HEALTH & SAFETY
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Queries about this policy should be referred to

(Insert contact name, email address and department)

SAFETY OFFICE, SAFETYOFFICE@CITY.AC.UK
HEALTH AND SAFETY POLICY
1. Health and Safety Policy Statement

City, University of 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, Council accepts its obligations under the Health and Safety statutory provisions.

Council has delegated the overall executive responsibility for health and safety arrangements to the President who, through the 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 President, the Director of Human Resources has executive responsibility for City-wide health and safety management and is required to report regularly on the City's health and safety performance to the President and the Council.

City, University of London 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, contractor and visitors who may be affected by its undertakings.

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 City, University of London.
- 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;

City'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 Schools and Professional Services.

In carrying out these statutory duties, City 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 City to fulfil and comply with statutory health and safety obligations. City expects all members of staff 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 City's health and safety procedures could lead both to disciplinary action by City and prosecution by the Health & Safety Executive.

City, University of London 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. Any variations to this policy must be agreed and approved by the Health and Safety Committee.

This document is maintained and reviewed by the 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/.

In meeting the complexities of operating from a range of locations and premises, City 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 City 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 City’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.

Professor Sir Paul Curran
President
City, University of London

........................................... Date 21/3/15
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1.1 City, University of London organisational chart for health and safety management

*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.*
1.2 City University of London devolved health and safety operational and advisory support

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 Qualsafe level two standard.

SLOs are appointed for each of the Schools, PaF and for Professional Services (excluding PaF). Normally each department should appoint a DSLO although alternative approaches can be agreed with the Safety Office. Where no DSLO is appointed the Head of Department will fulfil the duties of the role.

The DSLOs support managers and the SLOs in implementing the arrangements locally. 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. Where the duties of a DSLO or SLO are not contained within their job description; DSLOs will receive a remuneration of one quanta and SLOs a remuneration of two quanta.

An up to date list of SLOs and DSLOs is available on the Safety Office website: https://www.city.ac.uk/staff-hub/safety-office/safety-support-network
2. Organisation Section of the Health and Safety Policy

2.1 Council

The Council has strategic oversight of all matters related to health and safety for City 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 City 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 City’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 City.
- 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.

**GOVERNANCE**

- Seek assurances via Council’s Audit and Risk Committee (ARC) that:
  - Health and Safety arrangements are adequately resourced;
  - Risk control measures are 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 Health and Safety Committee as a subset of the Executive Committee (ExCo) to oversee health and safety.
- Review the City’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).
2.2.1 Council

- 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 City activities including (including significant partnerships, collaborations and wholly owned companies).

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

What to expect from the Health and Safety Committee and ExCo

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

The Executive Committee (ExCo) is led by the President who has ultimate responsibility for ensuring the Health and Safety policy is implemented across City. As strategic leaders of City, 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 City’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 City’s Strategy
- Establish a sub-committee of ExCo to oversee implementation this policy across City.
- Sign up to the health and safety policy statement as a demonstration of ownership and communicate its values throughout City and Schools/Professional Services.
- Allocate sufficient resources to management of health and safety across City.
- Agree a health and safety development plan for City.
- Agree on a City-wide health and safety Hazard register by undertaking a risk profiling exercise.
- Determine what health and safety risks should be included in the City’s business risk registers.

**DO**
- Implement the Health and Safety Policy.
- Maintain regular communication with the Health and Safety Committee (HSC) and receive termly and annual performance reports.
- Define membership and Terms of Reference of the HSC.
- 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.

2.3.1 Executive Committee
- Ensure this policy is up to date and implemented across City.
- 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 HSC.
- 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 City and ensure City has access to competent H&S advice.

**CHECK**

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

**ACT**

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**What to expect from the 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 health and safety management system
- Drafting of the health and safety development plan
- Development of a 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 Safety Office at School/Professional Services health and safety committees
2.4 Dean of Schools and Professional Services Directors

Dean's and PSDs have an influential part to play in the City'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 City'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 PSDs, 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 City 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 of 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 the 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 City'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 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 (GN15 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.
2.4.1 Deans of Schools and Directors of Professional Services

- Check that your School/Professional Service safety procedures are effective and that SLO/DSLOs have been appointed.
- 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.

- 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/Professional Service.
- Support in investigating H&S incidents and sending completed accident/incident forms to the Safety Office in accordance with City’s safety procedures.
- Developing 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.

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2.5 Health and Safety Committee

The Health and Safety Committee (HSC) 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 City. They will need detailed understanding of City’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 City. See Appendix 1 for terms of reference. HSC will:

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

2.5.1 Health and Safety Committee
- Regularly check health and safety processes are working.
- Receive regular health and safety and fire safety performance report from Head of Health and Safety 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 JHSC.
- 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 City.
- 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 City’s activities.
- Carrying out health and safety audits on Schools and Professional Services.
- Recommendations from investigations following accidents/incidents and audits to HSC.
- Advice on interpretation of health and safety legislation and best practice.
- Training courses or delivery of presentations and information across City.
- Report on School/Directorate health and safety performance to HSC.
- 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 President by the Head of Health and Safety.
- 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 City’s premises.
- Staff who do not adhere health and safety practices, or warnings may be subject to disciplinary proceedings.
2.6 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.
2.6.1 Senior Managers

- 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.

- 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 City’s 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.
2.7 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 City 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.
2.7.1 Line Managers

- 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.

- 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 City’s 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.
2.8 Staff and Research Students

All employees and research students must familiarise themselves with health and safety procedures appropriate to their area of activity. City 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 City’s Risk Assessment Procedure.
- Seek advice from the SLO or the 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 City’s 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.
2.9 Students

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

- Following instructions provided by City 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 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 City 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 City staff.
- Students must never bring substances that are hazardous to health onto City’s premises unless written permission from the appropriate authorities has been given.
- Students must not bring onto site or connect to the City’s power any electrical equipment that is not a laptop, tablet 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 City’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 SLO will ensure a safe learning and work environment.
- The SLO will ensure students are aware of emergency arrangements.
- Risk assessment control measures will be communicated to students.
- Students will receive clear operational instructions on equipment and correct use of any PPE required.
3. Arrangements for Implementing the Health and Safety Policy

3.1 Safety Procedures

This list shows the safety procedures and guidance documents that are currently in use at City. The documents are listed alphabetically based on their subject.

Procedures which contain * at the end of the title are currently undergoing review. The Safety Office will be available to provide support and advice for those health and safety topics not covered below.

<table>
<thead>
<tr>
<th>No.</th>
<th>Safety Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP01</td>
<td>Accident/Incident Reporting and Investigation</td>
</tr>
<tr>
<td>SP41</td>
<td>Artificial Optical Radiation*</td>
</tr>
<tr>
<td>SP14</td>
<td>Asbestos Management</td>
</tr>
<tr>
<td>SP46</td>
<td>Biological Safety*</td>
</tr>
<tr>
<td>SP30</td>
<td>Compressed Gas Safety</td>
</tr>
<tr>
<td>SP17</td>
<td>Confined Spaces</td>
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<tr>
<td>SP47</td>
<td>Construction Management</td>
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<tr>
<td>SP28</td>
<td>Contractor Management</td>
</tr>
<tr>
<td>SP22</td>
<td>Control of Legionella in Water Systems</td>
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<tr>
<td>SP09</td>
<td>Control of Substances Hazardous to Health (COSHH)</td>
</tr>
<tr>
<td>SP32</td>
<td>Controlling risks from noise at work</td>
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<tr>
<td>SP36</td>
<td>Controlling risks from vibration at work</td>
</tr>
<tr>
<td>SP25</td>
<td>Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)</td>
</tr>
<tr>
<td>SP06</td>
<td>Display Screen Equipment (DSE)</td>
</tr>
<tr>
<td>SP49</td>
<td>Electrical Safety</td>
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<tr>
<td>SP43</td>
<td>Electromagnetic Field Safety</td>
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<td>SP37</td>
<td>Escalation Procedure</td>
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<td>SP31</td>
<td>Events Management</td>
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<td>SP39</td>
<td>Fieldwork Safety</td>
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<tr>
<td>SP07</td>
<td>Fire Safety Procedure</td>
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<tr>
<td>SP08</td>
<td>First-Aid at Work</td>
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<tr>
<td>SP45</td>
<td>Health and Safety Internal Audits</td>
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<tr>
<td>SP29</td>
<td>Health and Safety in Research</td>
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<tr>
<td>No.</td>
<td>Safety Procedure</td>
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<tr>
<td>SP34</td>
<td>Health and Safety Documentation Management</td>
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<tr>
<td>SP35</td>
<td>Health and Safety Document Retention</td>
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<tr>
<td>SP03</td>
<td>Inspection of Portable and Transportable Electrical Appliances</td>
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<tr>
<td>SP53</td>
<td>Ionising Radiation*</td>
</tr>
<tr>
<td>SP23</td>
<td>Laser Safety</td>
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<tr>
<td>SP40</td>
<td>Lone Work Procedure</td>
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<td>SP11</td>
<td>Manual Handling</td>
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<td>SP24</td>
<td>Out of Hours Access</td>
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<td>SP27</td>
<td>Overseas Travel Procedure</td>
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<td>SP16</td>
<td>Pregnant Workers (New and Expectant Mothers)</td>
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<td>SP50</td>
<td>Pressure Systems</td>
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<td>SP38</td>
<td>Personal Protective Equipment (PPE)</td>
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<td>SP10</td>
<td>Risk Assessment</td>
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<td>SP54</td>
<td>Safe Use of Laboratory Ducted Fume Cupboards</td>
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<td>SP51</td>
<td>Slips, Trips and Falls*</td>
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<td>SP33</td>
<td>Spill Management</td>
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<td>SP18</td>
<td>Teleworking/Homeworkers*</td>
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<tr>
<td>SP04</td>
<td>Safety Training</td>
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<tr>
<td>SP20</td>
<td>The Lifting Operations and Lifting Equipment Regulations (LOLER)</td>
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<tr>
<td>SP19</td>
<td>The Provision and Use of Work Equipment Regulations (PUWER)</td>
</tr>
<tr>
<td>SP52</td>
<td>Vehicles in the Workplace*</td>
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<tr>
<td>SP21</td>
<td>Violence at Work - Risk Control</td>
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<tr>
<td>SP44</td>
<td>Work at Height</td>
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<td>SP13</td>
<td>Work Placements for Students</td>
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<tr>
<td>SP15</td>
<td>Young Persons in the Workplace</td>
</tr>
</tbody>
</table>
3.2 Local School/Professional Service Health and Safety Committees

Schools and Professional Services are expected to derive their own local health and safety committees meeting their School's or Professional Service's risk profile and organisational structures. (GN15 provides a suggested Terms of Reference format).

3.3 Union Safety representatives

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 HSCC 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 City as outlined above.
APPENDIX 1

Health & Safety Committee

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

Terms of Reference

1. To advise Executive Committee on the legal matters relating to health and safety.
2. To oversee the governance of City’s Health & Safety Management system and its associated policies and procedures.
3. To ensure that City’s 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 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 Safety office, escalating identified risks to the Executive Committee
5. To ensure that City 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 City’s 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 City’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>Liz Rylatt</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
                Head of Health and Safety

Secretary:      Health and Safety Administrator

Frequency of Meetings
The Committee will meet at least termly.

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

The Joint Health and Safety Consultative Committee (JHSCC)

Terms of Reference

City, University of London 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 JHSCC 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 JHSCC 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 Schools and Professional Services and the 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 City. 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 JHSCC 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) Chair of Health and Safety Committee (HSC)
e) City management Executive Team – Three representatives.
f) Occupational Health Physician (ex-officio)
g) Head of Health & Safety (ex-officio)
h) In addition, the exceptional attendance of other Staff management or regional officers may be permitted by the Chair for specific agenda items.

Frequency of Meetings

a) The JH&SCC will meet termly. 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 Executive Committee. The role of the Chair will be to facilitate the meetings and to brief the President and 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 JHSCC will be reported to the next relevant JCMB.