

HEALTH AND SAFETY POLICY ORGANISATION AND ARRANGEMENTS

January 2017

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Document title		
Health and Safety Policy Organisation and Arrangements		
Document author and department		
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Approving body		
University Executive Board		
Date of approval		
25 January 2017, Minute no. 60.3		
Review date		
January 2020		
Edition no.		
1		
ID Code		
HAS006		
Date of effect		
25/01/2017		
EITHER For public access online (internet)?		
		YES
OR For staff access only (intranet)?		
		NO
External queries relating to the document to be referred in the first instance to the Health and Safety Office, please email hsservicedesk@port.ac.uk .		
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<http://www2.port.ac.uk/departments/services/corporategovernance/healthandsafety/managinghands/>

Summary

What is this document about?

This policy sets out the organisation and arrangements for health and safety management across the University. The University is committed to ensuring the development of a positive health, safety and wellbeing culture by integrating awareness of health and safety requirements into everyday working activities and management systems. To this end every individual member of staff, student, visitor or contractor must take care of their own health and safety; take due consideration for the health and safety of others.

The specific Arrangements for carrying out the Health and Safety Policy can be found on the Health and Safety webpages.

Who is this for?

This policy applies to all staff and students of the University, their visitors, contractors and the Governing Body.

How does the University check this is followed?

The Health and Safety Office will maintain an overview of the impact of the Policy and submit regular reports to the University Health and Safety Committee and the Governors' Audit and Quality Committee.

The Health and Safety Office monitors the implementation of control measures and procedures identified in risk assessments for all activities.

Results from audits of procedures, risk assessments, accident and incident data, as well as feedback from staff and students are utilised to ensure continual improvement.

This Policy and associated procedures and documentation are subject to internal audit.

Who can you contact if you have any queries about this document?

The University Health and Safety Manager by emailing: hsservicedesk@port.ac.uk

Organisation and Arrangements for Health and Safety Management

Students, Contractors and Visitors

All students, contractors and visitors to the University are expected to comply with safety arrangements that are in force within the University and are legally obliged to take reasonable care for the health and safety of themselves and others; not interfere with or misuse facilities that are there in the interests of health and safety; and comply with the University's policies and standards, and the relevant arrangements for the area or activity.

University Employees

All employees of the University are required to follow health and safety procedures; not interfere with or misuse facilities that are there in the interests of health and safety, and report any problems such as defective/unsafe equipment and practices.

All employees of the University are expected to comply with all safety arrangements that are in force within the University and are also under a legal obligation to take reasonable care for the health and safety of themselves and others.

Anyone contravening these instructions may be subject to University disciplinary proceedings and possible legal action. It is also an offence for any person to interfere with or misuse anything that is provided in the interests of safety.

Some employees work in premises that are not owned or operated by the University. The University has management agreements with those other employers where our employees work routinely.

Employees must report accidents, dangerous occurrences, unsafe circumstances and work-related ill health to their Line Managers or Health and Safety Co-ordinator and a HS1 form should be completed and submitted to the Health and Safety Office.

Health and Safety Support

Advise and assist the Board of Governors, Directorate, Managers and employees in carrying out their legal, moral and ethical responsibilities in relation to the health, safety, wellbeing and welfare of staff, students, contractors and members of the public, so far as is reasonably practicable.

Health and Safety Support comprises of:

- Health and Safety Office
- Occupational Health Service
- Insurance Officer
- Specialist Safety Advisers
- Health and Safety Co-ordinators, First Aiders, Fire Marshals, Fire Liaison Officers.

Health and Safety Office

The Health and Safety Office, in accordance with their areas of responsibility will:

Plan

- Promote a positive health, safety and wellbeing culture across the University.
- Continue to develop the University Health and Safety Policy, guidance and procedures.
- Work with Faculties, Schools and Departments to ensure that responsibilities and accountabilities for all levels of staff are clearly defined and understood. Develop a University health and safety risk register.
- Develop University health and safety objectives, benchmarking standards (including leading and lagging indicators) and a template for Faculty, School or Department health and safety plans, which align with the University Strategy.
- Develop a health and safety competency and training framework on a policy-by-policy basis.
- Assist with emergency planning for the University community.

Do

- Advise and assist with the implementation of the health and safety policy, organisation and arrangements.
- Advise and assist with the implementation of controls in relation to Faculty, School or Department risk management, including occupational hygiene and environmental surveys.
- Facilitate appropriate communication across the University community, staff and students in the form of briefing sessions or updates for all relevant health and safety matters, policies, changes in working practices and legislation.
- Attend and facilitate appropriate consultation with Trade Unions at health and safety committees or other meetings where health and safety is discussed.
- Participate in discussions to resolve local health and safety issues.
- Provide formal or informal training for the Governing Body.
- Deliver training courses or presentations to meet requirements of competency framework.
- Advise on interpretation of health and safety legislation and best practice.
- Liaise with enforcing regulatory authorities for health and safety.

Check

- Conduct internal health and safety audits based on a programme agreed by the University Executive Board, providing assistance to Managers where necessary.
- Monitor the effectiveness of the University Health and Safety Policy, arrangements, guidance and procedures.
- Provide of contextual information about comparisons with sector norms and statistical information.
- Produce annual reports and/or quarterly reports on health and safety.
- Review objectives, benchmarking, Faculty, School or Department health and safety plans and recommendations from inspections. Aim for continual improvement.

- Lead the incident reporting and investigation process and follow up on all staff accident reports, in liaison with Faculties, Schools and Departments.

Review

- Review accidents and incidents investigations in order to reduce reoccurrence.
- Review Faculty, School or Department health and safety plans and recommendations from reviews of policy and procedure. Aim for continual improvement.
- Review the University health and safety training programme. Aim for continual improvement.

Occupational Health Service

The Occupational Health Service, in accordance with their areas of responsibility will:

Plan

- Promote a positive health, safety and wellbeing culture across the University.
- Identify risks to health in the workplace.
- Develop a Health Promotion Plan targeted to Public Health, England Guidance.

Do

- Provide and manage an occupational health service that gives timely, effective advice to Managers and staff on health issues and how they may affect an individual's health, safety and employment.
- Provide Health surveillance when staff are referred to the Occupational Health Service by Managers.
- Provide information on the University's Employee Assistance Programme, including services such as counselling.
- Provide Health assessments for new staff.

Check

- Provide follow up health checks and health surveillance for staff following accident, injury or occupational ill-health.
- Monitor ill-health trends across the University.

Review

- Review procedures, such as new staff job hazard assessments. Aim for continual improvement.

Health and Safety Co-ordinators

Health and Safety Co-ordinators, in accordance with their areas of responsibility will:

Plan

- Promote a positive health, safety and wellbeing culture across the University.
- Support their Faculty, School or Department to ensure that responsibilities and accountabilities for all levels of staff are clearly defined and understood.
- Support the development of a health and safety risk register.
- Support their Faculty, School or Department to achieve their University health and safety objectives, benchmarking standards and Faculty, School or Department health and safety plans.
- Support their Faculty, School or Department to create and a health and safety competency framework.

Do

- Support their Faculty, School or Department with the implementation of the health and safety policy, organisation and arrangements.
- Support their Faculty, School or Department with the application of arrangements and the implementation of controls in relation to Faculty, School or Department risk management.
- Assist and co-ordinate the appropriate communication of relevant health and safety matters, policies, changes in working practices and legislation for their Faculty, School or Department.
- Attend Faculty, School or Departmental health and safety committees or other meetings where health and safety is discussed within their Faculty, School or Department.
- Support their Faculty, School or Department with emergency planning as appropriate.

Check

- Support their Faculty, School or Department with inspections and audits and follow up of actions.
- Assist with annual programme for statutory inspection and testing of equipment, e.g. local exhaust ventilation, pressure systems and lifting equipment etc.
- Assist with data collection, analysis and reports, as required.
- Assist with accident reporting, investigations, compliance and health and safety committee recommendations.

Review

- Assist with reviews and continual improvement of arrangements.

Supervisory Staff

Supervisory staff within a Faculty, School or Department, are expected to monitor and check that local health and safety arrangements and rules are being followed. An important aspect of this role is to ensure that any concerns regarding effectiveness of local health and safety arrangements are communicated to the appropriate person to ensure continual improvement of the health and safety management system.

Supervisory staff comprise of:

- Lecturing staff
- Instructors

- Senior Technicians
- Senior Administrators
- Staff tasked with the day-to-day running of facilities and/or who provide supervision to ensure staff carry out their day-to-day duties

Supervisory staff, in accordance with their areas of responsibility will:

Plan

- Establish a positive health, safety and wellbeing culture across the University.
- Ensure understanding of local safety policies and procedures.
- Plan any skill, knowledge or refresher training for yourself, team members and students where appropriate, based upon Faculty, School or Department health and safety plans (local arrangements), training objectives and competency framework.
- Consider how procedures based on risk assessments can be effectively communicated.
- Plan resources and ensure all staff understand what is expected of them.

Do

- Ensure staff, students, visitors and contractors are aware of and follow all relevant safe systems of work.
- Ensure visitors and contractors are provided with relevant health and safety information.
- Develop clear and concise procedures and include safety information in them.
- Implement relevant aspects of the health and safety plan.
- Ensure that you, your team and students where appropriate, have received induction training appropriate to activities and studies undertaken.
- Raise issues concerning non-conformance through the line management structure.
- Take part in local workplace inspections and local safety committees.
- Provide feedback on health and safety issues.
- Take part in accident and near miss investigations.

Check

- Ensure risk assessments have been carried out, are up-to-date, recorded and control measures are effectively implemented and understood.
- Ensure actions from audits and inspections have been completed or that progress is monitored.
- Check that health and safety objectives are being met.

Review

- Provide feedback on health and safety performance to Line Managers and acknowledge achievements.
- Review accidents and incidents and ensure lessons learnt from investigations are imbedded in procedures

- On request from Line Managers contribute to local annual safety reviews
- Use the information to review planning processes

Line Managers

Line Managers are required to ensure local health and safety policies and arrangements are implemented, monitor their effectiveness and plan the deployment of adequate resources.

Line Managers comprise of:

- Staff designated with staff management duties (managing a department or team)
- Principal Investigators

Line Managers, in accordance with their areas of responsibility will:

Plan

- Establish a positive health, safety and wellbeing culture across the University.
- Set reasonable objectives for areas of responsibility, including allocation of work for risk assessments based on the Senior Manager's plan.
- Develop or use existing communication processes (such as team meetings) to keep teams informed and to receive information from them.
- Plan the deployment of resources to achieve health and safety objectives (e.g. training).

Do

- Ensure the local health and safety policy and arrangements are implemented.
- Ensure risk assessments are undertaken and recorded. Ensure staff, contractors and students are following safe systems of work and control measures.
- Provide induction training for the University community, staff and students in accordance with the training and competency framework and risk assessments.
- Ensure new processes are risk assessed before implementing them.
- Ensure all new equipment is assessed for hazards and users are trained in safe systems of work and risk control measures.
- Provide staff with health surveillance if identified in risk assessments.
- Ensure job hazard information forms are completed at pre-employment stage with risks to health identified and procedures are in place to mitigate them.
- Ensure there is a programme of inspections and be involved in audits if required.
- Lead on investigations into accidents and other reports such as near miss incidents.
- Keep up-to-date with relevant health and safety requirements using appropriate guidance for support.
- Have an annual programme for statutory inspecting and testing of equipment, e.g. local exhaust ventilation, pressure systems and lifting equipment etc.

Check

- Monitor that risk assessments have been carried out and recorded. Ensure control measures are effectively implemented. Use observation monitoring and inspections.
- Check that all statutory examinations (e.g. LEV, pressure systems and lifting equipment) are carried out within prescribed timescales, ensuring that requirements and recommendations are acted upon.
- Monitor the progress and completion of actions arising from audits and inspections.
- Monitor progress and achievements against health and safety plans and objectives.
- Monitor your training plans and safety inductions. Utilise PDR process to do this.
- Analyse safety information data (e.g. accident, sickness absence and training data) to identify emerging trends.
- Report on findings from inspections and actions undertaken to the local health and safety committee. Use safety information data in presentations and when discussing trends.

Review

- Review actions arising from audits to ensure they have been completed or to monitor progress.
- Follow up actions from accidents and incidents investigations to prevent reoccurrence.
- Contribute to Faculty, School or Department annual safety reviews.
- Respond to external influences such as the Health and Safety Executive [HSE] or other regulatory body visits, audits and changes in legal requirements.
- Use the information to review your planning process.

Senior Managers

Senior Managers of the University are expected to implement local safety management arrangements and manage risks to protect staff, students, visitors and contractors working within their Faculty, School or Department. Senior Managers should ensure that sufficient resources are assigned (competent staff with sufficient time and facilities), responsibilities are clearly delegated and all activities are risk assessed with any training needs for staff being met. Senior Managers are responsible for defining the most appropriate local safety structures which will ensure integration with the overall strategic direction of their Faculty, School or Department.

Senior Managers comprise of:

- Heads of Professional Services or equivalent
- Heads of Academic Departments
- Heads of Department
- Associate Deans
- Faculty Managers

Senior Managers, in accordance with their areas of responsibility will:

Plan

- Establish a positive health, safety and wellbeing culture across the University.
- Ensure the health and safety plan (local health and safety arrangements) for the Faculty, School or Department aligns with the University's strategy.
- Establish a Faculty, School or Department health and safety risk register.
- Identify membership for the local health and safety committee or Building User Group.
- Ensure all staff communication involves appropriate stakeholders such as trade union and student union representatives.
- Ensure induction arrangements include all relevant information for all new starters including attendance at the staff induction conference.
- Plan arrangements for managing health and safety e.g. set up committee meetings, monitoring processes, benchmarking and identify training, competency and development needs.
- Assign sufficient physical and human resources competent personnel with sufficient time and facilities.
- Plan arrangements to ensure the health and safety of all persons who may be affected, including contractors, students, visitors and members of the public.

Do

- Put in place processes to ensure all activities are appropriately risk assessed and control measures are implemented.
- Ensure arrangements and responsibilities are appropriately delegated and understood by relevant staff for tasks such as the completion of risk assessments.
- Chair or ensure representation from Senior Managers at local health and safety committee or Building User Group meetings. Attend committee meetings.
- Produce and communicate Faculty, School or Department health and safety plan.
- Receive reports of accident and incident investigations and follow up outstanding actions as appropriate.
- Identify and agree health and safety competency and development needs for staff and set training objectives with senior team members.
- Assess the health and safety impact of new projects at planning stages and liaise with the Health and Safety Office e.g. refurbishment of facilities or procurement of systems.
- When purchasing equipment, consider the health and safety requirements and implications such as installation, set up, use, maintenance, inspection and servicing.
- Embed health and safety arrangements during procurement of contractors.
- Take appropriate action when health and safety is likely to be compromised, suspending an activity pending re-assessment of the risk if necessary.

Check

- Attend safety inspections at appropriate intervals.
- Use the PDR process to check that agreed training objectives are being met.
- Analyse safety information data (accident, sickness absence and training data) to identify emerging trends in the Faculty, School or Department.

- Keep staff informed by monitoring progress and actively seek their feedback/views on improvements e.g. via local safety committees and surveys.
- Check that all actions and recommendations from health and safety processes (e.g. arrangements, audits and inspections) are implemented.

Review

- Review risk management processes regularly and take action to implement recommendations from risk management reviews.
- Utilise information from external and internal sources (e.g. audits, inspections by central health and safety staff) and consider how corrective actions/ recommendations are to be implemented.
- Review your own health and safety performance and that of your direct reports and acknowledge their achievements.
- Use the information to review planning processes.

University Executive Board

The University Executive Board is required to demonstrate ownership of the University health and safety policy and to communicate its values across the University. This accountability cannot be delegated, however operational aspects of health and safety management may be delegated to other levels of management. The University Executive Board must gain assurance that these responsibilities are being fulfilled and to ensure resources are available to fulfil health and safety objectives.

The University Executive Board comprises of:

- Vice Chancellor
- Pro Vice Chancellors
- Chief Operating Officer
- Director of Finance
- Director of Human Resources
- Director of Corporate Governance
- Deans of Faculty

The University Executive Board, in accordance with their areas of responsibility will:

Plan

- Establish a positive health, safety and wellbeing culture across the University.
- Establish a University health and safety committee.
- Demonstrate ownership of University health and safety policy statement and communicate its values across the University.
- Develop benchmarking standards and agree monitoring, measurement and reporting procedures.
- Ensure adequate resources are allocated to the management of health and safety. This should include any necessary specialist support e.g. Radiation Protection Advisors or Biosafety specialists where they are required and Health and Safety Co-ordinators.

- Set strategic and operational health and safety objectives for the University.
- Utilise risk profiling to create a health and safety risk register.
- Ensure the integration of the occupational health service into the University health and safety management system.
- Identify health and safety risks to be included in the University Corporate Risk Register.
- Agree a University wide health and safety competency framework on a policy-by-policy basis.
- Ensure the creation of a University wide health and safety internal auditing programme based on the health and safety risk profile.
- Ensure emergency procedures encompass all relevant risks.
- Consider the health and safety implications of strategic decisions such as large projects.

Do

- Implement the University Health and Safety Policy and Arrangements.
- Ensure regular communication and meetings with the University Health and Safety Office.
- Identify the membership (including trade union representation) and Terms of Reference of the University Health and Safety Committee.
- Chair the University Health and Safety Committee.
- Lead on campaigns to raise health and safety awareness and promote behaviour change.
- Discuss health and safety issues and performance with direct reports and at PDRs.
- Lead by example, taking an interest in health and safety activities.
- Follow local procedures when on tours and visits and enquire about health and safety issues and how they are managed.

Check

- Ensure health and safety processes are working.
- Enquire with direct reports whether appropriate health surveillance is in place for occupational illnesses.
- Confirm that direct reports are aware of inspections and investigations being conducted in their departments and any recommended actions to be carried out.
- Ensuring the completion of annual inspections by direct reports.
- Receive and review performance data e.g. benchmarking standards.
- Utilise the PDR process to check the delivery of health and safety objectives.
- Review the deployment of resources to ensure they are sufficient, competent and effective.

Review

- Review health and safety performance including that of direct reports. Ensure achievements are acknowledged, lessons learned and take corrective action where appropriate.
- Communicate the results of health and safety performance to the University community (staff and students) and seek views on improvements.

- Respond to reports, audits, health and safety committee recommendations and inspections from external and internal stakeholders such as insurance providers, trade union and safety representatives, regulators and the Health and Safety Office.
- Utilise the information to review planning processes.

Governing Body

The Governing Body has overall accountability for the strategy of the University and is responsible for strategic oversight of all matters related to health and safety for the University. The Governing Body should seek assurance from the University Executive Board that effective arrangements are in place and are working.

The Governing Body comprises of:

- The Board of Governors (the Governors Human Resources Committee, sub-committee which is responsible for health and safety)
- Chairman of the Board
- Vice Chancellor

The Governing Body, in accordance with their areas of responsibility will:

Plan

- Ensure a positive health, safety and wellbeing culture across the University.
- Ensure health and safety matters are communicated in a timely fashion.
- Review the University Health and Safety Policy on a regular basis.
- Review the University health and safety objectives/ benchmarking on a regular basis.
- Ensure that health and safety appears regularly on the agenda of governing body meetings.
- 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.
- Ensure that emergency planning arrangements are kept up to date.

Do

Seek assurance that:

- Health and safety arrangements are adequately resourced.
- Risk control measures are in place and are 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 emergency and fire policy and procedures for effectiveness.
- There is a process for auditing health and safety performance.
- There is a health and safety committee chaired by a member of the University Executive Board to oversee health and safety.
- The University has access to competent health and safety advice.

- There is a process for employees or their representatives to be involved and engaged in decisions that affect their health and safety.

Check

- Receive and reasonably evaluate leading and lagging data relevant to health and safety and where appropriate, ask for data on process (preventative and maintenance) and competency indicators.
- Ensure that management systems allow the Governing Body to receive assurances about all University activities (including significant partnerships, collaborations and wholly owned companies).

Review

- To be satisfied that there are regular independent reviews of Health and Safety management across the University.
- Be satisfied that lessons are learnt from accidents and near-miss incidents.
- Review audit processes to ensure they are appropriate for the University.
- Regularly review the University health and safety risk profile.

Arrangements (Policies and Procedures)

The arrangements for implementing this Policy are detailed in relevant University policies, procedures, codes of practice, guidelines and specific health and safety standards covering a range of activities.

Health and safety standards include policies, codes of practice, local rules, procedures and risk assessments which detail how we do things safely and meet legal obligations for health and safety. Because of their legal status, it is important that managers and employees follow them and they are therefore mandatory. Standards covering the whole University can be found on the Health and Safety's webpages. Individual Departments may also produce health and safety standards covering risks arising from their work.

Monitoring and Review

The monitoring and review of safety procedures and compliance with the University's arrangements is an everyday responsibility of all staff, however, managers and supervisors hold a higher duty of responsibility to monitor and ensure compliance.

In addition to daily supervision a variety of central and Faculty, School or Department systems are used to monitor and measure safety performance across the university.

Heads of School and Departments or equivalent should implement suitable and sufficient internal safety inspections, the frequency and detail of such activities must be commensurate with the size of the Faculty, Department or School, level of risk, and nature of the hazards within each location. All Faculties, Departments and Schools should undertake as a minimum an annual inspection exercise.

Additional monitoring activities will occur during accident investigations, complaints and feedback during team meetings. The Health and Safety Office can offer advice and support to staff undertaking safety inspection and audits.

Equality and Diversity

The University's Equality Analysis Impact procedure was used in the development of this Policy and is available on request.

This Policy is subject to review to ensure it is used appropriately and that it meets with the University's commitment to equality and diversity.

Glossary of Terms

Competency Framework: Competencies are the skills, knowledge, practical behaviours and attitudes which inform working practice. The competency framework provides an up-to-date description of what is needed for a particular role, ensuring that University staff are working to the same standards and provide a high quality service.

Higher Education Statistics Association [HESA]: A sector wide body that gathers information including accident data.

Benchmarking: A measurement of the quality of an organisation's policies, procedures and strategies and their comparison with those of other, similar organisations.

Lagging Data: Measure a company's past performance using statistics gathered such as ill health and accident statistics.

Leading Data: Concern future safety performance and continuous improvement measures. These measures are proactive in nature and report what employees are doing on a regular basis to prevent injuries.

Performance and Development Review [PDR]: Enables managers to discuss and review a member of staff's performance in their job role over and during a 12 month period, including recognition of achievements, progress, where objectives have been met and areas of good practice.

Risk Profile: Identifies the nature and level of threats faced by the University, including the likelihood of these threats occurring and the level of disruption/cost they would cause. The risk profile should also consider the effectiveness of control measures in place to manage the risks.

Risk Register: Details all identified risks, including description, category, cause, likelihood, impact, responses, owners, and status.

Safety Culture: Refers to the ways that safety issues are addressed in a workplace. It often reflects "the attitudes, beliefs, perceptions and values that employees share in relation to safety."

Wellbeing: Generally understood to include the person as well as their satisfaction with their life circumstances and their quality of life. This includes the quality of their work environment.