

# ROYAL HOLLOWAY, UNIVERSITY OF LONDON

## DEPARTMENT OF GEOGRAPHY

### HEALTH AND SAFETY POLICY STATEMENT

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### ORGANISATION AND ARRANGEMENTS FOR IMPLEMENTING THE POLICY

#### SECTION 1 – POLICY STATEMENT

- 1) The Geography Department sets out in this document its commitment for the provision of a safe and healthy environment and working conditions for staff and students, as well as to visitors and contractors working on its premises or in connection with its departmental activities.
- 2) The Department attaches great importance to the proper management of health, safety and fire related risks (hereafter referred to as '*Health and Safety*'), treating them as seriously as other departmental objectives. This importance is reflected in the pro-active approach to the management of health and safety and the implementation of College Policies and Procedures, Departmental Codes of Safe Working Practice and the detailed arrangements established in this Health and Safety Policy. It is through such arrangements that the positive effects of this Policy and the identification of any further action required will be established.
- 3) The Department's health and safety duties will be conducted in accordance with the requirements of the relevant statutory provisions and College Policies and Procedures, and in doing so the resources necessary to discharge such obligations will be made available. Staff, students, contractors and visitors to the Department must meet their own legal responsibilities and not do anything that may prejudice the health, safety and welfare of themselves or others and co-operate with the Head of Department to achieve the objectives contained in this Policy, College Policies and Procedures and Departmental Codes of Safe Working Practice.
- 4) In establishing this positive and progressive approach to health and safety, the Geography Department recognises the need for the support of staff and students and for them to be consulted and involved, particularly where allocated specific health and safety functions. An essential tool in this communication process is the Departmental Health and Safety Committee, which draws together management and staff to achieve the common objectives of a safe and healthy place of work and study.
- 5) Information, instruction, training and support will be provided to those charged with specific responsibilities under Section 2, subsections 1) and 2) below, and any other person charged with specific health and safety duties (for example, Manual Handling Assessors, Fire Marshals, etc.). Training will also be provided to those who may be subject to potential risks to their health and safety in order that they are able to competently recognise and manage such risks.

## **SECTION 2 – ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT THE POLICY**

- 1) The Head of Department has overall responsibility for the management of health and safety. He/She is supported in this task by the Departmental Health and Safety Co-ordinator(s). He/She has prime operational day-to-day responsibility for ensuring the health, safety and welfare of staff, and for meeting the specific requirements identified in this Policy, College Policies and Procedures and Departmental Codes of Safe Working Practice, thereby facilitating the proper management of risk.
  
- 2) These departmental arrangements, as they relate to lines of communication and levels of responsibility, are detailed below.
  - a. The Head of Department is accountable to the Dean of the Faculty of Science and is responsible for:
    - (i) Ensuring that departmental activities are conducted in accordance with College, legislative, and other relevant standards.
    - (ii) The production of safe systems of work and the procedures for carrying out this Departmental Health and Safety Policy;
    - (iii) Organising supervision to control the working environment and the maintenance of safety standards;
    - (iv) Investigating accidents with the object of establishing the cause and preventing recurrence, if necessary with the assistance of Health and Safety Office staff;
    - (v) Ensuring the safety induction of new staff and students and that information, instruction and training is provided to meet individually identified needs, if necessary with the assistance of a member of the Health and Safety Office;
    - (vi) Identifying, allocating and monitoring the adequacy of the specific health and safety responsibilities of staff and students and adjusting these as is identified necessary;
    - (vii) Identifying staff having health and safety duties and responsibilities, including Departmental Health and Safety Co-ordinators, and the measures that may be necessary to ensure that their roles and responsibilities are met;
    - (viii) Producing departmental Code(s) of Safe Working Practice and effecting arrangements for their implementation on a day-to-day basis, where identified necessary by risk assessment.
    - (ix) Reviewing the above arrangements at appropriate intervals and making such adjustments as may be identified necessary.
  
  - b. Research, Teaching, and Laboratory staff, shall assist the Head of Department with the responsibilities identified above by ensuring that their research, teaching and laboratory based activities are conducted in accordance with both College and Departmental Health and Safety Standards. Prior to the commencement of any new research or laboratory based activities, they must consider the health and safety implications, and where necessary, undertake risk assessments to ensure that associated risks are identified and appropriately controlled.
  
  - c. All Departmental Members of Staff and Students will co-operate and comply at all times with the safety information, instruction and training provided and bring without delay to the attention of the person they are directly accountable to (i.e. Head of department, Departmental Superintendent, Laboratory Technicians,) any hazards identified, or improvements they think necessary. They do, therefore, have a duty to take reasonable care for the health and safety of themselves, and of other persons whom their acts or omissions may affect. They must co-operate with the

Head of Department to enable that person, or any other, to comply with any duty or requirement imposed by the Health and Safety at Work Act 1974, and any other relevant statutory provisions.

d. The Departmental Health and Safety coordinator will:

- (i) Assist the Head of Department in the execution of the above duties;
- (ii) Assist the Head of Department in the production of safe systems of work and the procedures for carrying out this Departmental Health and Safety Policy;
- (iii) Assist with the investigation of accidents with the object of establishing the cause and preventing recurrence, if necessary with the assistance of Health and Safety Office staff;
- (iv) Assist with the safety induction of new staff and students and the provision of information, instruction and training to meet individually identified needs, if necessary with the assistance of a member of the Health and Safety Office;
- (v) Assist in the production of Departmental Code(s) of Safe Working Practice and arrangements for their implementation on a day-to-day basis, including where identified necessary by risk assessment.
- (vi) Assist with the review of the above arrangements at appropriate intervals and in making such adjustments as are identified necessary.
- (vii) Attend the College's Health and Safety Committee meetings so that the views and concerns of the Department are brought to it's attention and discussions and decisions of this committee are reported back;
- (viii) Liaise and co-operate with their Head of Department, and the College Health & Safety Office, in accident/incident investigations and health and safety audits;
- (ix) Assist in the development of Departmental arrangements which identify the action required in cases of emergency such as those related to fire, accidents or security issues.

The Deputy Health and Safety Co-ordinator is appointed to assist with the above.

**3) Departmental Health and Safety Committee**

The Departmental Health and Safety Committee will monitor and keep under review the measures taken to ensure the health, safety and welfare of staff, students and others engaged in legitimate activities of the Department. The Committee will meet each term, be chaired by the Head of Department, and minutes taken. Staff will be invited to submit items for discussion at each meeting.

**4) The Management of Risk at Departmental Level**

The proper management of risk at departmental level requires the production of written health and safety standards, which identify areas of potential risk and clarify the process by which activities will be performed in order that they can be executed safely. This will include activities, curricular or extra curricular and the planning and execution of field trips, expeditions and visits, as well as school visits to the College.

Properly conducted risk assessment is an essential feature of the effective management of risk. At each management level, risk assessment will be an invaluable tool in the allocation of resources by ensuring that these are apportioned according to the level of risk identified.

All personnel are required to ensure adherence to Departmental Codes of Safe Working Practice, including those that may be applicable to activities that are conducted outside

of the College. They should bring any instances where this may not be possible to the attention of their Line Manager at the earliest opportunity, in order that effective remedial action may be taken.

**5) Health and Safety Information**

Comprehensive information including copies of Health and Safety Executive publications relating to all subjects likely to be relevant to Departmental activities, is available for reference in the Health and Safety Office and should be requested through the Departmental Health and Safety Co-ordinator.

**REVIEW OF THE POLICY**

The implementation of this Policy and the requirements of College Policies and Procedures and Departmental Codes of Safe Working Practice, will be reviewed during a formal health and safety audit conducted by the College's Health & Safety Officer (Auditor), at least twice within a three year cycle using the College's standard audit questionnaire.

Where the activities of the Department are felt to warrant more regular auditing, an appropriate frequency will be identified and agreed with the Head of Department. Departmental staff tasked with specific health and safety responsibilities will, in accordance with the relevant statutory provisions and College Policies and Procedures, carry out a review of departmental arrangements at the required/specified interval.

Signed by the Head of Department:

Date: