

Safety Statements

Health & Safety Criteria

The Health and Safety Criteria give details of the organisation, activities and plans required of Faculties/Directorates/Units in order to demonstrate adequate management of health and safety. They should be read before drawing up the Safety Statement.

All Safety Statements are analysed by the Health & Safety Unit (HSU). Each Faculty Operating Officer (FOO)/Director of Professional Service (DPS)/Head of Unit (HoU) is given their own Safety Statement analysis for review with the HSU on request. An analysis of all Safety Statements are presented to the University Health and Safety Committee each year.

To verify that Faculties/Directorates/Units have robust safety management procedures and systems, the Health & Safety Unit will carry out a rolling programme of audits based on the HE sector **Health And Safety Management Profile** 'HASMAPP' auditing tool. The Safety Statement will become a self-audit document for inclusion in the auditing programme, which will be carried out by sampling evidence described in the Statement and comparing this against the Health and Safety Criteria and the Health and Safety Policy. This auditing programme will be based on the risk levels of Faculties/Directorates/Units and will be undertaken over a period of five years (commencing January 2016), covering all Faculties/Directorates/Units in the process. An audit report will be presented to the relevant FOO/DPS/HoU for review with the HSU, and an analysis will be presented to the University Health and Safety Committee.

The Criteria are set out under the Parts and headings in the Safety Statement.

A - Plan

A1 Health and Safety Policy

- All new/existing staff should be aware of their responsibilities as set out in the University Health and Safety Policy
- If the Faculty/Directorate/Unit are certified to ISO18001 and have been audited formally during the last 12 months this replaces the need to complete the Safety Statement for this period.

A2 Management Commitment and Engagement (including any in-year changes)

- Responsibilities are set out in the University Health & Safety Policy
- If there are more than one named person in any category (or there have been changes during the year), for each person list their name, non-H&S job title, and staff group or area represented
- If your Faculty/Directorate/Unit does not require a category of named person, e.g. no need for a laser safety supervisor because you have no lasers, please insert "not applicable" against that category

- If there are additional named persons, e.g. hazardous substances or manual handling assessors, list their names and non-H&S job title
- When reviewing your Statement, consider whether all areas are adequately covered and sufficient named persons have been appointed and trained
- Any changes to these details should be notified to the HSU, so that mailing lists and training can be kept up to date.

A 3 Consultation

- Each Faculty/Directorate/Unit must have a forum for discussion of health and safety matters. This should be a health and safety consultative group reporting to the Faculty/Directorate/Unit Management Committee. For small groups, it may instead be appropriate for health and safety to be a standing item on the Faculty/Directorate/Unit Management Committee. Large groups may have a hierarchy of Departmental and team meetings that feed into the health and safety consultative group or the Faculty/Directorate/Unit Management Committee.
- The consultative group must be chaired by the FOO/DPS/HoU or a senior manager nominated by the FOO/DPS/HoU
- The consultative group must include representatives of all groups of staff within the Faculty/Directorate/Unit; the H&S Manager, the H&S Local Officer (and other named responsible persons eg Display Screen Equipment Assessor if not represented by the HSLO); trade union safety representative(s), if appointed; and student representative(s), where appropriate
- Terms of reference for the consultative group should include:
 - receiving and discussing reports from the H&S Local Officer, Display Screen Equipment Assessor and any other nominated health and safety persons
 - receiving and discussing information and reports from the HSU, enforcing authorities and professional organisations etc.
 - receiving reports of safety audits, inspections, risk assessments and injuries/work-related ill health/near misses
 - monitoring the effectiveness of local arrangements for health and safety
 - assisting in the development of local codes of practice, induction and training materials
 - reviewing and updating the Faculty/Directorate/Unit Safety Statement annually
 - making recommendations to the FOO/DPS/HoU and Management Committee of the Faculty/Directorate/Unit
 - producing minutes or notes of meetings for dissemination to staff, and to students where appropriate
 - meetings to be held at least three times per year, including a meeting to review the Faculty/Directorate/Unit Safety Statement before submission to the HSU.

- Each Faculty/Directorate/Unit should be represented at the Health & Safety Consultative Committee and there should be a clear reporting to the Faculty/Directorate/Unit Consultative group.
- Each Faculty/Directorate/Unit should be represented at the University Health & Safety Committee and there should be a clear reporting to/from the Faculty/Directorate/Unit Consultative group.

A4 Planning for emergencies

- When undertaking risk assessment critical incidents should be considered and identified
- Staff should be aware of actions to be taken in an emergency and the escalation process
- All staff/students that cannot exit a building independently in an evacuation must have a Personal Evacuation Plan that should be reviewed 12 monthly
- Any equipment that is provided to deal with an emergency must be routinely check and maintained examples include panic alarms, eye wash bottles, first aid kits etc.

B - DO

B1 Hazard and Risk Register

- All Faculties/Directorates/Units are required to have a health and safety risk register that is formally reviewed by their health and safety consultative group at least twice a year

B2 Audits

- All Faculties/Directorates/Units will be audited by the Health and Safety Unit on a five yearly cycle using HASMAP
- An overall level of assurance will be assigned
- Audits may be undertaken by external bodies such as the Health and Safety Executive, Environmental Health, Fire Authority, Environmental Agency
- The Faculty/Directorate/Unit will be required where improvements are required to produce an action plan for both internal and external audits
- Action plans should be reviewed by the health and safety actions must be formally closed

B3 Risk assessments carried out or reviewed

- All tasks must be assessed and if necessary, action taken to reduce risk of injury or ill-health
- New tasks must be assessed and actions taken before work starts. For work already in progress, priorities should be agreed for a programme of risk assessments
- Assessments must be recorded in writing. Assessment forms have been produced for work genetically modified organisms, expectant nursing mothers and general risks such as personal safety, equipment hazards, chemical hazards, biological hazards, natural physical hazards,

environmental impact, and other kinds of hazards. Copies are available on the University Health and Safety webpages.

- Assessments must be reviewed, and revised if necessary, at least annually and when there are significant changes in work method, location, personnel; if there are accidents/near misses or complaints about the work; or if there are changes in legislation or University Codes of Practice. Check that they are up to date each year as part of the review of the Safety Statement.
- DSE users are initially required to undertake AssesRite on-line training every five years and then requested to complete a DSE workstation self-assessment and then requested to review it annually and on significant changes. All issues raised on AssesRite must be addressed by a DSE assessor and any users reporting health/medical problems referred to the HSU by the DSE assessor
- Information on display screen equipment (DSE) should be taken from the AssesRite system that can be accessed by the DSE assessors

B4 Local codes of practice produced or reviewed

- Local codes of practice are derived from risk assessments for work activities and tasks and set out the precautions that have been identified in the assessments. It may be that a risk assessment requires a single code, although there may be occasions when several codes are produced from one assessment, for example for different locations or groups.
- Local codes are based on University Codes, but incorporate local Faculty/Directorate/Unit arrangements and details such as equipment, phone numbers and locations.
- Local codes must be disseminated to the staff and students who need to follow the precautions for safe working. They may be produced as a short 'dos and don'ts' sheet or incorporated into more detailed documents such as protocols for class practicals. Faculties/Directorates/Units may call them by other terms such as work instructions, briefings, operating procedures
- Local codes must be reviewed together with their parent risk assessment and revised as necessary, and checked in the Statement review.

B 5 Workplace inspections/Statutory inspections carried out

- The frequency at which formal workplace inspections should be carried out is dependent on the associated risk of the area. The minimum frequency for different types of areas is given below but inspections may be required on a more frequent basis depending on local conditions and use of the area, and any local arrangements for informal checks.
- Low risk areas such as offices, libraries, computer laboratories, and pooled teaching rooms should be formally inspected at least once per year. Records of inspections should be made for inclusion in the annual Safety Statement submitted by 1 June each year.
- For other areas which are regularly visited and inspected for maintenance purposes, such as plant rooms, formal inspections should be carried out at least once a year.

- For medium to high risk areas such as chemical and biological laboratories used for teaching or research, engineering workshops used for teaching, research or maintenance, and campus catering kitchens, the frequency of inspections should be at least every six months and preferably once per term.
- In addition to formal workplace inspections, Faculties/Directorates/Units may have local arrangements for day to day checking of areas and equipment and for staff to report hazards that are spotted. Examples are:
- Technical staff checking equipment for damage or faults before use in teaching sessions, and again before returning to store
 - 'Front of house' staff carrying out walkthrough checks of public access areas before they are opened each day
 - Faculty/Directorate/Unit inspections should be done when workplaces are occupied by staff and students, to get a true picture of conditions and practices
- Inspection checklists have been produced for offices, workshops, laboratories, computer laboratories and teaching rooms. Copies are available on the University Health and Safety webpages.
- Where the Faculty/Directorate/Units are responsible for equipment that requires inspections under statutory legislation for example, lifting appliances, pressure vessels, electrical appliances there must be records kept for the inspections and any required actions and closure of such.

B6 Accident investigations

- All accidents, near misses, work-related illnesses and dangerous occurrences must be reported to the HSU as soon as possible. This is especially important for work or study-related accidents etc. which result in staff having major injuries or taking time off after the accident, or students or visitors being taken to hospital, as these may need to be reported to the enforcement authorities. Guidance is available on the University Health and Safety webpages.
- All reported accidents, near misses, work-related illnesses and dangerous occurrences related to Faculty/Directorate/Unit activities must be investigated as soon as possible and remedial actions identified and taken
- Relevant risk assessments must be reviewed and revised as necessary to take account of identified weaknesses in arrangements or changes to work activities
- Relevant local codes must also be reviewed and revised, and disseminated to staff and students as necessary

B7 Competence

- Health and safety information and training needs of staff and students must be identified, for example during inductions and staff appraisals or following accident investigations. They may be met by written local codes of practice, handbooks, induction training, practical skills training, demonstrations, lectures etc. as appropriate
- All Faculties/Directorates/Units must provide their staff and students with information and training specific to their areas and work. Induction training

will cover topics such as fire evacuation and first aid arrangements. Task training disseminates local codes for specific activities or may be detailed practical training in operating equipment etc. These should be derived from risk assessments for the tasks.

- Information and training arrangements must be reviewed as part of the Safety Statement review and revised to take account of new risks, changes in procedures, accident investigations, and any comments and suggestions from the intended audience
- The HSU will provide in-house health and safety training for staff, or put Faculty/Directorate/Units in touch with specialist external providers if necessary
- The contract for first aid training is managed by the HSU and Faculties/Directorates/Units arrange and fund training under this contract.
- Records should be kept for all staff and student training including induction training

C Faculty/Directorate/Unit Health and Safety Action Plan for the next twelve months

Under each heading, give brief details of plans for completing any outstanding actions to reduce risks, as well as scheduled activities. Actions should be clearly assigned to named post holders or individuals and given target completion dates.

- Plans should include any significant known or likely changes that could affect health and safety in the next twelve months, e.g. relocation, changes in staff or student numbers, new areas of work, new University Codes of Practice or changes in legal requirements
- FOOs/DPSs/HoUs should ensure that plans include resources (time and money) for health and safety. Priorities for spending on health and safety should be based on level of risk and compliance with the University Health & Safety Policy and legal requirements. Routine items which may need to be considered include: protective equipment and clothing; eyesight tests and spectacles prescribed for display screen equipment use; health and safety training specific to the needs of the Faculty/Directorate/Unit; manual handling aids e.g. trolleys; maintenance, testing, repair etc. of equipment; calibration of monitoring equipment; other items identified in risk assessments and inspections.

D Endorsement of the Safety Statement

- The statement should be reviewed by the Health & Safety Consultative Group
- The Safety Statement must be reviewed by the Faculty/Directorate/Unit Health & Safety Consultative Group prior to submission to the H&S Unit. Where the group does not have a separate consultative group, the Statement must be reviewed using the alternative consultation arrangements set out in A4.

- The draft Safety Statement should be brought to the attention of all staff and students before review by the health and safety consultative group. This may be achieved by various means such as meetings, email, circulation of hard copy, or in a shared drive.
- The Safety Statement must be signed and dated by the Chair of the Faculty/Directorate/Unit health and safety consultative group.
- Minutes of the Statement review meeting must be attached (this would be the minutes of the Faculty/Directorate/Unit Management Committee if there is no separate consultative group).
- The Statement must be signed by the FOO/DPS/HoU as a true record of the health and safety management arrangements, activities and plans for health and safety within the Faculty/Directorate/Unit.
- The signed Statement must be submitted to the HSU by the 1 June each year.