

# Health and Safety Policy

October 2015



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# *Health and Safety* – A Key Priority

Health and safety is a key priority for the Council and for me. We must be uncompromising in our commitment to health and safety – **it is of critical importance.**

Health and safety has a vital role to play in supporting and enabling education, research and innovation at the University.

All members of staff should familiarise themselves with the Policy, which helps us to understand our health and safety responsibilities and how these affect our work. I would ask you to ensure that you discuss the Policy with your teams and ensure that good health and safety practices are followed at all times.

We have strong foundations to build on – partnerships with our campus Trade Unions and staff have already had a positive impact on health and safety at the University. By continuing to be vigilant and working together we can make further improvements and sustain a safe and supportive environment in which both staff and students can flourish.

Sir Alan Langlands  
**Vice-Chancellor**

# Introduction

The University is committed to a clear focus on health, safety and wellbeing through its aim to achieve academic excellence in education and research, supported by flexible and responsive services able to adapt quickly to change.

## **We will achieve this by:**

- All our leaders demonstrating a serious commitment to sound health and safety systems and working practices
- All our leaders and our staff sharing a mutual commitment to building and maintaining healthy and safe working practices
- Benchmarking against appropriate sector norms for both accident rates and effective health and safety management
- Our organisational culture being characterised by attitudes to health and safety which are proactive, responsible and based on mutual respect and regard.

Legislation imposes statutory duties on the University, its managers and its staff (often in relation to specific health and safety topics, including fire and radiation), whilst civil law imposes a wider duty of care to protect staff, students and other people from harm. See [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety) for more information on the health and safety protocols.

Responsibility and accountability for the implementation of health and safety are devolved to the levels set out within this Policy and moreover staff are trusted to find solutions to operational problems and initiate progress.

The University works in partnership with the campus trade unions to achieve compliance and proportionate management of risk, and thus develop effective health and safety management.

# Health and Safety Policy Statement

The Council of the University of Leeds believes that the health, safety and welfare of its staff, students and visitors are one of its highest priorities. The University commits itself to the highest standards of health and safety through continual improvement and the control of risk whilst ensuring the continued delivery of world-class education and research.

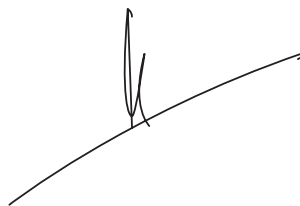
To achieve this, the University will ensure effective management of risk by setting, implementing and reviewing a quality-based health and safety management system and workplace health framework, and by allocating the resources necessary to attain these. It will also define clear management systems and ensure the involvement of all of its staff, by consultation with their representative organisations, when considering the actions necessary to meet this Policy.

**The principal aims of this Policy are to ensure:**

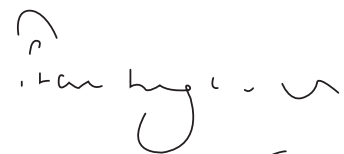
- legal compliance as a minimum
- the development of a health and safety management framework based upon the University protocols
- that health and safety responsibilities are defined for role-holders at the University
- that Policy and protocol requirements are implemented
- the setting of health and safety objectives as part of the planning process
- that systems are in place to monitor health and safety by the University in partnership with staff organisations
- that effective communication and consultation systems for health and safety are in place
- that our mechanisms are based on quality management systems with accreditation against internationally recognised standards
- that a University health and safety committee is set up to meet regularly
- that risk management systems are in place to prevent injury and ill health.

The effective delivery of the Policy requires everyone to accept a personal responsibility for health and safety. The University will provide professional and competent support and advice to all members of our community.

Signed



David Gray  
**Chair of Council**



Sir Alan Langlands  
**Vice-Chancellor**

# General Outline

## Statement of Responsibilities for Health and Safety

Every member of the University community has a responsibility to achieve good health and safety practice. This responsibility increases incrementally through the levels of the University line management structure.

This responsibility applies to all University activities (work, study, research, etc) wherever they take place (for example on campus, during fieldwork, placements, study abroad or at conferences).

To enable everyone to understand what is expected of them, the University formally translates the duties laid upon it by legislation, civil law and its own expectations in three ways:

1. as the **Policy Statement** (see p.4) which sets out the University's commitment to health and safety
2. as a clear set of responsibilities for each role, set out in this section. These responsibilities cannot be delegated. However, for staff, the actions needed to fulfil them can be passed onto other roleholders
3. in documented Standards which set out what must be achieved by all faculties and services for each health and safety topic. Sometimes a Standard will specify a Health and safety procedure, Table, particular form or certain level of training and competence – if this is the case, these must be followed.

The responsibility to achieve each Standard is aligned through the recognised line management structure as set out below. Each Standard is produced by specialist teams within Wellbeing Safety and Health, acting as the University designated competent person as authorised by Council. The Standards follow a comprehensive consultation process and the approved versions

can be found at [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety), [www.leeds.ac.uk/occupationalhealth](http://www.leeds.ac.uk/occupationalhealth) and [www.leeds.ac.uk/rps](http://www.leeds.ac.uk/rps).

Extra guidance is also provided centrally to suggest one way in which a Standard could be attained — this includes: suggested actions, proposed templates and information sheets. This is translated operationally at a local level with support from the Health and Safety Managers.

Together, these documents (Standard, Health and safety procedure, Training matrix, guidance, forms, monitoring documents, etc) comprise what the University terms a health and safety protocol and should be read in conjunction with the responsibilities set out in this Policy.

### Outline of responsibilities for role-holders

#### 1. The Council

1.1 The Council carries ultimate responsibility for the health and safety of everyone who could be harmed by University activities, both on and off University-occupied premises.

1.2 The Council must:

- satisfy itself that the University has an appropriate written Statement of Policy on Health and Safety, along with effective arrangements to implement it
- provide an effective mechanism by which staff are consulted on health and safety
- ensure that a University-level health and safety committee is set up and meets in line with its terms of reference

- provide facilities for recognised trade unions to appoint safety representatives and enable them to discharge their responsibilities
- receive regular reports from the University health and safety committee
- be notified of any incidents carrying a major risk to health and safety, any enforcement action taken against the University and any response taken in relation to these.

1.3 To discharge these responsibilities, the Council is advised in particular by the Vice-Chancellor and by the professional structure set up by the University to provide expert direction on health and safety. The responsibilities of this professional structure are set out on pages 9 - 11.

#### 2 The Vice-Chancellor

2.1 The Council delegates the day-to-day executive responsibility for ensuring that the University complies with relevant health and safety legislation to the Vice-Chancellor.

2.2 The Vice-Chancellor must:

- ensure that the University has a Policy on the management of health and safety and that this Policy is communicated to all staff
- ensure that structures, systems and procedures are in place to secure implementation of this Policy and associated protocols

- either personally chair or arrange for the Deputy Vice-Chancellor to chair the University health and safety committee to ensure consultation with staff via their representatives
  - ensure the Policy is reviewed on a regular basis.
- 2.3 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.
- 2.4 On a day-to-day basis, the Vice-Chancellor delegates this executive action to the Director of Human Resources, the Director of Wellbeing Safety and Health and the Head of Health and Safety.
- The responsibilities listed below apply to all members of the University community based on their position in the line management structure.**
- 3 Deans of Faculties and Executive leads, jointly here referred to as 'UEG leads'**
- 3.1 On a day-to-day basis the UEG leads ensure compliance, implementation and monitoring of the University's health and safety management system in line with the Health and Safety Policy, protocols, local arrangements and legislative requirements in their faculty/ service. The UEG leads may delegate their authority and actions (but not responsibility) for this to Heads of School/ Service and core faculty/service staff who have the necessary competency (skills, experience and knowledge).
- 3.2 In particular, UEG leads must:
- provide leadership and governance which supports and strengthens the University's health and safety culture
  - define a clear health and safety management structure in their area to support the implementation of University Policy and protocols
  - ensure implementation of a faculty or service health and safety plan and resource it
  - work in partnership with their Health and Safety Manager, the Occupational Health Service and other specialist managers
  - chair their faculty /service health and safety committee
  - ensure that trade union safety representatives are consulted as equal partners in inspections, meetings and with the formulation of local arrangements
  - ensure that staff are nominated or appointed to fulfil specific health and safety functions including Health and Safety Coordinators and any other roles identified within the protocols
  - ensure managers take responsibility for health and safety management for any visiting staff and agency workers
  - ensure that risk assessment processes are in place
- where health surveillance is identified in the risk assessment, ensure staff are referred to the Occupational Health Service
  - understand the risks presented by their operational activities and incorporate these into a risk register
  - ensure that staff and students receive recorded training, supervision and induction, and are competent to undertake tasks safely, with adequate time, resources and support
  - ensure that all staff and students are involved by promoting two-way communication relating to health and safety
  - promote the importance of reporting accidents, incidents, near misses and cases of work-related ill-health and be involved with investigations
  - ensure processes are in place to address breaches of this Policy, associated protocols or local health and safety arrangements.
- 4 Heads of School/Service**
- 4.1 On a day-to-day basis the management, detailed planning and implementation of health and safety at a school/ service level is delegated to Heads of School/ Service (HoSS) by the UEG lead. The Heads of School/ Service may also delegate their authority and tasks (but not responsibility) to staff who have the necessary competency (skills, experience and knowledge).



#### 4.2 Heads of School/Service must:

- provide leadership within their school/service for health and safety
- adopt and implement this Policy
- ensure the implementation of the protocols and faculty/service health and safety plan and local arrangements
- work in partnership with their Health and Safety Manager and other specialist managers from Wellbeing Safety and Health
- ensure that effective risk assessment processes are in place and control measures implemented
- ensure that risk assessments are regularly reviewed, based on the level of risk
- fulfil the legal requirements of the nominated Responsible Person for fire safety. See [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety) for the Fire safety protocol
- put in place improvements in the management of workplace health with support from the Occupational Health Service
- ensure that all staff and students have the appropriate level of induction, training and supervision, are deemed competent, and that this is recorded
- chair their school/service health and safety committee
- where premises or workspaces are shared, use cooperation, communication and

coordination to denote, discuss and agree health and safety responsibilities and processes

- nominate or appoint staff to fulfil the Health and Safety Coordinator or Officer function, and other specific health and safety roles identified in the protocols at [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety)
- work with Health and Safety Managers to provide an annual return for monitoring health and safety
- formally address any breaches of this Policy or its associated protocols
- inform the UEG lead of any health and safety performance issues and achievements.

## 5 Line Managers and Academic Tutors (including Pro Vice-Chancellors, Academic Supervisors, Research Supervisors, Research Group or Institute Leaders and Principal Investigators)

### 5.1 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.

5.2 In practice, to ensure effective management of health and safety within their remit, Heads of School/Service 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/Service and written down as part of the teaching or research documentation.

### 5.3 Line Managers and Academic Tutors must:

- apply and implement the University's Health and Safety Policy, protocols and local arrangements
- ensure that risk assessments in their area are carried out (the actual writing can be delegated as detailed in the risk assessment protocol at [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety))
- approve the risk assessments
- ensure identified control measures are implemented and continue to be effective
- ensure that risk assessments are recorded, regularly reviewed, updated and shared with affected people. If the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately
- ensure that where the need for health surveillance is identified in a risk assessment, staff within their remit are referred to the Occupational Health Service and, where required, attend sessions for health surveillance

- carry out a risk assessment using appropriate confidentiality if a staff member or student approaches them regarding a condition affecting health
  - ensure that staff and students within their remit receive induction, training, resource (including time), advice and support, and are supervised until deemed competent
  - ensure that when Postgraduate Research students undertake paid 'work' for the University (e.g. demonstrations/tutorials) they are classed as staff, are managed rather than supervised and given extra support and training
  - raise any issues of non-compliance through their line management structure or Wellbeing Safety and Health.
- 5.4 In addition, Academic Tutors and Line Managers in charge of research projects and other research-related activities must also:
- ensure that risk assessments take place at the planning stage of any research proposal, are regularly reviewed, kept up-to-date as the research proceeds, and that any changes are shared with all involved
  - ensure that the cost of implementing suitable risk control measures and disposing of hazardous substances and contaminated equipment are properly resourced, and that this is included in the funding arrangements.
- 5.5 In addition, Academic Tutors must also:
- in conjunction with the student, produce a risk assessment for student projects and agree and write down control measures with the student before work begins
  - offer a level of supervision, training and induction based on the risks involved in the work, and the individual experience and competency of the student.
- 6 All Staff and Students**
- 6.1 Everyone has a responsibility for their own health and safety, as well as that of others who may be affected by their work, research or study and their acts or omissions. Everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others, and they must immediately raise their concerns with their line manager, academic tutor or Wellbeing Safety and Health.
- 6.2 Staff and students must:
- take reasonable care of themselves and cooperate with the University on health and safety matters
  - carry out their work, research and study safely and in accordance with this Policy, protocols, local arrangements or any relevant legislation
  - complete and follow the requirements of the risk assessment and implement any identified control measures
  - use local arrangements or tell their academic tutor to report an accident, incident, near miss or work-related illness
  - notify their line manager or academic tutor (or Wellbeing Safety and Health) if they have a condition affecting health which may be caused by or made worse by work, study or research activities
  - undertake health and safety training and induction
  - report any faults, damage, unsafe or unhealthy working conditions, practices or equipment using local arrangements or to their academic tutor
  - use equipment for its intended purpose
  - not interfere with or misuse anything provided for health and safety
  - on discovering a fire, raise the alarm
  - if emergency alarms sound, leave by the nearest emergency exit
  - notify their line manager or academic tutor in advance to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance to evacuate
  - not damage the fabric of the building, or connect directly to the services - other than through a standard electrical socket - without prior agreement from the Director of Facilities

- bring any breaches of this Policy, protocols or local health and safety arrangements to the attention of their line manager, academic tutor or Health and Safety Manager.

The responsibilities of the University professional structure described visually on page 13 are implemented by the individual role-holders listed below in addition to their line management responsibilities.

#### **7 Director of Human Resources must:**

- act as the Executive Director with responsibility for health and safety
- ensure that measures are taken to promote and enhance the health and safety culture through effective strategic partnerships at faculty, school and service levels
- take executive action where necessary to prevent serious harm to individuals or the University.

#### **8 Director of Wellbeing Safety and Health must:**

- lead the overall team to ensure integrated service delivery for wellbeing safety and health at the University
- ensure that systems for strategic policy development and management, communication, training and support, audit and monitoring are in place
- ensure that specialist support is available (in particular regarding fire safety, biological safety and chemical safety)

- oversee the development of the University Health and Safety Policy
- oversee the progress of protocols through the approved consultation process and approve them on behalf of the Health and Safety Committee
- ensure implementation, monitoring and evaluation of this Policy and protocols
- Lead on the achievement of accreditation for the University health and safety management systems
- ensure that a service delivery strategy is developed and aligned with the University strategic plan
- ensure that reviews of the Policy, protocols and accredited health and safety management systems are carried out regularly
- ensure systems are in place to respond to emergency situations or major incidents
- act as the representative of the University to all external enforcement agencies and be the principal contact for these bodies
- ensure compliance with the University general regulation no.4: Precautions against ionising radiation and laser radiation
- take executive responsibility for provision of radiation protection ensuring the appointment of Qualified Experts
- take executive action where necessary to prevent serious

harm to individuals or the University

- Work in partnership with UEG leads.

#### **9 Head of Health and Safety must:**

- lead and manage the overall development and delivery of a flexible and responsive Health and Safety Service
- oversee the development of the University health and safety protocols
- work in partnership with the Director of Wellbeing Safety and Health to attain an accredited health and safety management system across the University
- manage and coordinate the work of Health and Safety Managers and specialist staff
- deliver a continuous improvement programme of health and safety through monitoring and audit by the team of Health and Safety Managers, Fire Safety Managers, Biological Safety Managers, the Radiation Protection Officer, Environmental Compliance Managers and other specialist staff
- work in partnership with UEG leads and Heads of School / Service
- ensure involvement of employee representatives as equal partners in delivering and implementing the University's health and safety objectives
- act as the representative of the University to the Health and Safety Executive

- ensure investigation of incidents and accidents, identifying root causes and remedial action ensure that monitoring processes are in place to ensure compliance with protocols and legal requirements
- take executive action where necessary to prevent serious harm to individuals or the University.

**10 Health and Safety Managers must:**

- work in partnership with UEG leads and Heads of School/ Service
- deliver health and safety leadership and problem-solving skills to ensure a proportionate approach to risk management
- provide proactive strategic and operational day-to-day support to UEG leads and Heads of School/ Service
- provide consistent development, translation and implementation of University health and safety protocols at faculty, school and/ or service level
- develop faculty/service level health and safety quality management systems and strategic coordination of risk assessment processes
- develop faculty/service action plans to ensure targets for improvement in health and safety management are achieved
- lead and support the school/ service in the attainment of accreditation for the health and safety management system

- lead on local audits, training and the production of protocols as part of the central University team
- support effective faculty/service level consultation on new University protocols in partnership with the trade unions
- be involved in the faculty/ school/service health and safety committee
- work with Heads of School/Service to provide an annual return for monitoring health and safety
- use their delegated authority to act on behalf of the University to prevent or prohibit activities or situations that may lead to imminent harm.

**11 Health and Safety Officers**

- 11.1 Appointed and managed locally, they offer full-time health and safety support on a day to-day basis, with professional accountability through the Health and Safety Manager. They must:
- provide practical health and safety advice
  - keep staff informed of current requirements and new developments – especially changes to Policy, protocols or local arrangements
  - disseminate information, take part in inspections and monitoring, support inductions, advise on risk assessments and lead on accident reporting.

**12 Health and Safety Coordinators**

- 12.1 Appointed and managed locally, they offer health and safety support on a part- or full-time basis, and often:
- assist line managers / academic tutors to implement health and safety protocols locally
  - support line managers and the Health and Safety Manager to keep staff (and students) informed of current requirements and new developments
  - disseminate information, take part in inspections and monitoring, support inductions, help with risk assessments and lead on accident reporting.

**13 Head of Occupational Health Service must:**

- lead and manage the overall development of the Occupational Health Service and its strategy
- lead on service delivery, clinical support and health in the workplace
- oversee the development of the University workplace health protocols
- provide expert advice on support and training to staff in relation to workplace health
- act as the representative of the University to external clinical agencies and be the principal contact for these bodies
- work in partnership with the Head of Health and Safety.

#### 14 University Occupational Physician must:

- act as the clinical lead for occupational health at the University, accountable to the Council through the Vice-Chancellor and the Director of Wellbeing Safety and Health
- fulfil the role of University Medical Adviser on behalf of the University
- provide expert advice, scientific assessment and guidance on the safety, workplace health and welfare of staff
- provide expert advice on the provision of health assessments and health surveillance of staff exposed to health hazards
- provide expert advice on rehabilitation and changes to work for staff with temporary or permanent disabilities
- advise on the medical aspects of the workplace health framework and support implementation.

#### 15 Director of Facilities must:

- ensure management systems and responsibilities are clearly defined for the provision of a safe estate infrastructure, including plant, fabric of the building, services, roads, footways and external areas
- ensure that written agreements which identify all statutory obligations, roles and responsibilities, are in place and complied with for University-owned premises which are let or leased out

- ensure management systems are in place to monitor / evidence statutory compliance in premises not owned by the University but which house university staff or students
- work in partnership with the Director of Wellbeing Safety and Health and the Head of Health and Safety to ensure that management arrangements are in place to meet landlord statutory duties and compliance testing for owner / occupier buildings
- act as the Duty Holder as required by specific protocols, e.g. asbestos
- nominate and appoint specialist roles as required by specific protocols e.g. Asbestos Responsible Person.

#### 16 Trade Union Safety Representatives

16.1 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.

16.2 The Trade Union safety representatives play a crucial role in representing all staff at the University of Leeds to help create a positive health and safety culture. They have a number of statutory functions:

- in discussions with the University on safety, workplace health or welfare
- in discussions with the Health and Safety Executive or other enforcing authorities

- when investigating hazards and dangerous occurrences
- when investigating complaints
- when being informed of reportable accident and incident investigations
- when carrying out inspections of the workplace and relevant documents.

# Contact

## **Health and Safety Services for advice and guidance:**

**T** 0113 343 4201 (x34201)

**E** [safety@leeds.ac.uk](mailto:safety@leeds.ac.uk)

**W** [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety)

## **Occupational Health Service:**

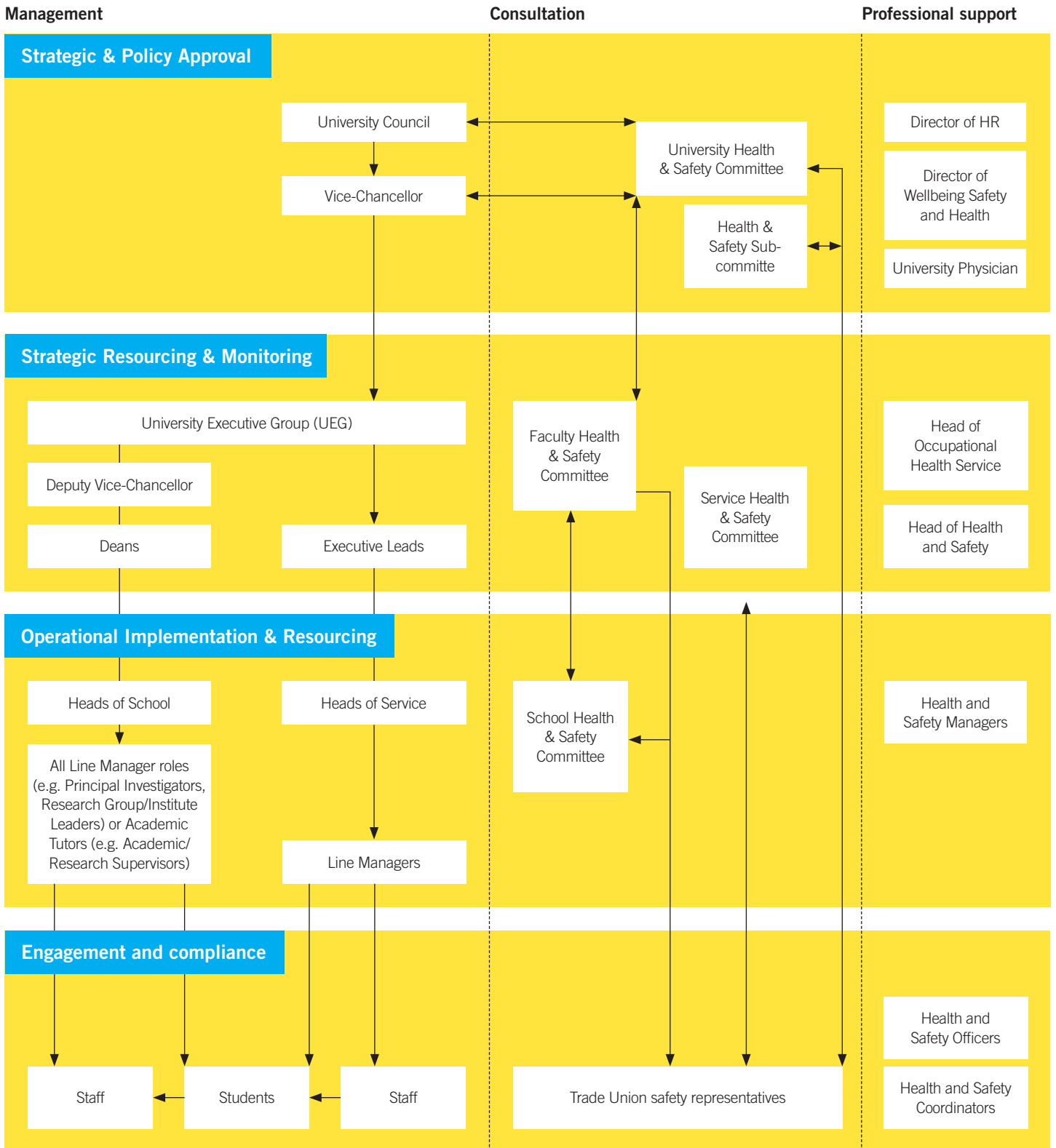
**T** 0113 343 2997 (x32997)

**E** [occupationalhealth@leeds.ac.uk](mailto:occupationalhealth@leeds.ac.uk)

**W** [www.leeds.ac.uk/occupationalhealth](http://www.leeds.ac.uk/occupationalhealth)

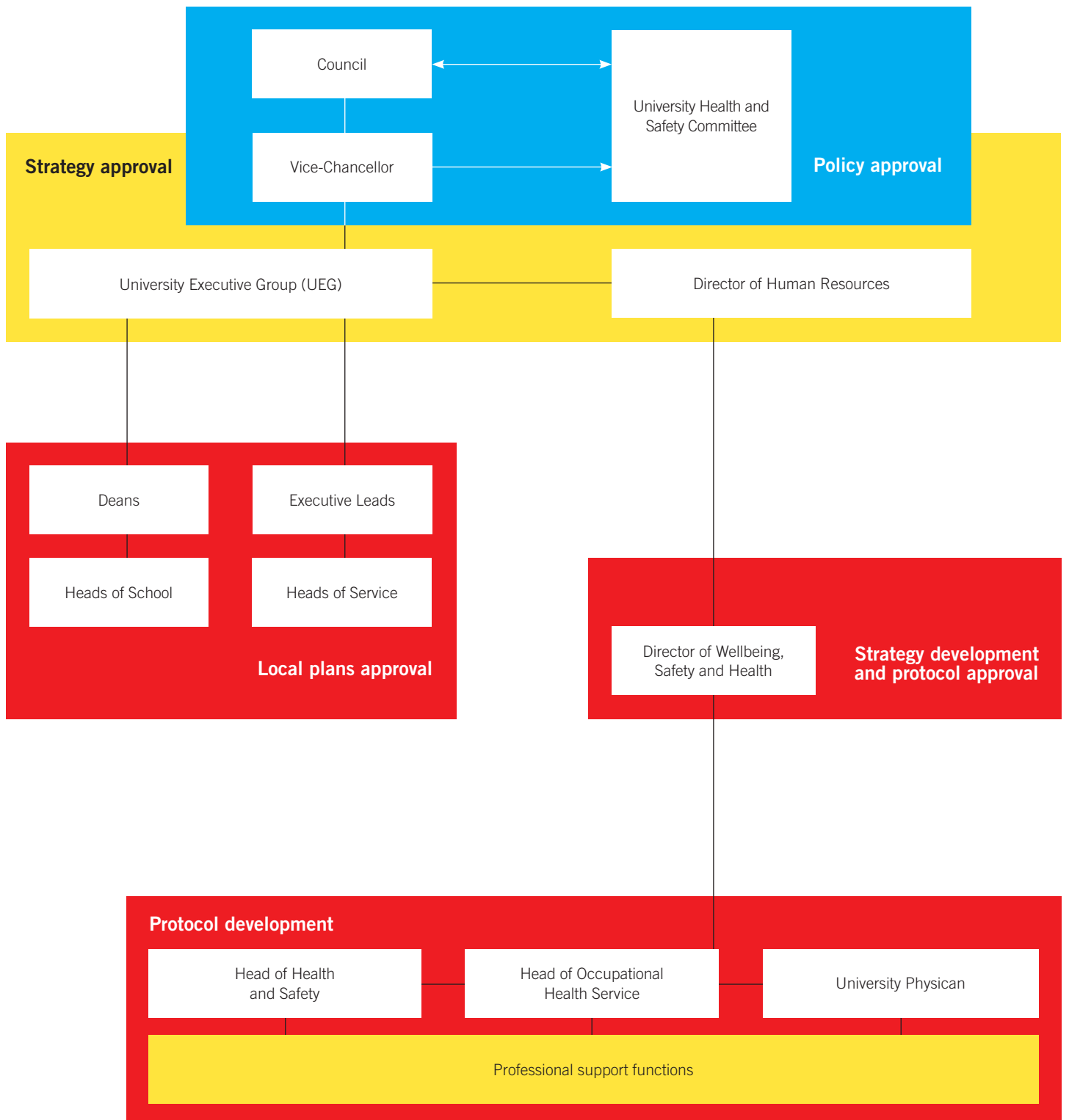
# Appendix 1

Outline diagram of health and safety governance and organisation



# Appendix 2

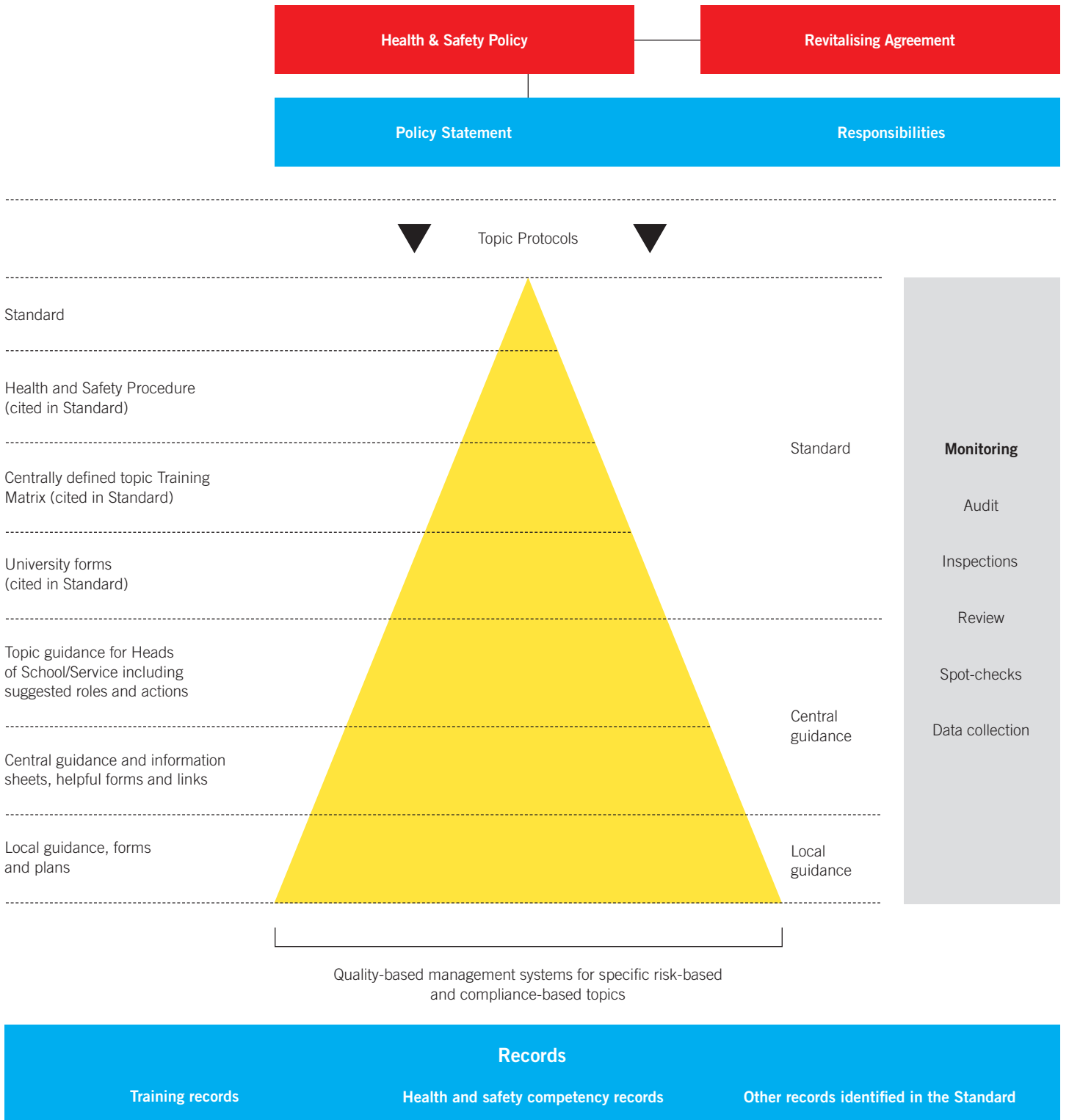
Outline diagram of delegation for the development and approval of Health and Safety Policy, protocols, strategy and plans





# Appendix 3

Outline diagram of health and safety management system







# Contact

## Health and Safety Services for advice and guidance:

**T** 0113 343 4201 (x34201)  
**E** [safety@leeds.ac.uk](mailto:safety@leeds.ac.uk)  
**W** [www.leeds.ac.uk/safety](http://www.leeds.ac.uk/safety)

## Occupational Health Service:

**T** 0113 343 2997 (x32997)  
**E** [occupationalhealth@leeds.ac.uk](mailto:occupationalhealth@leeds.ac.uk)  
**W** [www.leeds.ac.uk/occupationalhealth](http://www.leeds.ac.uk/occupationalhealth)