

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

HEALTH AND SAFETY POLICY STATEMENT

&

ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT THE POLICY

SECTION 1 – POLICY STATEMENT

- 1) The Council of Royal Holloway, University of London sets out in this document its commitment as both employer and provider of higher education, to 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.
- 2) The Council attaches great importance to the management of Health, Safety and Fire-related risks (hereafter collectively referred to as '*Health and Safety*'), treating them as seriously as other corporate objectives. This importance is reflected in a pro-active approach to the management, planning, organisation, control, monitoring and review arrangements established under individual policies and procedures and associated formal documents and the detailed arrangements contained in this Health and Safety Policy.
- 3) The Council's health and safety duties will be conducted in accordance with the relevant statutory provisions and in doing so the resources necessary to discharge such obligations will be made available. Staff, students, contractors and visitors to College premises must meet their own legal responsibilities and not do anything that may prejudice the health, safety and welfare of themselves or others and assist the College authorities to achieve the objectives contained in this and other formal documents.
- 4) The Council 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 element in this communication process is the College Health and Safety Committee which draws together management, staff and students to achieve 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 individual policies and procedures and associated formal documents. It will also be extended 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. In this respect, particular attention must be paid to the minimisation of risks arising from the use of chemicals, radiation, or other harmful materials.
- 6) Health and safety is a line management responsibility requiring managers to undertake the duties identified in Section 2 (below) of this Policy, individual policies and procedures and associated formal documents.
- 7) The College Health & Safety Adviser will be involved from the outset in issues/projects having major risk-related implications. The post holder will normally

act as the principal contact in formal communications/discussions with the regulatory bodies, where these have major risk-related implications.

SECTION 2 – ORGANISATION AND ARRANGEMENTS FOR CARRYING OUT THE POLICY

- 1) In meeting its statutory obligations, Council has vested in the Principal, as Chief Academic and Administrative Officer, responsibility for the management of health and safety. The Principal and Health & Safety Adviser will formally report to Council, via the Audit and Compliance Committee, annually and more frequently as may be necessary, on the College's health and safety performance. The Principal is supported in his/her duties by the Vice-Principals. However, it is the Deans of Faculty, Directors, Heads of Department and Managers, who have prime operational, day-to-day responsibility for ensuring the health, safety and welfare of persons and for meeting the specific requirements identified in this Policy and in individual policies and procedures and associated formal documents, thereby facilitating the effective management of risk.
- 2) These organisational arrangements, as they relate to lines of communication and levels of responsibility, are detailed below.
 - a. The Council is responsible for:
Ensuring the College is compliant with health and safety legislative requirements.
 - b. The Principal is responsible to Council for:
 - (i) Implementing the College's Health and Safety Policy and associated formal documents;
 - (ii) Identifying and allocating health and safety responsibilities to those senior staff referred to under sub paragraphs c. - h. below;
 - (iii) Monitoring and reviewing the effectiveness of College health and safety activities and its Health and Safety Policy, individual policies and procedures and associated formal documents and for ensuring that, at the strategic level, performance standards and timescales are adhered to.
 - (iv) The setting of health and safety standards and objectives;
 - (v) The allocation of the necessary financial resources;
 - (vi) Keeping under review this Health and Safety Policy;
 - (vii) Reviewing College health and safety performance.
 - c. Vice-Principals are responsible to the Principal and support him/her in the execution of his/her duties.
 - d. The Deans of Faculty are responsible to the Principal for:
 - (i) Ensuring that the requirements laid down in this Health and Safety Policy, individual policies and procedures and associated formal documents including timescales set, are adhered to throughout their areas of responsibility;
 - (ii) Overseeing the allocation of health and safety responsibilities at departmental level;

- (iii) Ensuring that consistency of approach is achieved throughout their areas of responsibility;
 - (iv) Working with heads of department where limited resources may present difficulties in meeting the health and safety standards set, in order to resolve such difficulties.
- e. The Director of Finance, Registrar and Director of Operations, College Secretary, Director of Communications and External Relations and Director of Strategic Operations are responsible to the Principal for those duties identified in d. above within their areas of responsibility.
- f. Directors (other than those referred to in e. above), Heads of Department (academic and non-academic) and Managers are responsible to either a Dean of Faculty, or Director (as is administratively appropriate) for:
- (i) Ensuring that departmental activities are conducted in accordance with College, legislative, and other formal standards and that those hazards having the potential to cause harm are risk assessed and identified controls implemented.
 - (ii) Producing safe systems of work and the methodology for complying with this Policy, individual policies and procedures and associated formal documents within their area of responsibility;
 - (iii) Organising supervision to control the working environment and the maintenance of safe standards;
 - (iv) Investigating accidents to establish causes and prevent recurrence, if necessary, with the advice and assistance of Health and Safety Office staff;
 - (v) The health and safety induction of new staff and students and ensuring that information, instruction and training is provided to meet individually identified needs, if necessary with the advice and 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, including departmental Health and Safety Co-ordinators while ensuring their roles and responsibilities are met;
 - (vii) Producing departmental code(s) of safe working practice and implementing them on a day-to-day basis, where identified necessary, normally by risk assessment.
 - (viii) Reviewing the above arrangements at regular intervals, making such adjustments as may be identified necessary.

Note: Heads of Department should appoint a Health and Safety Co-ordinator(s) to assist them with the execution of the above duties.

- g. The Director of Facilities Management is responsible to the Registrar and Director of Operations for:
- (i) The overall management of health and safety within the Facilities Management Department. Specifically within the Academic Estate, this relates to the provision and maintenance of the buildings, their operating systems and relevant services provided, together with the grounds in which they are situated. For the Residential Estate, this covers all aspects of the provision and maintenance of the buildings, their operating systems, the grounds in which they are situated and all services provided within them.
 - (ii) Building operating systems noted above, paying particular attention to those of fire and security, ensuring appropriate levels of protection and safety are provided for individuals and the properties concerned;
 - (iii) Any part of the functions referred to in (i) above, ensuring that arrangements are in line with legislative requirements and/or other relevant standards and wherever possible, endeavouring to make such provision a model of best practice.
 - (iv) Undertaking those duties identified in 2), f. above.
- h. The College Health & Safety Adviser is responsible to the College Secretary for providing comprehensive services on health, safety and fire matters to Council, the Principal, Vice-Principals, Deans of Faculty, Directors, Heads of Department (academic and non-academic) Managers, Safety Representatives and Health and Safety Committee members, and other relevant personnel. The post holder will also:
- (i) Keep all levels of management informed of statutory, best practice and other health and safety-related requirements, as well as members of the Health and Safety Committee, and advise them of action necessary to meet such demands;
 - (ii) Provide, wherever possible, necessary training;
 - (iii) Liaise with safety representatives and departmental health and safety co-ordinators;
 - (iv) Provide advice on policy, procedure and other relevant documents, as is necessary to enable the Council, its senior officers and other College personnel, to meet their formal health and safety-related obligations;
 - (v) Undertake such other duties as are identified in this document.
 - (vi) Monitor compliance with the requirements of this Policy.
- i. Safety Representatives (trades union or non-trades union) should, within the department or area they represent:
- (i) Assist with the promotion of safe working practices;
 - (ii) Familiarise themselves with this Health and Safety Policy, individual policies and procedures and associated formal documents;
 - (iii) Liaise with their head of department, and the College Health & Safety Adviser, in accident investigations and health and safety audits;
 - (iv) Where a member of the Health and Safety Committee, take part in proceedings, representing their staff and presenting to them information gathered from meetings;
 - (v) Report personally, or endeavour to ensure that other staff report, any hazardous or potentially hazardous situations;

- (vi) Familiarise themselves with the action required in cases of emergency such as those related to fire, accidents or security issues.
- j. Individual Members of Staff and Students will co-operate and comply at all times with the health and safety information, instruction and training provided and bring without delay to the attention of their line manager/department office, any hazards identified, or improvements identified necessary. They do, therefore, have a duty to take reasonable care for the health and safety of themselves, and of other persons whom their actions or omissions may affect.

All persons must co-operate with the College to enable it, or any other person, to comply with any duty or requirement imposed by health and safety legislation. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions (Section 8 of the Health and Safety at Work Act 1974).

3) **The College Health and Safety Committee**

The Committee will monitor and keep under review the measures necessary to ensure the health, safety and welfare of College employees, students and others engaged in legitimate activities on its premises. It promotes co-operation between management, staff and students in instigating, developing and carrying out measures to achieve health, safety and welfare at work, as well as in study and recreational activities. This work is an essential element in the development of the College's 'health and safety culture'.

4) **Individual Policy and Procedure etc. Documents and Safe Systems of Work**

The detailed arrangements for dealing with specific health, safety and welfare issues are identified in this Policy, individual policies and procedures and associated formal documents. These are available on the College Health and Safety Office website.

The above documents identify the College's management arrangements for health and safety and the manner in which departmental risks are controlled. Specifically, the health and safety standards to be attained, who is to do what and when, and the specific results to be achieved. They set performance standards and connect individual responsibilities to required outputs, with the achievement of objectives based on specific tasks, the results of which are measurable.

Each department will produce a health and safety policy identifying its management arrangements for health and safety and specifically risk assessment. It is not practicable to set the standards for all activities centrally and the following are examples of where managers, working with the Health & Safety Adviser, are required to set their own:

- (a) Procedures for dealing with potential problem areas such as the guarding of machinery, good housekeeping, effective inspection and maintenance of plant and equipment, such as fume cupboards and electrical equipment;

- (b) Procedures for introducing new machinery, plant and equipment, substances or processes, and for examining and addressing the health and safety aspects prior to a new project being undertaken;
- (c) Procedures for dealing with risks such as ionising radiation, noise, biological hazards, the selection, storage and transport of gases and toxic chemicals, and the safe and environmentally appropriate disposal of toxic wastes;
- (d) Safe systems and methods of work;
- (e) The selection, use and provision of suitable personal protective equipment;
- (f) Arrangements for dealing with the use of premises outside of normal working hours;
- (g) Accident investigation and reporting procedures;
- (h) The arrangements for obtaining and communicating to staff and students, information about health and safety matters, including articles and substances used;
- (i) Providing training to meet identified needs for new and existing staff, together with retraining, including when staff undertake new responsibilities or move from another department.

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

A key element of the effective management of risk at departmental level is the production of written risk assessments which may only be undertaken by staff and/or students trained by a member of the College Health and Safety Office, using the College's 'General' risk assessment form. This risk assessment process will identify areas of potential risk and the manner in which activities are to be executed safely including, for example, the need for safe systems of work, rules and procedures. It will include activities, curricular or extra curricular and include the planning and execution of field trips and expeditions as well as school visits or other events held at the College. Risk assessment will also be an essential element in the allocation of resources. This should ensure that funding is apportioned according to the level of risk identified.

All persons must adhere to the requirements of relevant College policies and procedures, associated formal documents, departmental rules and safe systems of work. They should bring any instances of potential or actual risk arising to the attention of their line manager at the earliest opportunity in order that effective remedial action can be taken.

6) **Health and Safety Information**

Comprehensive information, including copies of Health and Safety Executive publications relating to all subjects likely to be relevant to College activities, are available for reference from the College Health and Safety Office.

MONITORING THE POLICY

- 7) The implementation of this Policy and the requirements of individual policies and procedures and associated formal documents will be monitored at departmental level during a formal health and safety audit. The Health & Safety Adviser will develop a three-year rolling programme for such audits.
- 8) Accredited staff representatives may wish, in accordance with the relevant statutory provisions, to carry out more frequent inspections with local management.
- 9) The Health & Safety Adviser will produce annual accident/incident and occupational health statistics. Copies will be circulated to the Audit and Compliance Committee, the Principal and Health and Safety Committee members. Such reports will facilitate a critical review of trends and necessary corrective action.

Dr Richard Fisk
Health & Safety Adviser
28/01/11

Signed by the Principal, Professor Paul Layzell on 7th March 2011.

In accordance with the College's commitment to equality and diversity, this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues. Comments on its content should be directed to Mrs Leanie DuToit in the College Health and Safety Office.