

**Health and
Safety Services**



UNIVERSITY OF LEEDS

Health and Safety Policy

May 2010

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Health and Safety – Still a Priority

**Health and safety
is still at the top
of Council and my
agenda and we
mustn't be deflected.
It's as important
as ever.**

Health and safety is here to support the work we do. This policy helps all members of staff to understand their health and safety responsibilities and what these mean to the work they undertake. Staff are encouraged to familiarise themselves with the policy and to discuss it within their teams.

The partnership with our campus Trade Unions and staff has already helped to create positive change at our University. If we continue to work together we will make further improvements and ensure that we all work in a supportive and safe environment.

Professor Michael Arthur
Vice-Chancellor

Health and Safety Policy

The Council of the University of Leeds believes that the health, safety and welfare of its staff, students and visitors are its highest priorities. The University commits itself to allocating the resources necessary to meet this policy objective.

It further determines to ensure the full involvement of all its staff through their representative organisations when considering what actions are necessary to meet the policy aims.

To ensure effective delivery of the policy, the organisation and arrangements for its implementation will be monitored by the University in partnership with staff organisations, and may be amended as necessary.

To achieve the level of health and safety required to deliver this policy, the University will ensure the effective management of risk through the development of clear management systems which define the roles and responsibilities of senior staff; Deans; Heads of School and Services; academic supervisors; line managers; employees; students and visitors.

The effective delivery of the policy will also require everyone accepting a personal responsibility and the provision of professional and competent support and advice to all members of our community. The University will ensure that appropriate levels of support are available.

The University's aim is to achieve best practice in health and safety through continual improvement and the control of risk whilst ensuring the continued delivery of world-class research and teaching.

Signed



Linda Pollard
Chair of Council



Professor Michael Arthur
Vice-Chancellor

General Outline

Statement of Responsibilities for Health and Safety

Statement of Responsibilities for Health and Safety

The law imposes certain duties upon the University with regard to health and safety. Health and Safety Services translate these into activities and actions that must happen to fulfil those duties. The responsibility to undertake these is passed to certain role-holders (for example Dean, Head of School, line manager) as set out below. Detailed actions for each role are outlined within each approved protocol for health and safety and other related topics which can be found at www.leeds.ac.uk/safety

1. The Council

1.1. As the University's governing body, the Council carries ultimate responsibility for the health and safety of employees, students and third parties (people who are not University employees or students) whilst on the institution's premises and in other places where they might be affected by the University's operations.

The Council itself is required:

- to satisfy itself that the University has an appropriate written statement of policy on health and safety, and effective arrangements to implement it
- to provide an effective mechanism by which employees are consulted on health and safety
- to provide facilities for recognised Trade Unions to appoint safety representatives and to enable them to discharge their responsibilities.

1.2. To discharge these responsibilities, the Council is advised in particular by the Vice-Chancellor, the Director of Human Resources, and the Director of Wellbeing, Safety and Health. The Council will:

- receive regular reports from the Health and Safety Committee
- be notified of any incidents carrying a major risk to health and safety, and any enforcement action taken against the University by the Health and Safety Executive, Environment Agency, Fire Authority or Environmental Health, Health and Safety Section, and of any action taken in relation to these.

2. The Vice-Chancellor

2.1. As the principal academic and administrative officer of the University, the Vice-Chancellor has a legal responsibility, alongside the Council, for ensuring that the University complies with relevant health and safety legislation and, in particular, for:

- ensuring that the University has a general policy on the management of health and safety and that this policy is communicated to all employees
- ensuring that appropriate structures, systems and procedures are in place to secure effective implementation of that policy
- chairing the University Health and Safety Committee to ensure effective consultation with employees via their representatives.

2.2. The Vice-Chancellor also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the University; in exceptional circumstances, this may include summarily closing down University buildings, sites, operations or activities.

2.3. On a day-to-day basis, the Director of Human Resources, the Director of Wellbeing Safety and Health, and the Head of Health and Safety act on behalf of the Vice-Chancellor in discharging his/her responsibilities for the management of health and safety.

3. Director of Human Resources, Director of Wellbeing Safety and Health, and Head of Health and Safety

3.1. The Head of Health and Safety reports to the Director of Wellbeing Safety and Health, who in turn reports to the Director of Human Resources. They are responsible for the work of Health and Safety Services, and in particular for ensuring:

- that appropriate measures are taken to promote an effective health and safety culture within the University
- that an appropriate health and safety strategy is developed, that is aligned with the University strategy map
- that the University's Health and Safety Policy and protocols are reviewed regularly, remain appropriate and fit for purpose, and comply with legislative requirements
- that effective communications, implementation, inspection and audit systems are in place
- that implementation of the University's Health and Safety Policy and protocols is appropriately and regularly monitored and evaluated
- that employee representatives are appropriately involved as equal partners in delivering and implementing the University's health and safety objectives
- that appropriate training is provided to members of the University who have significant responsibilities in the management of health and safety.

3.2. In the absence of the Vice-Chancellor, the Director of Human Resources and Director of Wellbeing Safety and Health are authorised, on the advice of the Head of Health and Safety, to take appropriate executive action to prevent serious harm to individuals or to the University.

4. Deans of Faculties and VC Executive Group Leads (referred to as 'Deans')

4.1. Deans are responsible, on a day-to-day basis through the Vice-Chancellor to the Council, for ensuring compliance with the requirements of legislation and of the University's Health and Safety Policy and associated documentation in their faculty/service. This includes ensuring that there are effective health and safety management systems in place to provide a safe and healthy environment for employees, students and third parties. Delegating the authority for managing health and safety to 'competent persons' (people who have the knowledge, skill and experience to judge the hazards, risks and control measures necessary) does not remove any responsibility or accountability from the Dean.

4.2 In particular, Deans are responsible for:

- producing and disseminating a faculty or service health and safety plan along with satisfactory procedures, mechanisms and guidelines in line with the University Health and Safety Policy and associated documentation
- providing leadership and governance to foster a culture in which health, safety and related welfare issues are seen as essential and integral parts of the faculty or service's activity
- ensuring that Trade Union safety representatives are fully consulted as equal partners in inspections and meetings and with the formulation of local procedures

- ensuring that appropriate structural and operational arrangements are in place to support the management of health and safety
- ensuring that employees are competent to undertake tasks safely and that adequate time, resources and support are allocated for all requirements to be carried out
- ensuring that all employees are involved by promoting two-way communication relating to health and safety
- bringing health and safety information and requirements to the attention of and ensure understanding by, employees, students and third parties as appropriate
- nominating employees for specific health and safety functions including, as a minimum in each school, Health and Safety Co-ordinators and Fire Wardens, and as appropriate, Radiation Safety Coordinators, Laser Safety Officers, Biological Safety Coordinators and First Aiders
- monitoring and reviewing health and safety performance within their area and ensuring that each school and service is inspected on an annual basis (with high risk areas checked every six months)
- promoting the importance of accident and near miss reporting and being involved with accident and near miss investigations as appropriate
- attending specific training themselves, and ensuring and recording that employees and students receive appropriate training and induction relating to the normal functioning of their school/ service along with local instructions as necessary

- ensuring that all employees and students have the appropriate level of supervision, bearing in mind individual factors such as their skill, understanding and experience along with any relevant child protection and other legislative issues
- ensuring that procedures and risk assessments are in place to identify and control significant risks
- liaising with their Health and Safety Manager and other professional advisers from Health and Safety Services, as appropriate.

5. Heads of School/Service or equivalent

5.1. While the Dean remains ultimately responsible for the health and safety in their respective faculty or service, in practice the day-to-day management responsibilities for implementing these is delegated to Heads of Schools/ Services (HoSS) by the Dean.

5.2 HoSS are therefore responsible in their area for the detailed planning and implementation of the points listed in 4.2. above.

5.3 In particular HoSS are responsible for:

- providing leadership within their area for health and safety
- ensuring that hazards are identified and risk assessments are completed to a consistent and reasonable standard
- including students in these risk assessments where relevant as a potential group at risk; and be updated, properly recorded (so they relate to current work in progress) and retained for future reference
- ensuring that all employees and students have the appropriate level of induction, training and supervision
- referring any significant issues to the Dean.

5.4 HoSS are operationally responsible for the implementation of control measures identified by the risk assessment process, including the effective communication of control measures to relevant affected people.

6. Academic Tutors and Line Managers (including Academic Supervisors, Research Supervisors Research Group and Institute Leaders and Principal Investigators)

6.1 For the purposes of health and safety, the term 'line manager' refers to anyone working at the University of Leeds who guides or controls research, teaching, budget, workspace or people (staff or visiting researchers). The term 'academic tutor' refers to anyone who is in charge of a student or group of students on behalf of the University of Leeds at any given time. This term is not location-specific and includes all elements of a teaching or supervision programme. In practice, to ensure effective management of health and safety within their remit, HoSS will delegate the implementation of the following day-to-day tasks to academic tutors and line managers. This is assumed unless an alternative arrangement is agreed with the Head of School and written down as part of the teaching or research documentation.

6.2 **Academic Tutors' and Line Managers' (including Academic Supervisors, Research Supervisors Research Group and Institute Leaders and Principal Investigators)** responsibilities include:

- taking a key role in setting and monitoring achievement of health and safety performance standards found at www.leeds.ac.uk/safety for their specific area of responsibility

- ensuring that risk assessments in their area are carried out and recorded (the actual writing can be delegated to a 'competent' person or team if the academic tutor or line manager decides that they have enough knowledge, skill and experience to judge the hazards, risks and control measures required)
- ensuring that designated 'competent people' remain competent and receive appropriate training, resource, advice and support
- ensuring that any relevant identified control measures are implemented and continue to be effective
- approving the risk assessment
- ensuring that risk assessments are reviewed, updated and shared with affected people regularly (if the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately)
- ensuring all employees and students within their remit have a level of supervision that is appropriate to their activity and the individual
- raising any issues of non-compliance with their Dean, Head of School or Service
- ensuring local inductions into the work or study area are carried out and recorded
- understanding the University's Health and Safety Policy, associated documentation and local instructions, as well as how to apply them within their area
- maintaining suitable records of exposure to hazardous substances, in accordance with University guidance

- considering health and safety training needs as part of the risk assessment and SRDS processes, arranging for it, attending it themselves and ensuring employees and/or students attend it as appropriate
- ensuring that class teachers, whether University employees or not, are fully informed of all risks and controls required as an outcome of any risk assessments
- liaising with specialist advisers, and providing information on request about the risks and control measures
- ensuring that when requested by Health and Safety Services or the Occupational Health Service, employees (or students) within their remit attend for health surveillance and advice
- ensuring that when Postgraduate Research students undertake paid 'work' for the University (e.g. demonstrations/tutorials) they are classed as employees, and are managed rather than supervised and given extra support and training
- seeking advice using appropriate confidentiality if an employee or student approaches them regarding a condition affecting health.

6.3 In addition, **Academic Tutors and Line Managers (including Academic Supervisors, Research Supervisors, Research Group and Institute Leaders and Principal Investigators)** in charge of research projects and other research-related activities have the following responsibilities:

- To ensure that risk assessments take place at the planning stage of any research proposal, and that the cost of implementing suitable risk control measures and disposing of hazardous substances is included in the funding arrangements.

- To ensure control measures are properly resourced.
 - To ensure that risk assessments are regularly reviewed and kept up-to-date as the research proceeds, and any changes shared with everybody involved.
- 6.4 In addition, specific responsibilities for **Academic Tutors (including Academic Supervisors and Research Supervisors)** include:
- offering a level of supervision, training and induction based on the risks involved in the work, that considers, but does not rely on, the individual experience and competence of the undergraduate, or taught postgraduate student
 - deciding what level of induction and ongoing supervision is needed for each postgraduate research student
 - giving vulnerable adults and students aged under 18 a greater duty of care bearing in mind individual factors such as each student's skill and understanding, their relative inexperience and any child protection and other legislative issues
 - organising a risk assessment for student projects and agreeing and writing down control measures with the student before work begins
 - monitoring that work based teaching in partner organisations is undertaken safely and without risk to health.

7. Employees with specific health and safety responsibilities

In practice, certain roles may be delegated to competent officers who have the authority to act on behalf of the Deans, Head of School/Services, Director of Wellbeing Safety and Health and/or Head of Health and Safety in specific capacities, namely:

7.1 Health and Safety Managers' responsibilities include:

- providing dedicated, proactive and professional advice to Deans and Heads of School/Service
- delivering strategic support and problem-solving to ensure consistent translation and implementation of University health and safety protocols at faculty, school and/or service level
- developing faculty action plans and giving operational support in partnership with the Dean and Head of Health and Safety to ensure targets are achieved
- acting as a conduit to influence University health and safety protocols and strategy by incorporating faculty experience into the development process
- developing faculty-level health and safety management systems along with and strategic co-ordination of risk assessment processes
- leading on audits, training and the production of protocols as part of the central University team
- supporting effective faculty-level consultation on new University protocols in partnership with the Trade Unions.

For more information see www.leeds.ac.uk/safety/contacts.htm

7.2 Health and Safety Co-ordinators' responsibilities include:

- supporting the Head of School and the Health and Safety Manager to provide practical, on-the-ground health and safety support to employees at school/service level, on a full- or part-time basis
- acting as an essential liaison point to assist line managers to implement health and safety protocols and procedures locally

- supporting line managers and the Health and Safety Manager to keep school/service employees (and students) informed of current requirements and new developments – especially changes to Policy, protocols or local instructions
- disseminating information, taking part in inspections and monitoring, supporting inductions, advising on risk assessments and leading on accident reporting
- being involved in the school health and safety committee.

For more information see [http:// www.leeds.ac.uk/safety/ contacts.htm](http://www.leeds.ac.uk/safety/contacts.htm)

7.3. Other roles assigned by the University to comply with statutory requirements include the Environmental Protection and Compliance Manager, Biological Safety Managers, Fire Safety Managers, the Radiation Protection Adviser and the University Occupational Physician. More information on these roles can be found at www.leeds.ac.uk/safety

8. Trade Union Safety Representatives

- 8.1. Trade Union safety representatives are respected as equal partners in their roles as employee representatives, and members of health and safety committees and inspection teams.
- 8.2. The Trade Union safety representatives play a crucial role in representing all employees at the University of Leeds to help create a positive health and safety culture; they have a number of statutory functions including representing employees:
- in discussions with the University on health, safety or welfare
 - in discussions with the Health and Safety Executive or other enforcing authorities

- investigating hazards and dangerous occurrences; investigating complaints
- carrying out inspections of the workplace and inspecting relevant documents.

9. All Employees

9.1. All employees have a responsibility for their own health and safety, and that of others who may be affected by their work or study and their acts or omissions. All employees have the right not to proceed with any activity if they feel it poses a danger to their health and safety or that of others and raise their concerns with an appropriate line manager.

9.2. Employees must:

- take reasonable care of themselves and cooperate with the University of health and safety matters
 - conduct their duties safely and in accordance with the University Health and Safety Policy, University protocols, local instructions and any relevant legislation
 - guide people to the nearest emergency exit if emergency alarms sound, and tell them to leave the building taking notice of the fire wardens
 - not interfere with or misuse anything provided for health and safety
 - help the University to meet the duties imposed upon it where necessary
 - make themselves aware and follow the contents of the Health and Safety Policy and associated documentation at the website www.leeds.ac.uk/safety
 - bring any breaches of the Health and Safety Policy to the attention of their line manager or Health and Safety Manager
- call the appropriate person if someone becomes unwell or has an accident or 'near miss', or if there is a dangerous occurrence such as fire
 - use local procedures to report a work-related illness, accident, near miss or fire through Sentinel, the online accident reporting system in a timely manner
 - notify their line manager if they have a condition affecting health which may be caused by, or made worse by, work activities; alternatively they may notify the Head of Health and Safety Services (in both cases this information will be treated with appropriate confidentiality)
 - undertake health and safety training and induction as appropriate to their work
 - report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment to the Head of School or Service (or their delegated nominee), without delay
 - assist any visitors who may not be familiar with University procedures, to the best of their abilities.

10. All Students

10.1 It is a condition of registration for students that they cooperate with the University with respect to health and safety. All students have the right not to proceed with any activity if they feel it poses a danger to their health and safety or that of others and raise their concerns with an appropriate academic tutor.

10.2 Students must:

- not interfere with or misuse anything provided for health and safety
- comply with the Health and Safety Policy and check the Health and Safety Services website at www.leeds.ac.uk/safety for more information
- report any accident, injury, near miss, unsafe conditions or suspected faults in the buildings or equipment as soon as possible to their academic tutor
- assist any visitors who may not be familiar with University procedures, to the best of their abilities
- notify their academic tutor if they have a condition affecting health which may be caused by or made worse by study activities. This information will be treated with appropriate confidentiality
- undertake any health and safety training and induction required by the University.

11. Any employee or student may contact Health and Safety Services for advice and guidance on 0113 343 4201 (x34201) or via email at safety@leeds.ac.uk

General Statement

on Arrangements for Health and Safety Duty-holders

General Statement on Arrangements for Health and Safety Duty-holders

The principal aims of the University's Health and Safety Policy are to reduce risk to people and property and to achieve best practice in complying with its statutory duties.

The nature of the University's activities mean that these risks are complex and our statutory duties, extensive. As stated previously, role-holders are assigned responsibilities to implement particular activities and actions. The building blocks of the University's health and safety management system are:

- risk assessment (the careful examination of the elements in work or study that could cause harm, and the implementation of effective control measures, or precautions which can minimise these risks), and
- clear explanation of the responsibilities and actions placed upon specified role-holders.

Together, these lead to safe systems of work that enable managers and employees to identify hazards and develop measures to minimise the risks.

General Statement

on Arrangements for Health and Safety protocols

Arrangements for Health and Safety protocols

The detailed arrangements for individual health and safety topics are set out separately as a suite of controlled and consistent protocols on the website www.leeds.ac.uk/safety. The protocol for each topic (for example health and safety committees, accident reporting and investigation, first aid, radiation protection and fire safety) contains the following information:

- i) Operational 'standard' or 'statement' – which formally sets out the University's expectations from people in relation to health and safety management practice.
- ii) 'Required roles and actions' – clearly sets out which role-holder (who carries the responsibilities outlined in this Policy) needs to perform each action. These roles include Deans, Heads of School/Service, line managers, and so on.
- iii) Detailed 'guidance' – further information to provide role holders with an understanding of the actions they need to take to fulfil the duties laid out in the Health and Safety Policy.
- iv) Additional forms, checklists, procedures and other useful information.

To create each protocol, Health and Safety Services follows the agreed consultation processes – for more information see www.leeds.ac.uk/safety. This ensures that the information for each protocol meets requirements whilst assuring legal compliance.

General Statement

on Competence and training

Competence and training

To enable each line manager to carry out their responsibilities effectively and ensure compliance with statutory requirements, they are required to ensure competent people can carry out their duties. To support line managers to develop competence in their staff, the University will provide a dedicated programme of essential training and development which all relevant employees are expected to attend. Further information on the training programme is available on the website at www.leeds.ac.uk/safety/training/

General Statement

on Monitoring and Auditing

Monitoring and auditing

The monitoring of health and safety is based on the health and safety management system described in this Policy. This includes a range of mechanisms that facilitate approaches to check progress, including:

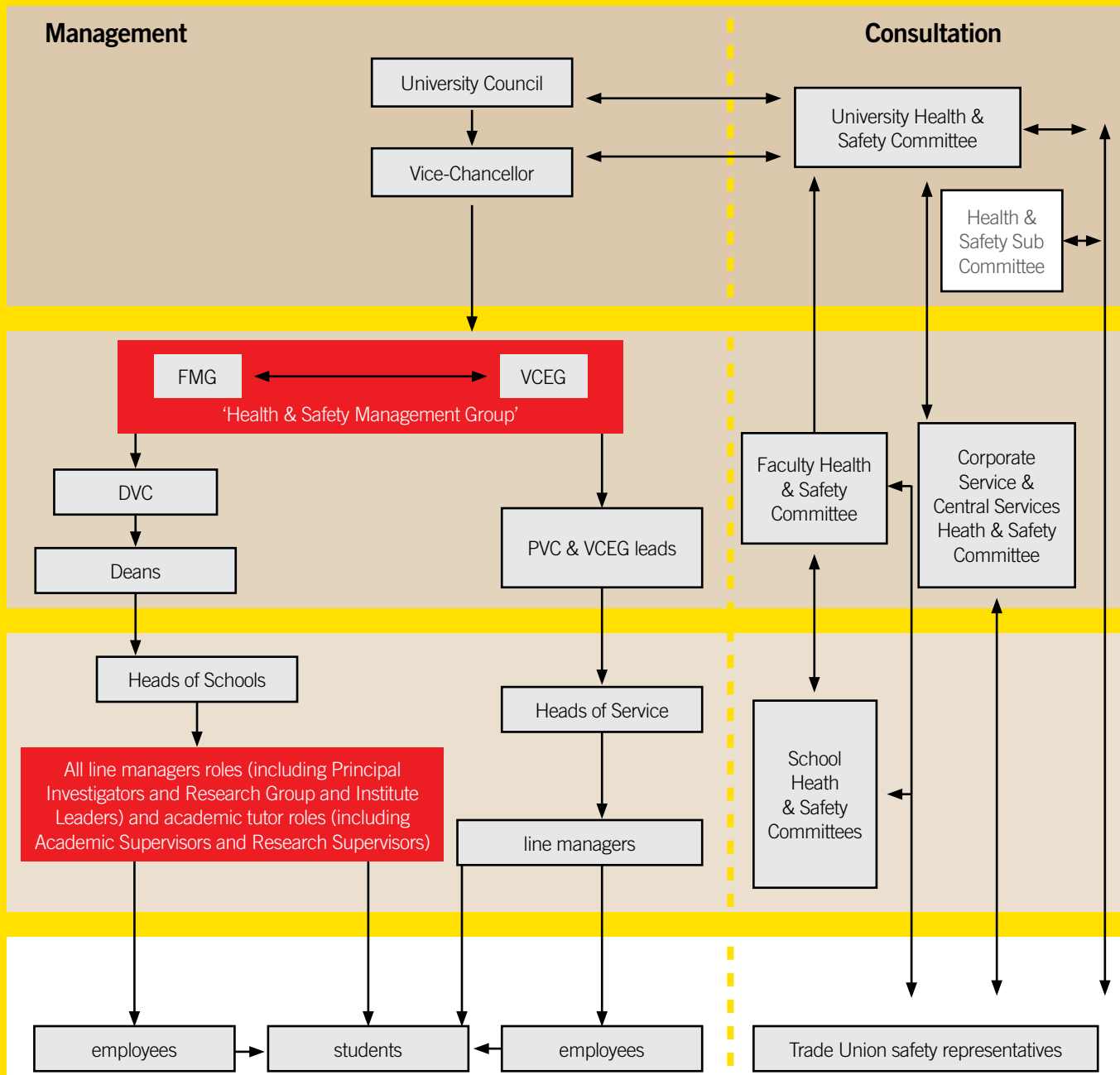
- Inspection – scheduled formal examinations of the ‘on-the-ground’ situation by the Head of School (or their delegated nominee) and health and safety staff in partnership with the campus Trade Union safety representatives. The inspection highlights areas of concern so control measures can be put in place before any harm can be caused.
- Spot-checks – a member of the Vice-Chancellor’s Executive Group, health and safety staff and campus Trade Union safety representatives pay an unannounced visit to a University location to check that the expected health and safety standards are being met. This also demonstrates continued commitment to health and safety leadership.
- Audit – Health and Safety Services carries out this planned, independent, detailed process to collect evidence of the effectiveness of local systems for managing health and safety risks, using the HASMAP audit process.
- Review – Deans, Heads of School/ Service, and Health and Safety Managers look at the current health and safety position (using reports from inspections, audit, trend analysis and so on) to assess progress.
- Data collection – where trend analysis, Key Performance Indicators (KPIs) and benchmarking are used to define, measure and compare patterns and progress in health and safety practice.

This system of monitoring allows for a ‘no surprises’ approach to health and safety management at the University of Leeds. For more information on the detail of the monitoring protocol see www.leeds.ac.uk/safety

A schematic of the health and safety system is attached as an Appendix. The system has been developed to be easily explored electronically as a web-based toolkit; paper-based information is also available. The University is working under the auspices of OHS18001 Occupational Health Management System which, as with all quality-based management systems, is continually reviewed.

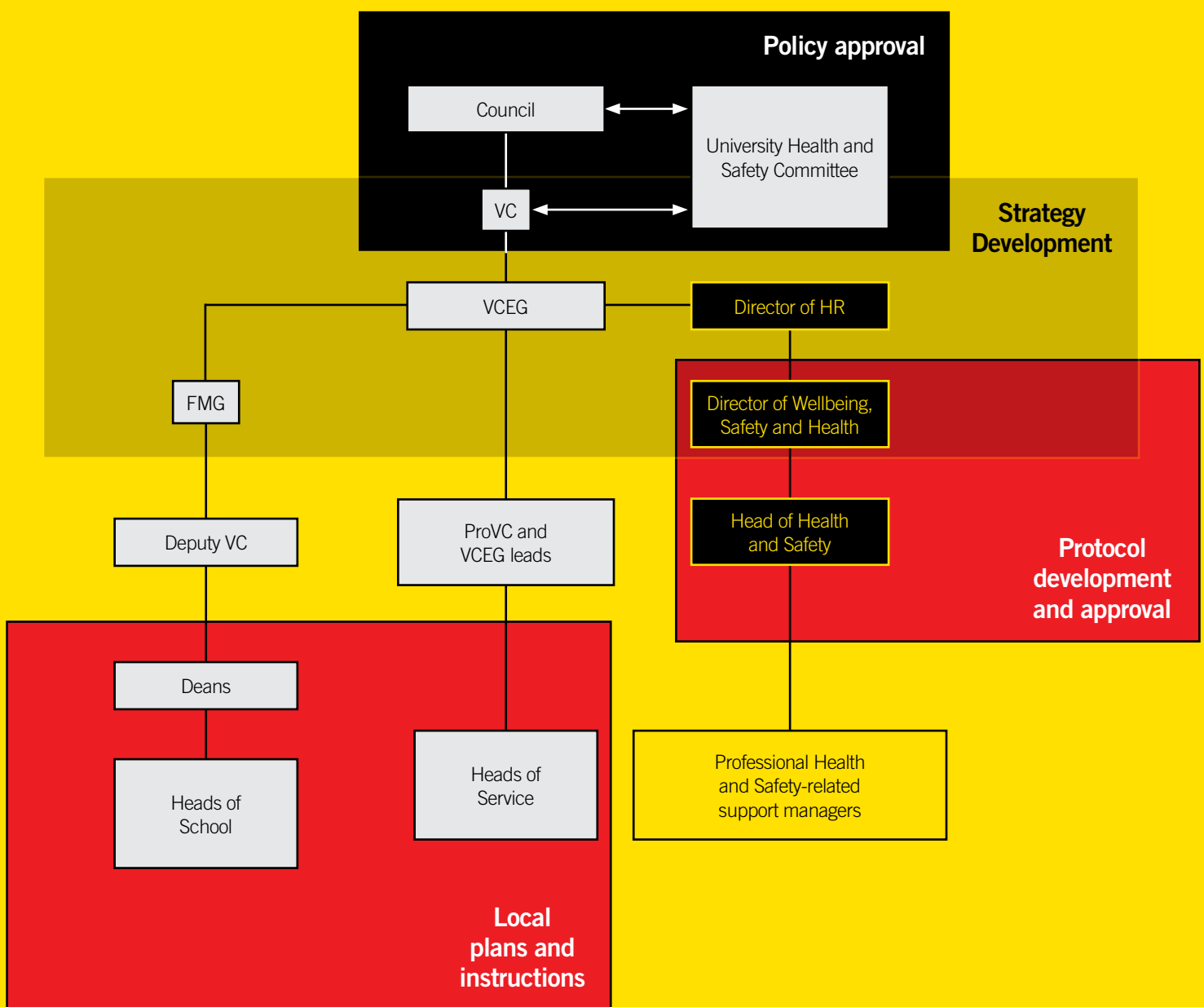
Appendix 1

Outline Diagram of Health and Safety – Governance and Organisation



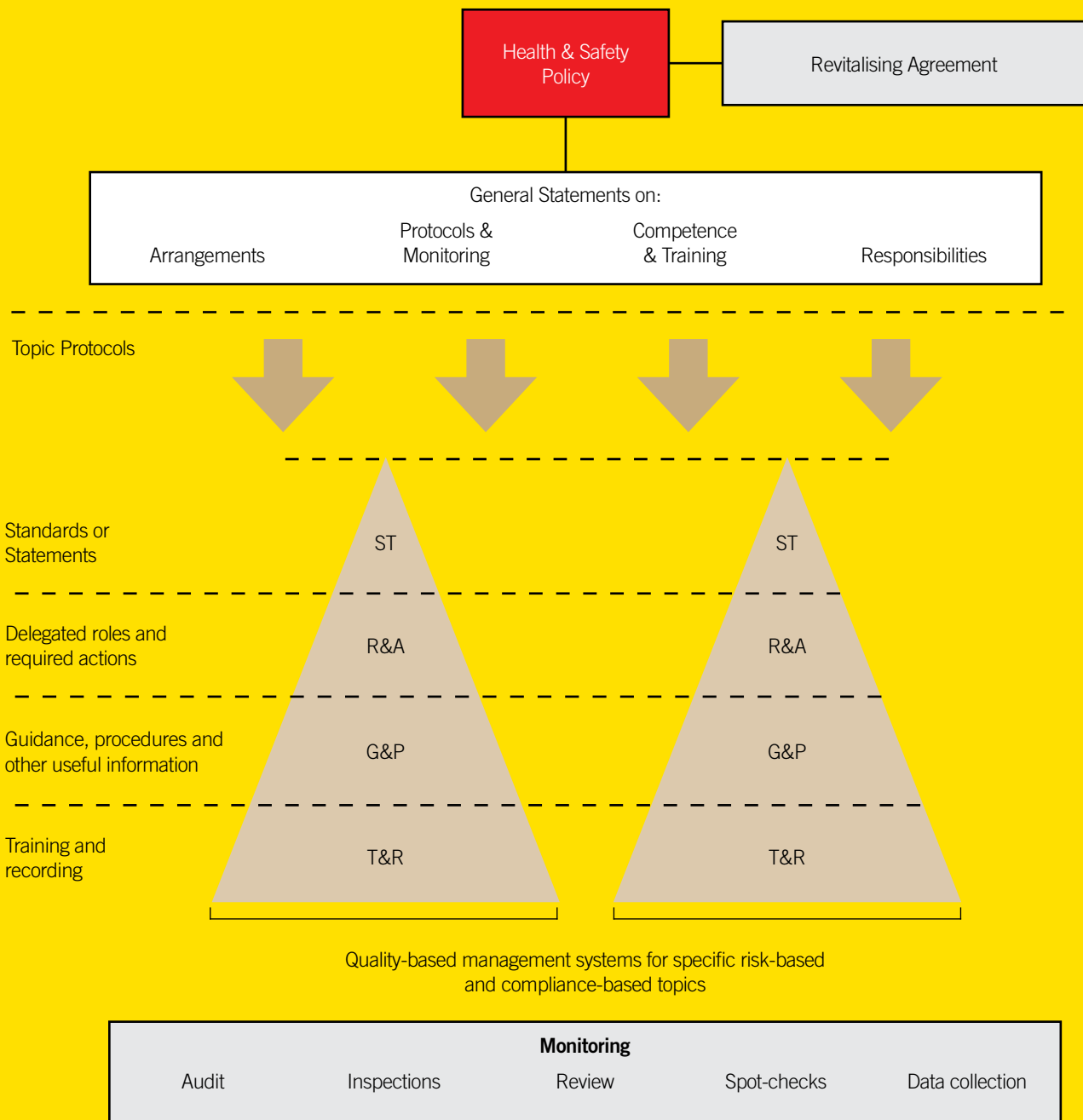
Appendix 2

Outline Diagram of Delegation for the Development and Approval of Health and Safety Policy, Protocols and Strategy



Appendix 3

Simplified Diagram of Health and Safety Management System



Key to diagram abbreviations

VCEG	Vice-Chancellor's Executive Group
FMG	Faculty Management Group
DVC	Deputy Vice-Chancellor
ProVCs	Pro Vice-Chancellors
HR	Human Resources

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Health and Safety

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