</th>
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</table>
3.11 Accident and incident reporting

All accidents, incidents, and cases of occupational ill-health however minor, must be reported and recorded using the accident and incident investigation report form as soon as it is reasonably practical. The form must be submitted to the SLO who would carry out the investigation with the manager responsible for the activity/area and forward the form to the Safety Office.

If an accident results in a fatality or an employee sustaining a major injury, or a member of the public (this definition includes students) suffering an injury and is taken to hospital, the accident must be reported to Safety Office without delay. All other accidents must be reported to the Safety Office within 4 days in accordance Safety Procedure 01: Incident/Accident Reporting and Investigation.

3.12 First aid arrangements

The School/Department has a number of first aiders. The list of trained first aiders is displayed in conspicuous locations and is brought to the attention of staff during their induction. It is the responsibility of the SLO to ensure the following list is kept up to date.

The following are our first aiders:

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<th>Name:</th>
<th>Extension:</th>
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In the event that the above cannot be contacted, extension 3333 can be called to summon first aid.

3.13 Children and Work Experience Students

Children are not permitted on University premises without the explicit permission of Heads of Departments and Managers. However, at times we may have children and young person visiting the University. Staff who arrange such activities or bring children to University are required to discuss the matter with their line manager and SLO and follow Safety Procedure 15: Young Persons in the Workplace. The procedure requires a suitable and sufficient risk assessment is carried out before permission can be granted.

3.14 Student placements

Schools will appoint a placement coordinator to assess health and safety arrangements during student placements. All students are briefed before the placement commences and the placement is monitored and reviewed as far as is reasonably practicable by the placement organiser and the academic staff responsible for the student.

Any member of staff organising student placements must ensure that the placement organiser has been informed so that the correct procedures can be followed.

Students on placement are required to adhere to health and safety rules and standards to ensure their safety.

The Schools placement organiser is/are:

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<th>Name:</th>
<th>Extension:</th>
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3.15 Work activities away from University premises

Any off-site work carried out by staff including activities such as attendance at conferences should be agreed by their Deans of Department. There should be a means of contacting staff when they are working away in case of an emergency. Staff must ensure that they update their personal details on HR Employee Self-Service (ESS).

Staff and students who visit overseas to carry out University related activities must follow Safety Procedure 27: Overseas Travel.

It is University practice that visits to countries or regions where the Foreign & Commonwealth Office (FCO) advises against travel on their travel advice web site should be avoided wherever possible. If you are planning such a visit or intend to undertake high risk off-site activities, the procedure requires a risk assessment to be completed for the activity. It is the responsibility of the line manager/supervisor to ensure the risk assessment is carried out in consultation with the SLO and the Safety Office before the travel takes place.

In all cases of overseas travel a copy of the form on page 3 (appendix 1) of the above procedure must be forwarded to the SLO.

3.16 Use of lasers

Members of staff who are likely to use lasers for experiments must have regard for the University laser safety procedure which will be provided to all individuals conducting laser activities. Each School where laser activities are undertaken will appoint a Laser Safety Officer to coordinate the use of lasers across the School. The role of Laser Safety Officer is to ensure an accurate inventory of equipment in the School is maintained, the equipment are assessed for health and safety risks and persons using such equipment are trained before they use the equipment.

The School’s Laser Safety Officer is:

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<th>Name:</th>
<th>Extension:</th>
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3.17 Work equipment

All work equipment must be suitable for use and maintained in a safe condition. It is the responsibility of the member of staff who is in control of the equipment to ensure it is maintained in safe condition. This can be achieved through a planned preventative maintenance regime based on manufacturer’s recommendations.

All persons using any work equipment must be properly instructed and trained to use the equipment safely. Training requirement depends on the complexity of the equipment and the risk assessment control measures for the equipment. Following training on the more complex equipment, machinery or plant, users will need to demonstrate their understanding of safe use before being authorised to use such items. This test of competence and authorisation must be recorded.

With the exception of lasers, the SLO will maintain an inventory of all work equipment and in conjunction with the Deans of Departments will ensure a suitable and sufficient risk assessment is place for the equipment.
3.18 Smoking

Smoking is not permitted in University buildings, in a University owned vehicle or any place where smoke may permeate the building. This is in line with the University’s Smoke Free Policy.

3.19 Contractors

Any construction work in the School or Department must be arranged via the COO who will liaise with PAF and other Professional Services as required. Any person employing external contractor must comply with Safety Procedure 28: Contractor Management.

3.20 Asbestos

Most buildings built before 1990s are likely to have asbestos in the building material and infrastructure. This includes some parts of our buildings. PAF is responsible for ensuring all asbestos containing materials (ACMs) in our buildings are maintained in a safe condition and free from risk of being damaged. Asbestos in University buildings is managed in accordance with Safety Procedure 14: Asbestos Management.

A register of known asbestos is held by PAF and maximum precaution is taken to ensure presence of ACMs does not pose any risk to staff and students. To achieve this aim, staff must request any work which is likely to damage the fabric of the building or infrastructure through the Chief Operating Officer. If you have any reason to believe that you are at danger from exposure to asbestos or if you observe damaged materials please report this at once to the SLO or the Safety Office who will take immediate action.

3.21 Substances Hazardous to Health

The phrase “substances hazardous to health” covers a wide range of chemicals, substances and biological agents which may be used, handled or stored at work. It includes vapours, fumes, mists, dusts etc. Predominantly substances hazardous to health are used, handled and or stored in SHS, SMCSE and PAF.

The Control of Substance Hazardous to Health regulations covers the control of risks to Staff and other individual arising from exposure to harmful substances generated out of or in connection with any work activity under the Schools/Professional Services control. The main objective of the Regulations is to reduce occupational ill health by setting out a simple framework for controlling hazardous substances being used, handled or stored in the workplace.

Each of the above areas should assign a member of staff to manage and update an inventory of all hazardous substances used, handled or stored and COSHH assessments for all substance used, handled or stored. The person nominated to manage COSHH documentation should keep up to date list on the shared drive.

In order to comply with the requirements of the Control of Substances Hazardous to Health (COSHH), Heads of Departments and line managers must ensure there is a COSHH assessment for each substance which requires an assessment. Safety Procedure 09: The Control of Substances Hazardous to Health provides guidance on how to carry out a COSHH assessment using the COSHH assessment form. These are available on the Safety Office website.

Further advice on COSHH assessment can be obtained from the SLO and the Safety Office.
3.22 Inspections

Health and safety inspections will be undertaken by managers and DSLOs on a termly basis or more frequently for high risk areas such as workshops. The DSLO will forward the inspection report to the line manager for implementation and the SLO for information and record keeping. A summary of these inspections will form the basis of the SLO’s report to the COO and the area Health and Safety Committee.

3.23 Communication and Consultation

The Joint Health and Safety Consultative Committee (JHSCC)

City University is committed to consulting with its students and employees on health and safety matters. The Joint Health and Safety Consultative Committee (JHSCC) is the main forum for health and safety consultation and is established as a sub-group of the Joint Consultation and Negotiation Board (JCNB). The JHSCC functions under the following terms of reference:

a) The JH&SCC is established to secure and maintain the co-operation of staff and students in instigating, developing and carrying out measures to ensure the health and safety at work of the employees and students.

b) The composition and functions of the Joint Committee shall incorporate the general principles of the Health and Safety at Work etc. Act 1974, the requirements and advice of the Safety Representatives and Safety Committee Regulations 1976 and the accompanying Code of Practice and Guidance Notes.

c) The core business of the JH&SCC will include:

1. The study of accident and notifiable disease statistics and trends, so that reports can be made to the management the Director of Human Resources on unsafe and unhealthy conditions and practices, together with recommendations for corrective action;
2. Examination of safety audit reports from University Schools and Professional Services and the University Safety Office;
3. Consideration of reports and factual information provided by the enforcing authority appointed under the Health and Safety at Work Act;
4. Consideration of reports which safety representatives may wish to submit;
5. Assist in the development of work safety rules and safe systems of work;
6. Consideration of the effectiveness of the content of employee training;
7. Provide advice on the adequacy of the measures taken to communicate and publicise relevant safety and health information throughout the University. The purpose of studying accidents is to stop them happening again; it is not the Committee’s business to allocate blame.

The purpose of studying accidents is to stop them happening again and implement any system changes or training needs; it is not the Committee’s responsibility to apportion blame.
The Committee will be consulted on:

a) Any new measure that may affect the health and safety of employees
b) Any health and safety information that the employer must provide the staff
c) The planning and organisation of any health and safety training for employees required by law
d) The health and safety consequences of any new technology introduced

Committee Membership and Representation

The membership of the JH&SCC will be as follows:

a) Unions –two Universities and Colleges Union, two Unison and one Unite representatives
b) President of the Students Union
c) General Manager of the Students Union
d) University management University Executive Team–Three representatives.
e) University Occupational Health Physician (ex-officio)
f) University Safety Manager (ex-officio)
g) In addition, the exceptional attendance of other University Staff management or regional officers may be permitted by the Chair for specific agenda items.

Frequency of Meetings

a) The JH&SCC will meet twice per academic year. Special or additional meetings may be called at the discretion of the Chair if requested by any member of the Committee. In addition, consultation may take place via electronic mail if deemed necessary by the Chair.

b) The Committee will be considered quorate if at least 50 per cent of the Committee and at least two Union Representatives are in attendance.

Chair

The meetings of the Committee will be chaired by the Director Human Resources, who is a member of the University Executive Committee. The role of the Chair will be to facilitate the meetings and to brief the Vice-Chancellor the University Council on matters relating to health and safety.

Servicing

The Safety Office will service the meeting. Minutes shall be circulated to all Committee members as soon as possible after each meeting and corrections notified to the Safety Office within five days. Confirmed minutes will be circulated to members of the JHSCC, Deans and directors of Professional Services and Safety Liaison Officers. A copy of the minutes will also be posted on the Safety Office web space.

Reporting Lines

The minutes of the JH&SCC will be reported to the next relevant JCNB.
3.2.4 Local School/Professional Service Health and Safety Committees

Schools and Professional Services are expected to derive their own local health and safety committees and Terms of Reference meeting their School’s or Professional Service’s risk profile and organisational structures. (Appendix 2: below provides a suggested Terms of Reference format).

3.2.5 Union Safety representative

Union safety representatives have the following functions:

1. To investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to their attention by the employees they represent) and to examine the causes of accidents at the workplace;
2. To investigate complaints by any employee they represent relating to that employee’s health, safety or welfare at work;
3. Make representation to the employer in respect of the above;
4. To carry out inspections in accordance with the Safety Representatives and Safety Committees Regulation 1977;
5. To represent the employees they were appointed to represent in consultations in the workplace with inspectors of the Health & Safety Executive or any other enforcing authority;
6. To receive information from inspectors in accordance with section 28(8) of Health and Safety Work etc Act 1974;
7. To attend meetings of local School/Professional Services Health and Safety Committees and JHSCC where they attend in their capacity as a safety representative in connection with any of the above functions

Union Safety representatives shall be permitted time off to perform duties and train without reduction in pay.

Union Safety representatives do not assume legal responsibilities if they agree, accept or do not object to a course of action taken by an employer to deal with a health and safety hazard. The legal responsibility for managing health and safety rests with the University as outlined above.
APPENDIX 1

University Health & Safety Committee

The University Health and Safety Committee (UHSC) is responsible to Executive Committee for overseeing the management of risk for all matters relating to health and safety throughout the University.

Terms of Reference

1. To advise Executive Committee on the legal matters relating to health and safety.
2. To oversee the governance of the University’s Health & Safety Management system and its associated policies and procedures.
3. To ensure that University policy and processes relating to health and safety are regularly reviewed and to make recommendations for approval of new or amended sub policies, performance standards and procedures made in accordance with the University Health and Safety Policy following consultation through the JHSCC.
4. To report and make recommendations to Executive Committee on health & safety performance, accident and incident investigations and audits, receiving reports from local Health & Safety Committees and advice from the University Safety Manager, escalating identified risks to the Executive Committee.
5. To ensure that the University is able to fulfil its statutory obligations in respect of health and safety legislation and recommend to the Executive Committee executive actions and co-ordination necessary to address areas of non-compliance which may result in the suspension of University activities.
6. To promote a culture of health and safety consciousness and of continuing improvement in these areas.
7. To support the work of the Schools and Directorates in operationalising the University’s Health & Safety Policy.
8. To ensure liaison with other groups with a related remit, for example, the Joint Health and Safety Consultative Committee.

<table>
<thead>
<tr>
<th>Composition</th>
<th>Membership</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Professor Carl Stychin, Dean of Law</td>
</tr>
<tr>
<td>Director of HR (UET lead on H&amp;S)</td>
<td>Mary Luckiram</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>Stephen Avery</td>
</tr>
<tr>
<td>Director of Property &amp; Facilities</td>
<td>Kevin Gibbons</td>
</tr>
</tbody>
</table>

Other members may be co-opted as necessary.

In attendance: Head of Occupational Health and Safety
University Safety Manager

Secretary:         Safety/Wellbeing Co-ordinator

Frequency of Meetings
The Committee will meet at least termly. For the remainder of the academic year 2015/16 the Committee will meet monthly.

Reporting
The Committee formally reports to ExCo on a termly basis and on an exceptional basis as necessary.
APPENDIX 2

School/Professional Service
Local Health & Safety Committee

Suggested Terms of Reference

The University’s health and safety policy statement requires Heads of Schools and Professional Services Directors to establish their own local Health and Safety Committees. This Committee performs both an operational and consultative function.

Terms of Reference

- To interpret and apply University Health & Safety policies and procedures at the School/professional level
- To ensure risk assessment are undertaken and control measures implemented
- To carry out periodic inspections to detect hazards and make recommendations for change;
- To monitor and follow up on hazard reporting and accident/injury record keeping
- Review accident or incident statistics and ensure the implementation of accident/incident/injury investigation recommendations and the control measures.
- To refer important H&S matters, not resolvable at the local level, to the JHSCC
- To assess and provide and maintain personal protective equipment and first aid facilities
- To determine the health and safety training needs of staff, and progress towards training provision and competency of key personnel
- To recommend priorities for safety-related maintenance and works programs to the Schools/Professional Services plant, equipment, machinery etc.,
- To advise the Dean or Professional Services Director on the issues and action required relating to compliance of health and safety.
- Receive reports from the SLO/DSLOs on their areas of operation
- Implement awareness campaign or targeted information about specific topics of Health and safety
- To receive reports from internal inspection programme and risk assessment checks, recommendations/action plans, Safety Services audits (HASMAP) or and from any visits from other agencies (HSE, insurer s, etc)
- Regularly check the entries on the Schools/Professional Services Hazard register, COSHH register, authorised person register etc
- Review any proposed installation of any new equipment/introduction of new hazard or change that might have implications for health & safety within
- Issue raised that may be of relevance to the University population should be referred to the JHSCC.

Membership

Membership should always include trade union safety representatives

Membership of the committee should include representation from all areas within the School or Professional Services.
Table below to be populated by the School/Professional Service

<table>
<thead>
<tr>
<th>Composition</th>
<th>Membership</th>
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<tbody>
<tr>
<td>Chair - COO</td>
<td></td>
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<tr>
<td>Dean</td>
<td></td>
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<tr>
<td>DSLO/SLO</td>
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<tr>
<td>Trade Union Representative/s</td>
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</tbody>
</table>

Other members of the School/Professional service may be co-opted as necessary

In attendance: University Safety Manager

Secretary: to be determined by the School/Professional Services

**Frequency of Meetings**

The Committee will meet at least termly.

The frequency of meetings of these committees should be commensurate with the magnitude of the risk and complexity of the School or Professional Services to which they refer, and should be clearly documented.

**Reporting**

The Committee formally reports to School ExCo or Professional Services Director.

**Suggested Standing Agenda Items**

1. Attendance/apologies
2. Minutes of the previous meeting
3. Matters arising/outstanding action items from previous minutes
4. Minutes and reports received from other Committees
5. Reports and correspondence received by the Committee.
6. Review incident statistics and serious incident reports and investigations
7. Review health and safety risk assessment controls and associated objectives and targets
8. Receive reports from DSLO/SLOs
9. Review regulatory activity undertaken by areas within the School/Professional Service
10. Receive health and safety audit reports and review outstanding items
11. AOB