



THE UNIVERSITY OF SHEFFIELD

HEALTH AND SAFETY POLICY AND ARRANGEMENTS

Table of significant changes since last review (March 2017):

Section	Significant change since last review
1	Introduction by the President & Vice Chancellor – date of review updated
3.4	Responsibility change from the Provost & Deputy Vice-Chancellor to University Secretary
3.5	Title change from Director of Estates and Facilities Management to Director of Infrastructure
4	Terms of Reference updated
APPENDIX 1	Committee membership updated
APPENDIX 2	Amended to show the updated University Committee reporting structure for health and safety

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THE UNIVERSITY OF SHEFFIELD HEALTH AND SAFETY POLICY

1. INTRODUCTION BY THE PRESIDENT & VICE CHANCELLOR

The University is required under the provisions of the Health and Safety at Work Act etc, 1974, to produce a statement of policy with respect to the health and safety of everyone who uses our premises or may be affected by our undertakings off-campus. However, the University will continually strive to achieve the highest possible standard rather than rely on legal minimum. The University also expects managers at all levels to actively pursue increasingly higher standards of health and safety management.

The University recognises the importance of its employees and students each appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and Arrangements are observed.

This document is intended to bring the University's statement of Health and Safety Policy to the attention of all its employees and students and to provide details of the organisation and arrangements for carrying out that policy, as indicated by the Act. The Health and Safety Policy Statement is supplemented by individual procedures covering a range of topics and everyone must ensure they are aware of the safety precautions appropriate to the area in which they work. As President & Vice-Chancellor I recognise that overall responsibility for the health and safety of all persons affected by the undertakings of the University lies with me. This responsibility is successively devolved through the University management structure and all University staff and students carry a personal responsibility for the health and safety of those affected by their actions.

I would encourage you to adopt at all times a positive attitude towards health and safety requirements and to promote a healthy and safe working environment for ourselves, our students and others affected by the work of the University of Sheffield.

This Policy will be reviewed and updated on at least a two yearly basis, or more frequently should changes in legislation require.



Koen Lamberts
President & Vice-Chancellor

October 2019

2. THE HEALTH AND SAFETY POLICY STATEMENT

It is the Policy of The University of Sheffield under the University Council to:

1. Regard legal compliance as the lowest acceptable standard of management with regard to health and safety. Please note that for the purposes of this policy document the term 'health and safety' will be deemed to include all aspects of occupational health;
2. Regard health and safety as a core management function;
3. Develop a clear structure which identifies health and safety responsibility at all management levels across the University;
4. Promote an attitude of safe working by employees and students in all aspects of the University's work underpinned by appropriate disciplinary procedures;
5. Encourage discussion and consultation between management, employees and students on safety, health and environment matters and establish a Health and Safety Committee for this purpose;
6. Maintain a safe and healthy working environment and safe methods of operation;
7. Ensure the provision and maintenance of premises, plant and equipment to a safe level;
8. Ensure the provisions of appropriate resources to meet health and safety issues;
9. To bring to the attention of all staff and students, their responsibilities to ensure the health and safety of themselves and any other persons affected by their actions or omissions;
10. Provide all necessary information, instruction, training and supervision, to ensure the health and safety of employees at work;
11. Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions;
12. Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents;
13. Ensure the provision of an appropriate number of specialist safety staff with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such staff to meet the relevant statutory requirements;
14. Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk management are being achieved across the University.

15. Review this Health and Safety Policy not less than once every two years;
16. Make specific arrangements on sites controlled by the University to ensure that contractors are carrying out their responsibilities for Health and Safety to a standard acceptable to University management.
17. Ensure that the health and safety of all staff, students, contractors, visitors and any others who may be affected by our undertakings is safeguarded, so far as is reasonably possible

The University Council acknowledge ultimate responsibility for health and safety management within The University of Sheffield. This responsibility will be discharged on behalf of the University Council on a day to day basis by the President & Vice-Chancellor.

3. STATEMENT OF RESPONSIBILITIES

3.1 University Council

The University Council, under the requirements of the Health and Safety at Work etc Act 1974, is responsible for issuing a written statement covering the general policy with respect to Health and Safety at work of employees, students and others affected by the undertakings of the University.

The University Council shall ensure that they receive sufficient information on the status of University health and safety management systems to satisfy themselves that all statutory requirements are being met. To this end they will commission an annual health and safety report to be undertaken by the Director of Health & Safety on behalf of the Health and Safety Committee.

While statutory compliance will be accepted as a baseline standard, the University Council will ensure that the University is constantly moving towards best possible health and safety practice.

3.2 President & Vice Chancellor

The President & Vice-Chancellor is responsible for achieving the objectives of the University's Health and Safety Policy, namely to:

- Ensure that managers know and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and University Policy are met;
- Advise the University Council of the resources required to comply with statutory requirements and make adequate arrangements;
- Ensure adequate consultations between management, specialist advisors and employees' representatives prior to the introduction of any change which may affect the health and safety of employees;

- Make the necessary arrangements to ensure that Trade Union Safety Representatives who are appointed under statutory regulations can carry out the duties required of them;
- Ensure the establishment and maintenance of a suitable health and safety programme to:
 - eliminate accident potential as far as it reasonably possible;
 - conform to the statutory duties and University codes of practice;
- Ensure that adequate communication channels are maintained to promulgate information concerning health, safety, welfare and environment.

3.3 University Executive Board

Under the direction of the President & Vice-Chancellor, the members of the University Executive Board (UEB) are responsible for overseeing the governance of the UEB Health and Safety Committee ensuring the objectives of the University Health and Safety Policy are achieved. As an integral part of their management responsibilities they will;

- Ensure timely meetings of the UEB Health & Safety Committee.
- Receive regular monitoring and audit reports on the suitability and effectiveness of health and safety management systems throughout the University;
- Ensure adequate follow-up procedures are in place to address Faculty/Departments which fail to achieve a basic level of health and safety management as identified through accident reports and health and safety inspections and audits.
- Ensure that they and all personnel for whom they are responsible know and undertake their managerial responsibilities regarding health and safety and that all personnel are adequately trained to discharge those responsibilities;
- Promote the implementation of the University Health and Safety Policy by establishing an adequate programme to:
 - ensure that assessments of risk to health and safety are conducted and that adequate control measures are introduced and maintained;
 - conform with the statutory duties and University codes of practice, and to formulate suitable procedures to report occupational ill-health issues/accidents/incidents, communicate information and identify, report and eliminate hazards;

- Ensure the health and safety arrangements are fully discussed, seeking specialist advice where necessary, with regard to:
 - current working programme;
 - planning new operations or methods of work; and
 - designing or acquiring new buildings, plant and equipment;
- Arrange consultations with employees and their representatives in the work place to ensure that progressive and positive methods are adopted to promote health and safety and to provide arrangements for the participation of employees' representatives in the development of such measures;
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety of those under their control;
- Keep under constant review the effectiveness of the University's Policies and advise the President & Vice-Chancellor of any changes they consider necessary on matters in breach of statutory requirements which cannot be effectively dealt with by them.

3.4 University Secretary

The University Secretary is responsible to the President & Vice-Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring co-ordination of such policies and practices across the University.

3.5 Director of Infrastructure

The Director of Infrastructure (DoI) will be responsible for the provision and maintenance of safe premises and the services associated with them. The DoI will ensure that all statutory compliance issues associated with the premises, facilities and services are carried out in compliance with the relevant regulations; to this end the DoI will convene and Chair a number of Key Risk Review Groups to assist in satisfying these responsibilities. The Key Risk Review Groups will report on a rolling programme to the UEB Health and Safety Committee.

3.6 Faculty Vice-Presidents

Faculty Vice-Presidents have oversight of resources devolved from the President & Vice-Chancellor. As such, they have a duty not only for the application of these resources, but also its *safe* application. Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by Faculty activities resides with the Faculty Vice-President. Faculty Vice-Presidents should satisfy themselves that the departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

3.7 Heads of Academic Departments and Heads of Professional Services

Heads of Academic Departments (HoDs) and Heads of Professional Services (HoPS) are responsible for the adoption of the University Policy within their area of control. To achieve this they will ensure that they take the lead in driving the health and safety programme within their area of responsibility. The HoD/HoPS must demonstrate visible commitment by acting in the following way: -

- Accept their own responsibility in health and safety, and encourage colleagues to do the same;
- Set the local health and safety policy based on institutional requirements and their own assessment of the risks inherent in the work of their department. Through this mechanism, the HoD/HoPS shall inform their staff of their own responsibilities, the arrangements for the introduction and maintenance of measures designed to identify, assess, control and monitor risks, and the process of health and safety planning in the department;
- Appoint a Departmental Safety Officer (DSO) and other specialist Safety Officers if required by the work undertaken;
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their Departmental Safety Officer;
- Establish local consultative health and safety arrangements in the form of a Departmental Health and Safety Committee or staff forum, where the size of department does not warrant a formal health and safety committee;
- Chair Departmental Safety Committees (in absence appoint a senior departmental manager to deputise);
- Provide the necessary information, instruction and training to enable staff to perform their job in a safe manner;
- Make health and safety training a core element of departmental teaching at all levels;
- Ensure their staff provide appropriate supervision of students, based on risk assessment;
- Adopt good health and safety advice from the University Health & Safety Department and from the DSO as appropriate;
- Encourage and consult with Trades Union Safety Representatives;
- Ensure that any matter brought to their attention by Safety Representatives is given prompt and appropriate attention;
- Bring to the President & Vice-Chancellor's attention any breach of statutory requirements which cannot be dealt with effectively at Faculty/Departmental level;

- Encourage and support the attendance of appropriate members of the Department on relevant internal and external health and safety training events;
- Provide as appropriate, correct protective clothing to all persons under their control;
- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems, which cannot be resolved at one particular time.
- Take personal action to suspend or stop any activity that is dangerous or not carried out within departmental health and safety policy.
- So far as it is reasonably practicable, ensure all contractors engaged by the department are adequately supervised and conduct their work in accordance with:
 - The specified terms of contract;
 - Agreed method statements and risk assessments;
 - Statutory regulations and University approved codes of practice;
 - Avoidance of danger to University's employees, students or members of the public.
- Actively monitor health and safety performance by receiving regular updates on departmental health and safety related occupational ill-health issues/accidents/incidents and health and safety inspections/investigations.
- Ensure appropriate inspections take place for all laboratories and workshops under their management. These should be led by the Head of Department or a senior nominated manager.

3.8 Director of Health and Safety

The Director of Health and Safety has a central co-ordinating role in relation to general health and safety matters and acts as Advisor to the University on health and safety strategy and the requirements and interpretation of relevant legislation. The Director of Health & Safety has a vital role in the development of the University's Health and Safety Policy and Plan, and the development of a health and safety management system.

The Director of Health and Safety will ensure the effectiveness of Faculty/Departmental health and safety management structures through regular auditing of these systems.

The Director of Health and Safety will present, through the University Health and Safety Committee, to the University Council an annual report on the status of the University health and safety management systems and procedures.

The Director of Health and Safety will be the nominated 'competent person' on behalf of The University of Sheffield, as required by the 'Management of Health and Safety at Work Regulations'.

The Director of Health and Safety is responsible to the Provost & Deputy Vice-Chancellor via the Executive Director of Corporate Services.

3.9 Deputy to the Director of Health & Safety

The Deputy to the Director of Health & Safety will act as 'competent person' under the Management of Health and Safety at Work Regulations, in the absence of the Director of Health & Safety.

Other duties will include:

- Maintaining a liaison with external organisations and professional bodies.
- Co-ordinate the health and safety audit programme, assuring that all areas are scheduled for audit on a risk basis and a timescale and frequency commensurate with the risks associated with the area.

The Deputy Director of Health & Safety is responsible to the Director of Health & Safety.

3.10 University Fire Safety Officer

The University Fire Safety Officer will provide professional fire safety advice as needed to staff and students across the University.

Other duties include:

- The production and maintenance of a University Fire Safety Policy.
- Acting as 'Competent Person' to the 'Responsible Person' under the Regulatory Reform (Fire Safety) Order 2005.
- The development and implementation of a risk based inspection programme of fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005.
- Provision of advice to the University concerning appropriate standards for fire precautions in buildings and the development and maintenance of effective fire prevention strategies.
- Development of fire safety compliance and control strategies as required by the relevant statutory provisions.
- Monitoring University and Departmental fire safety arrangements and making recommendations as necessary, based on risk to life and premises.

The University Fire Safety Officer is responsible to the Director of Health & Safety.

3.11 University Radiation Protection Officer

The Radiation Protection Officer will advise on all aspects of radiation protection in the University, with particular reference to the statutory requirements relating to the Ionising Radiation Regulations 1999, together with approved codes of practice and guidance.

The Radiation Protection Officer will advise on all aspects of radioactive waste management in the University, with particular reference to the statutory requirements of the Environmental Permitting Regulations 2016.

The Radiation Protection Officer will co-ordinate arrangements for the safe ordering, storage, handling, use, transporting and disposal of radioactive substances.

The Radiation Protection Officer shall also provide advice on all aspects of the use of non-ionising radiations, with particular reference to the statutory requirements of the Artificial Optical Regulations 2010 and Control of Electromagnetic Fields at Work Regulations 2016, together with appropriate British Standards and other relevant guidance where statutory provisions have still to be enacted.

The Radiation Protection Officer is responsible to the Director of Health & Safety.

3.12 University Biological Safety Officer

The University Biological Safety Officer will provide professional safety advice as needed to staff and students across the University in respect of biological and genetic modification work.

The Biological Safety Officer will:

- Act as Advisor to the University in all matters relating to biological safety including genetic modification experiments and the containment of potential hazards, and to provide liaison between the Biosafety Committee and the Health and Safety Committee.
- Liaise with the Health and Safety Executive concerning all genetic modification safety matters and other biological hazards in the University, and to provide HSE with such information as is required by applicable regulations.
- Undertake audits to give assurance that a regular testing programme is in place for all exhaust protective cabinets and HEPA filters when these are part of the equipment of a containment laboratory.
- Investigate all accidents or incidents in laboratories in which genetic modification is taking place and take what action is necessary. Each

accident/incident and the action taken must be recorded, together with the names of the personnel involved.

- Liaise with Human Resources with regard to statutory health surveillance.

The University Biological Safety Officer is responsible to the Director of Health & Safety.

3.13 Director of Human Resources and Corporate Communications

The Director of Human Resources and Corporate Communications is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill-health issues, these will be brought to the attention of the Director of Health & Safety.

The Director of Human Resources and Corporate Communications has direct management responsibility for the provision of an Occupational Health Service.

3.14 University Occupational Health Provision

The University Occupational Health provision will be managed by Human Resources.

3.15 Departmental Safety Officers

A Departmental Safety Officer will be appointed by the Head of each Department. The Departmental Safety Officer will report to the Head of Department on all health and safety related issues. For a list of 'Typical Duties of a Departmental Safety Officer see **APPENDIX 3**.

When appointing persons as Departmental Safety Officers, serious consideration should be given to the amount of time necessary to adequately carry out the associated duties and the person's existing duties. Where necessary, some or all of the person's existing duties should be transferred to another person/post.

Persons selected to be Departmental Safety Officers should be sufficiently experienced, be willing to accept the role and be willing and able to be trained to an acceptable level of competence in safety issues, relevant to their department. They should also be of sufficient competency and experience to be able to carry out their duties on behalf of their Head of Department with recognised authority.

3.16 All Supervisory Staff

All supervisory staff (for example Senior Academic staff, Administrative Managers, Principal Investigators, Departmental Managers, Team Leaders, Supervisors etc) will:

- Be fully familiar with the University and local Health and Safety Policy and understand and apply it within all areas of their responsibility.
- Ensure staff are trained to enable them to carry out suitable and sufficient risk assessments, where required.
- Ensure that their staff operate in accordance with the University and local Health and Safety Policy, as relevant to their work.
- Ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety.
- Ensure the competence and training of their appointees to allotted tasks.
- Ensure that safe working practices within a safe working environment are used by all staff.

3.17 All Employees

The Health and Safety at Work etc Act 1974 states that EVERYONE has a responsibility for health and safety. It is important that everyone appreciates the extent of their responsibilities, namely that they:

- Shall make themselves familiar with the Health and Safety Policies of the University and of the Faculty/Departments in which they are employed, and shall be fully familiar with sections of these Policies which directly affect their particular activities;
- Shall accept individual responsibility to:
 - take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions;
 - co-operate with the University so far as is necessary to enable it to comply with its legal duties;
 - undertake as required all health and safety training which is deemed necessary by their line manager to secure their own health, safety and welfare and that of anyone else affected by their actions while at work.
- Shall report to supervisory staff any unsafe practices or any occupational ill-health issues/accidents/incidents/ dangerous occurrences or near misses, whether or not injury is sustained. They shall report systems of work or conditions which they consider may create risks to their own health and safety or damage to equipment and premises;

- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare;
- Shall conform to all instructions, written and oral, given to ensure their personal safety and the safety of others;
- Shall at all times make full use of appropriate protective clothing and appropriate safety equipment and devices provided;
- Shall maintain all work equipment in good condition, reporting any defects to their supervisor.
- Failure to adhere to the obligations set out in this Policy may result in disciplinary action.

3.18 All Students

All students:

- Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health and Safety Policy and comply with any health and safety instructions given to them;
- Shall **not**, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University;
- Shall at all times, whilst in residence in University property, comply with all fire, safety and security procedures as laid down in the contract of residence;
- Shall **not**, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare;
- Shall conform to all instructions, written and oral, given to ensure personal safety and the safety of others;
- Shall use protective or specialist clothing as required and shall use all safety equipment available;
- Shall maintain all equipment in good condition, reporting any defects to their supervisor;
- Shall report all occupational ill-health issues/accidents/incidents/near misses, whether or not injury is sustained, to their supervisor or the member of staff in charge of the activity or facility.
- Failure to adhere to the obligations set out in this Policy may result in disciplinary action.

4. IMPLEMENTATION OF UNIVERSITY HEALTH AND SAFETY POLICY

This Section provides details of the implementation of, the University Health and Safety Policy.

4.1 Health and Safety Committee

To actively promote continuous improvement in health and safety across all activities and premises of the University for the benefit of staff, students, visitors and contractors by:

1. Encouraging co-operation between University and campus Trade Unions.
2. Studying trends of accidents, incidents, dangerous occurrences and notifiable diseases and making recommendations for corrective actions to relevant services.
3. Receiving and considering reports of accidents and incidents, and to note where improvements can be made.
4. Receiving and considering relevant audit and inspection reports from Health and Safety, relevant Working Groups and sub-groups to the Committee.
5. Receiving and considering health and safety inspections from University recognised Trade Union Representatives and determining actions and priorities.
6. Receiving and considering the implications for the University of inspections and audits by, and reports and information from, Enforcing Authorities.
7. Evaluating the effectiveness of health and safety training.
8. Receiving statutory compliance updates from the Students' Union.
9. Monitoring the adequacy and effectiveness of health and safety communications and publications.
10. Assessing and monitoring the impact of new or amended legislation on the activities of the University, and evaluating Safety Policies and making recommendations for revision.
11. Sharing best practice and comparative data.
12. Considering sickness and absence statistics and reasons for absence.
13. Reviewing annually the University's Health and Safety Policy and Arrangements.
14. Ensuring a robust health surveillance programme is in place.
15. Ensuring robust procedures are in place for the management of wellbeing protocols.

Composition of the Health and Safety Committee is attached as **APPENDIX 1**

4.2 Faculties and Departmental Health and Safety Structures and Policies

For the purposes of health and safety management any subsidiary of The University of Sheffield or any company in which Officers of The University of Sheffield may be legally regarded as the 'controlling mind' will be regarded as a 'Department' under this policy document.

The Head of Department is responsible to the Faculty Vice-President, Director of Professional Service, or relevant member of the University Executive Board for the day-to-day management of health and safety issues in their areas of managerial responsibility. See also: **Section 3, Statement of Responsibilities.**

The primary vehicle for all Health and Safety matters is likely to be a Departmental Health and Safety Committee. This committee may or may not be formally constituted, depending upon the size and nature of the work of the Department. **It is a formal requirement of the University Health and Safety Policy that all Departments have a designated Departmental Safety Officer; the allocation of time and duties of the Departmental Safety Officer being appropriate to the size and activities of the Department.**

Departments are required to formulate Health and Safety Policies, intended to produce a safe working environment and to support and encourage its staff to adopt safe working practices. This policy must reflect the University Health and Safety Policy and explain in practical terms how it will carry out the responsibilities placed upon it by the University Health and Safety Policy. See also **Section 3, Statement of Responsibilities.**

The Departmental Health and Safety Committee and the Departmental Safety Officer, who report to the Head of Department, will oversee health, safety and welfare matters within that area; liaising with the University Director of Health & Safety as required.

4.3 Tenants, Contractors and Partnerships

It is the responsibility of those University Officers entering into any arrangement or agreement on behalf of The University of Sheffield to ensure all health and safety responsibilities are clearly specified as an integral part of the arrangement. This must include arrangements for two-way communications of hazard identification, risk assessments and emergency procedures; particularly for activities on campus.

Where University staff will be working under the control of external agencies their line manager will be responsible for ensuring that a satisfactory assessment of all foreseeable risks has been carried out prior to the commencement of the activity.

5. FURTHER READING

- University and Colleges Employers Association publication 'Leading Health and Safety at Work - Leadership Actions for Vice-Chancellors and Members of University Governing Bodies'.

APPENDIX 1

THE MEMBERSHIP OF THE HEALTH AND SAFETY COMMITTEE

Reports to: University Executive Board

Membership:

Chair Executive Director of Corporate Services

Ex Officio

- The President & Vice-Chancellor
- The Director of Health & Safety
- The Director of Infrastructure
- The Director of Human Resources (incorporating Workplace Health and Wellbeing)
- Head of Campus Services
- Health and Safety Manager, Students' Union

Representative Members

A Representative of Accommodation and Commercial Services

A Representative of the Advanced Manufacturing Research Centre (AMRC)

A representative from each of the five faculties nominated by the relevant Vice-President and one from Professional Services nominated by the Executive Director of Corporate

One lay member as approved by the Council

A representative of each recognised Trade Union

One representative of the Union of Students.

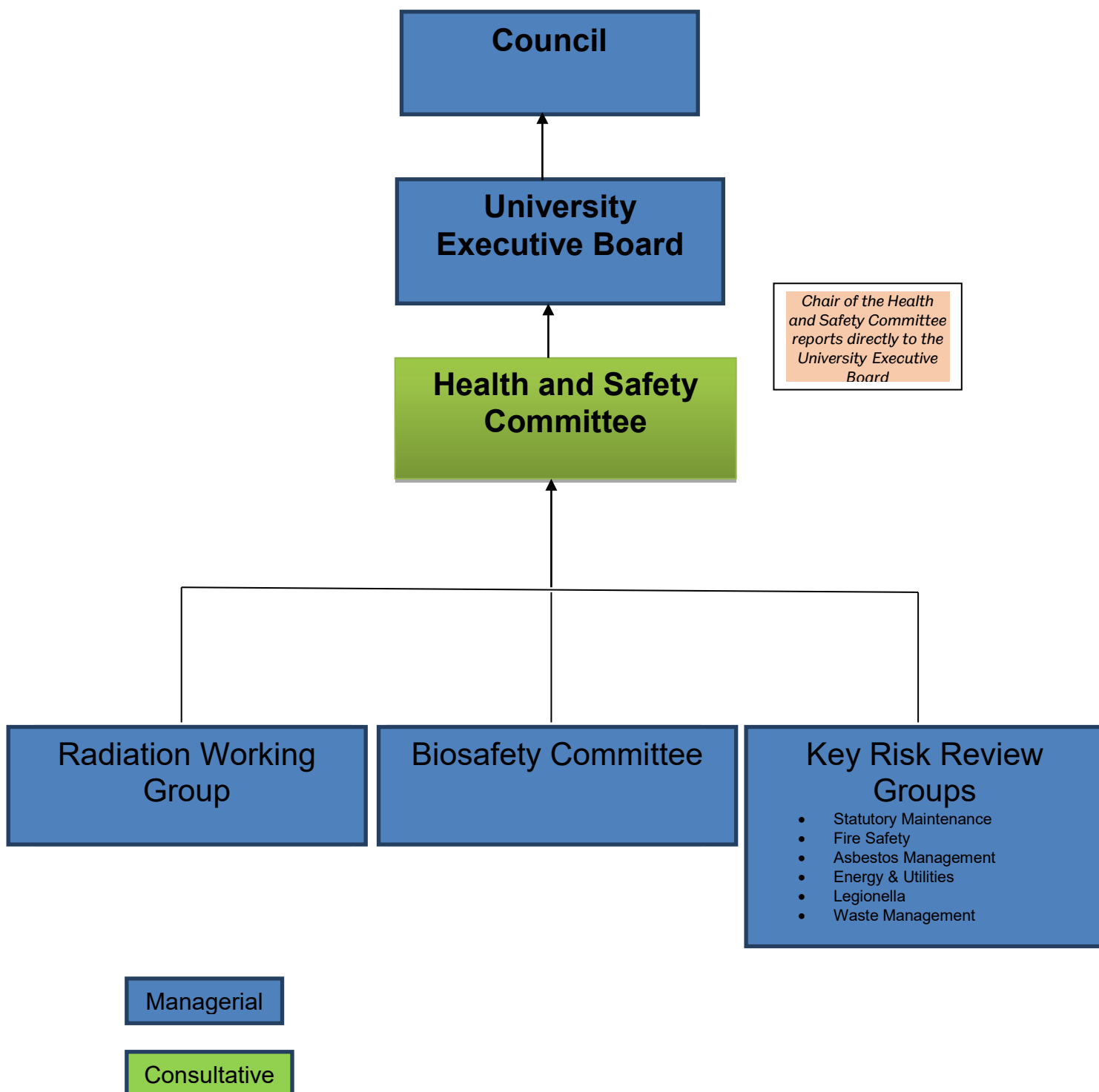
In attendance (ex-officio)

Deputy Director of Health & Safety

Secretary to the Committee

APPENDIX 2

STRUCTURE OF HEALTH AND SAFETY COMMITTEE AND SUB-COMMITTEES



APPENDIX 3

TYPICAL DUTIES OF DEPARTMENTAL SAFETY OFFICERS

- Undertake health and safety training to an appropriate level of competence, thus enabling them to discharge their duties;
- Be fully familiar with the University's Health and Safety Policy and assist the Head of Department to develop, implement and periodically review a local policy and procedures;
- Provide health and safety advice to the Head of Department and other members of staff;
- Undertake regular health and safety inspections (with Trades Union Safety Representatives, as necessary) and report findings;
- Ensure that occupational ill-health issues/accidents/incidents and near misses are reported and investigated (with direct involvement as necessary). In accordance with the University's Accident and Incident Investigation Policy and Procedures. Communicate findings of investigations and ensure that recommended action is carried out;
- Ensure the necessary provision of health and safety training (including induction) to staff within the Department either by direct involvement or by monitoring provision;
- Disseminate health and safety information and reports to appropriate staff and students;
- Monitor that adequate precautions are taken in relation to any special hazard in or about to be introduced into the Department, with advice from the University Health and Safety Office where appropriate;
- Monitor that all plant, equipment and processes within their area are maintained in a safe condition and in compliance with appropriate statutory requirements;
- Maintain adequate health and safety records where appropriate;
- Monitor housekeeping within the Department to ensure that a high standard is maintained;
- Monitor that adequate, suitable protective clothing and equipment is available and used as required;
- Ensure that systems are in place to provide and maintain adequate first aid facilities;
- Monitor that safe working practices based on risk assessment are adopted, especially for postgraduate work (in view of the fact that postgraduate students generally work without direct supervision);
- Act with the delegated authority of the Head of Department on health and safety matters of urgency;
- Participate in audits carried out by University Health & Safety as necessary.

APPENDIX 4

MISCELLANEOUS HEALTH AND SAFETY ITEMS

Children on University Premises

Many staff and students combine parenting and work or educational responsibilities and this means that there are occasions when they may wish to bring their children onto University premises. On these occasions it must be borne in mind that the University is an institute of adult learning and the buildings and grounds of its premises are not designed with children in mind.

Valid Reasons for Children or Young Persons to be on University Premises

- When attending University operated crèche, playschool, nursery school or sporting facilities.
- When on visits organised by the University, schools, departments or other recognised bodies, where significant risks associated with planned activities and foreseeable incidents must be assessed.
- When on school organised “work experience” periods with specific departments, where significant risks associated with planned activities and foreseeable incidents have been assessed and safe working procedures produced if appropriate. In each of these situations satisfactory arrangements must be in place to ensure adequate induction and supervision of the children and activities undertaken by the relevant University (department or section), OR event organiser. In all other situations, the presence of children on University premises is discouraged and should only occur exceptionally, and then only in low risk work areas and where their presence does not disrupt the normal operation of the University. Examples would include: -
- Brief social visits by parents with newborn babies or young children.
- Accompanying parent to specific ceremonies or events, whether public or private, not involving hazardous activities, areas or equipment.
- Accompanying parent (University employee) to work on a brief visit, e.g. when visiting for short periods to pick up work or carry out a short term low risk activity.
Accompanying parent (University employee) to work for short periods due to childcare difficulties or similar into a low risk environment until alternative arrangements can be made, but only at the discretion and direction of the Head of Department. As stated previously University premises are not designed to accommodate children and the precautions in place to control risks for the normal population are unlikely to be appropriate for children, due to their physical size, inquisitiveness, immaturity or inexperience. Children should not be brought into the workplace for extended or frequent periods or as an alternative to making proper arrangements for their care - this could include after-school activities, arrangements with other parents / childminders or flexible working arrangements.

In the event that children are brought into work premises, then: -

- The parent must consult with their Head of Department about the acceptability of children being present, even for short periods.
- The parent will be responsible at all times for the supervision of their child(ren) during the period the child(ren) are on the work premises and will never leave them unattended; and will be responsible for exercising sufficient supervision to prevent any hazardous situation from arising.
- Children must not be allowed to disrupt the normal operation of the work area or the work of other employees.
- Children must only be allowed into low-risk areas and must never be allowed to enter any area where hazardous activities are being undertaken, hazardous equipment or hazardous substances are being used or if their presence could cause harm to the child(ren).
- Children must not be allowed to touch any work-related equipment, article or substance or item of waste deposited in a bin or other waste receptacle.
- The Head of Department, Health & Safety, Security and the Building Facility Manager can instruct the parent to remove the child(ren) immediately from the work area.
- Children under 16 years of age must not be allowed to ride on the Arts Tower Paternoster and must be accompanied whilst using any other University lifts.
- In the University's Libraries children under 16 years of age must be accompanied by a parent or responsible adult.

Bicycles in University Buildings

Bicycles are not permitted within any of the University buildings. Cycle users should make use of the proper cycle parking facilities which are available at strategic locations throughout the campus. Small 'folding' bicycles, when folded, may be brought into buildings provided that they are stored so that they do not cause an obstruction to other building users.

Animals in University Buildings

Animals (other than nationally recognised support dogs) must not be brought into University buildings, nor should they be exercised on University property in such a manner as to cause nuisance to others.