

**Health and Safety
Services**



UNIVERSITY OF LEEDS

Health and Safety Policy

April 2018

you+me
Managing risk together

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Health and Safety – *A key priority*

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

On campus and around the world, our staff and students carry out a huge range of activities as part of their research, teaching, work and study – from boring holes in the Arctic to exploring the Amazon, from lectures, seminars and conferences to studying off-campus, from running experiments in laboratories to doing the essential, daily work that keeps our campus running.

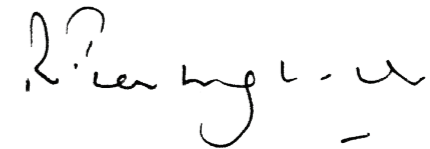
These activities bring about hazards which can be commonplace or unexpected; nothing is without some level of risk but this must not deter us from innovation and exploration.

I would ask all members of staff to read the Policy, which helps us to understand our health and safety responsibilities, and discuss it within all of our teams.

By working proactively in collaboration with our partners and the campus Trade Unions, we can champion our culture of recognising that (almost!) anything is possible if managed properly. The strong leadership and involvement of all our staff allows us to make informed decisions and find solutions to problems, placing health and safety in the heart of our research, teaching and work.

My own scheme 'The Vice-Chancellor's Awards for Health and Safety', has shown me the commitment of staff and students, and has allowed me to highlight and celebrate those nominated people who have been the most inspirational and dedicated to health and safety, each year.

I commend this Policy as a living document which should inform and guide the way we work.



Sir Alan Langlands
Vice-Chancellor

Health and Safety Policy Statement

The Council of the University believes that the health and safety of its staff, students and visitors is 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 wider engagement with national and international partners to deliver world-class education and research.

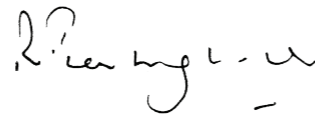
To achieve this, the University will ensure effective management of risk by setting, implementing and reviewing a quality-based occupational health and safety management system and by allocating the resources necessary to attain these. It will also define clear management systems and ensure the involvement 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:

- that risk management systems are in place to prevent work-related injury, accidents and ill health
- occupational health and safety risks are reduced and safe and healthy working conditions, plant, premises and equipment are provided
- compliance with health and safety legal requirements as a minimum
- that systems are in place to respond to emergency situations and major incidents
- that health and safety responsibilities are defined for all roles at the University
- that the requirements of this Policy and the associated Protocols are implemented
- the setting of health and of safety objectives as part of the planning process for University activities
- that systems are in place to monitor health and safety by the University in partnership with the Trade Unions
- that effective communication and consultation systems for health and safety are in place
- that a University Health and Safety Committee meets regularly
- the development of a health and safety management system designed to achieve accreditation against internationally recognised standards
- that an annual review of the effectiveness and suitability of the occupational health and safety management system is carried out.



David Gray
Chair of Council



Sir Alan Langlands
Vice-Chancellor

4 April 2018

Overview

The University is determined to support a culture that recognises that (almost!) anything is possible if managed properly. No situation is risk-free so every member of the University community has to understand their responsibilities and apply these to all University activities wherever they take place. These responsibilities increase incrementally through the levels of the University line management structure.

Specific health and safety duties are laid upon the University by legislation, civil law and our own expectations. We formally translate these into the key elements below to explain what is expected:

1. Policy Statement (see p.3) which sets out the University's commitment to health and safety
2. itemised responsibilities aligned to roles in the University line management system (see p.6). These responsibilities themselves cannot be delegated; however the management for carrying out these responsibilities can be delegated to other staff
3. documented Standards which set out what must be achieved by all faculties and services for each health and safety topic. Sometimes a Standard specifies a Procedure, Table, Form or level of training – if this is the case, it must be followed.

Each Standard is produced as part of the Health and Safety Protocols by specialist teams within Wellbeing Safety and Health, as authorised by Council

The Standards follow a comprehensive consultation process and the approved versions can be found at:

www.leeds.ac.uk/safety

www.leeds.ac.uk/occupationalhealth

This Policy and the Health and Safety Protocols reflect the Universities Safety and Health Association (USHA) document 'Leadership and Management of Health and Safety in Higher Education Institutions'.

Health and Safety 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:
 - a. be aware of the importance of health and safety, the risks faced by the University and its health and safety objectives
 - b. ensure that the University has a written Statement of Policy on Health and Safety, along with effective arrangements (Health and Safety Protocols), risk control measures and resources to implement it
 - c. approve the Health and Safety Policy in conjunction with the Vice-Chancellor
 - d. ensure there is an effective mechanism to communicate and consult with staff on health and safety
 - e. ensure that a University-level health and safety committee meets regularly in line with the Health and Safety Committee Protocol
 - f. ensure facilities are provided for recognised Trade Unions to appoint safety representatives and enable them to discharge their responsibilities
 - g. receive an annual report and regular performance updates from the University Health and Safety Committee, including KPIs, reviews, audits etc.
 - h. be notified of any incidents carrying a significant risk to health and safety (RIDDOR), any enforcement action taken against the University, and any response taken in relation to these
 - i. ensure health and safety is considered when undertaking any major strategic decisions for the University which may impact on the health and safety of others
- 1.3 To discharge these responsibilities, the Council is advised in particular by the Vice-Chancellor and the Director of Health and Safety Services.

2. The Vice-Chancellor

- 2.1. The Council delegates the management for carrying out its responsibility for health and safety under this Policy to the Vice-Chancellor.
- 2.2. The Vice-Chancellor has the responsibilities outlined below; this is in addition to those accrued via other roles (e.g. as a member of staff or line manager):
 - a. ensure that the University has a Health and Safety Policy (this document) and arrangements for managing health and safety (Protocols) and that these documents are communicated to all staff and regularly reviewed
 - b. approve the Health and Safety Policy in conjunction with The Council
 - c. ensure that structures, resources, systems and processes are in place to implement this Policy and the associated Health and Safety Protocols
 - d. personally chair, or arrange for a member of UEG to chair, the University Health and Safety Committee to ensure consultation with staff via their representatives
 - e. take an annual report and regular updates from the University Health and Safety Committee to the Council.
- 2.3. The Vice-Chancellor has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the University.
- 2.4 On a day-to-day basis, the Vice-Chancellor may delegate the management for carrying out their responsibilities under this Policy to the members of UEG (see page 8) and the Director of Health and Safety Services. (page 10)

3. All staff and students

- 3.1 Everyone has a responsibility for their own health and safety. We also have the responsibility for the health and safety of others who may be affected by both our acts and our failure to act, in our work, research or study. These responsibilities apply to each and every staff member and student.
- 3.2 Staff may also have additional responsibilities based upon their position in the University line management structure (see Appendix 1).
- 3.3 Everyone has the right not to proceed with any activity if they feel it poses a danger to their safety or that of others, or if they are unaware of the risk control measures (identified by risk assessment). They must immediately raise their concerns with their academic leader, line manager, academic tutor, or with their Health and Safety Manager.
- 3.4 Staff and students must:
 - a. take reasonable care of themselves and cooperate with the University on health and safety matters
 - b. carry out their work, research and study safely and in accordance with this Policy, Protocols, local arrangements and any relevant legislation
 - c. be involved in the development of risk assessments
 - d. follow any control measures identified through the risk assessment process
 - e. report an accident, incident, near miss or work-related illness, in the University's online accident/ incident reporting system (Sentinel) using local arrangements or by contacting Health and Safety Services. (Students - tell their academic tutor)
 - f. notify their academic leader, 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

- g. complete the required online health and safety training modules. (Students - where directed by their academic tutors or local arrangements)
- h. attend inductions and any health and safety training required for their role
- i. report any faults, damage, unsafe or unhealthy working conditions, practices or equipment using local arrangements. (Students - tell their academic tutor). For details of where to find these arrangements, contact safety@leeds.ac.uk
- j. use equipment for its intended purpose and report any defects
- k. on discovering a fire, raise the alarm and leave by the nearest exit
- l. on hearing a non-fire emergency alarm (e.g. equipment alarms or oxygen depletion alarms etc.) follow the local process and instructions
- m. notify their academic leader, line manager, or academic tutor in advance to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance to evacuate
- n. not damage the fabric of the building, or connect directly to the services (e.g. gas, water, electricity etc.) - other than through a standard electrical socket - without prior agreement from the Facilities Directorate Estate Services
- o. bring any breaches of this Policy, Protocols or local health and safety arrangements to the attention of their academic leader, line manager or academic tutor, Health and Safety Manager or Head of School/ Service
- p. Contact Wellbeing Safety and Health for advice on a topic where there is no existing Health and Safety Protocol.

4. Members of the University Executive Group (UEG)

- 4.1. For more about UEG see:
www.leeds.ac.uk/secretariat/other_committees.html#ueg
- 4.2 Members of UEG define a clear management structure to ensure compliance, implementation and monitoring of the University's health and safety management system and local arrangements.
- 4.3 On a day-to-day basis the management, detailed planning and implementation of health and safety at a school/ service level may be delegated to Heads of School/ Service by the members of UEG.
- 4.4 Members of UEG have the responsibilities outlined below; this is in addition to those accrued via other roles (e.g. member of staff, academic leader, line manager, or academic tutor):
- carry out any health and safety management roles delegated by the Vice-Chancellor
 - lead by example and show visible and strategic commitment to health and safety as a core management function (e.g. by attending at least one annual inspection)
 - provide leadership and governance which supports and strengthens the University's health and safety culture and campaigns
 - understand the risks presented by their areas and operational activities and incorporate these into a health and safety risk register
 - work in partnership with Wellbeing Safety and Health and meet regularly with their Health and Safety Manager
 - resource the development and implementation of a faculty or service health and safety plan and objectives

- chair or attend their faculty/ service health and safety committee and receive and review performance data and attainment of objectives (including reports from school/ service health and safety committees)
- ensure that Trade Union safety representatives are consulted as partners in inspections and meetings
- ensure that there is a system for staff and students to receive recorded training, supervision and induction, and be deemed competent to undertake allocated tasks safely
- ensure that all staff and students are involved by promoting two-way communication relating to health and safety
- encourage the reporting of accidents, incidents, near misses and cases of work-related ill health, and be involved in investigations
- ensure risk assessment systems that are in place are followed
- sign their local Policy Statement
- ensure emergency plans are in place to address potential emergency situations as identified in the health and safety risk register
- consider the health and safety implications of strategic decisions including refurbishments or major projects
- address breaches of this Policy, associated Protocols or local health and safety arrangements
- undertake health and safety monitoring to ensure the correct procedures are being followed.

5. Heads of School/ Service

- 5.1 Heads of School/ Service ensure compliance, implementation and monitoring of the University's health and safety management system and local arrangements.
- 5.2 On a day-to-day basis the management, detailed planning and implementation of health and safety at a local level may be delegated to others (e.g. academic leaders, line managers, or academic tutors)
- 5.3 Heads of School/ Service have the responsibilities outlined below; this is in addition to those accrued via other roles (e.g. member of staff, academic leader, line manager, or academic tutor):
- carry out the health and safety management roles delegated by their UEG member
 - provide leadership within their school/ service for health and safety
 - adopt and implement this Policy and the Health and Safety Protocols
 - support the development of a faculty/ service/ school health and safety plan and local arrangements
 - work in partnership with Wellbeing Safety and Health and meet regularly with the Health and Safety Manager
 - promote the importance of staff being involved in the consultation process to develop University Health and Safety Protocols
 - 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 Head of School / Service requirements of the University's Fire Safety protocol at: www.leeds.ac.uk/safety
 - ensure that staff and students have

the appropriate level of recorded training, supervision and induction, are competent to undertake tasks safely, and have adequate time, resources and support

- chair their school/ service health and safety committee in line with the Health and Safety Committee Protocol
- if setting up any agreement on behalf of the University, ensure that health and safety responsibilities are clearly documented and agreed (e.g. risk management arrangements, two-way communication, emergency procedures)
- where premises or workspaces are shared, agree health and safety responsibilities and processes (contact their Health and Safety Manager for advice)
- ensure that staff are nominated or appointed to fulfil specific health and safety roles including those identified within the Protocols and Health and Safety Coordinator web page at www.leeds.ac.uk/safety
- work with their Health and Safety Manager to provide an annual return for monitoring health and safety
- inform the UEG member or Director of Health and Safety Services, of any health and safety performance issues
- ensure academic leaders, line managers and academic tutors take responsibility for the health and safety management of visiting staff (e.g. agency workers or researchers) and students
- formally address any breaches of this Policy or its associated Protocols.

6. Academic Leaders, Line Managers, and Academic Tutors

- 6.1 For the purposes of health and safety, the following terms refer to roles held at the University:
- **Academic Leader** – a person who manages, guides or controls research or teaching in a faculty, or who controls a research budget (e.g. for purchasing equipment), or who directs and influences strategy or provides authorisation for research/ teaching activities in a faculty.
 - **Line Manager** – a person who manages or controls staff, agency workers, contractors under their control or visiting researchers in a faculty or service.
 - **Academic Tutor** – a person who is in charge of or supervises one or more taught, research or PhD students, on behalf of the University at any given time. This term is not location-specific and includes all elements of a teaching or research programme.
- 6.2 One or more of these roles may be held at the same time. If the position of a role is unclear it should be clarified with the HoSS, member of UEG or by emailing safety@leeds.ac.uk
- 6.3 Academic Leaders, Line Managers, and Academic Tutors have the responsibilities outlined below; this is in addition to those accrued via other roles (e.g. member of staff, member of UEG, Head of School/ Service):
- carry out the health and safety management roles delegated by the Head of School/ Service
 - apply and implement the University's Health and Safety Policy, Protocols and local arrangements
 - ensure that risk assessments in their area are carried out, approved by a competent person, (one who can apply their skills, knowledge and training in the context of their role and/ or activities), up-to-date, recorded and the control measures are effectively implemented and understood

- ensure that risk assessments are regularly reviewed 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, people are referred to the Occupational Health Service and, where required, attend sessions for health surveillance
- If a staff member or student highlights a condition affecting their health, ensure a risk assessment is carried out using appropriate confidentiality
- before staff or students begin work, study or research that is controlled by an external organisation, be satisfied that an assessment of any foreseeable risks has been carried out
- ensure that staff and students within their remit, receive induction, training, resource (including time), advice and support, and are supervised until deemed competent
- take responsibility for the health and safety management of visiting staff, contractors and agency workers within their control
- ensure that when Postgraduate Research students undertake paid 'work' for the University (e.g. demonstrations/ tutorials) they are classed as staff
- raise any breach of this Policy or associated Protocols through their line management structure or directly with Wellbeing Safety and Health
- be actively involved in local inspections/ audits/ day-to-day monitoring and accident/ incident investigations and carry out any required actions
- ensure there is a programme for statutory testing of equipment under their control

n. ensure that at the planning stage of any research proposal or bid process, the potential risks, safety requirements and control measures (e.g. training, facilities, location, waste disposal) and associated costs, are considered and planned for.

6.4 In addition, Academic Tutors must also:

- a. 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
- b. before a student project begins, work with the student to identify any risks, and if required support them to produce and record a risk assessment and implement control measures.

7. Director of Human Resources

7.1 The Director of Human Resources has the responsibilities outlined below; this is in addition to those accrued via other roles (e.g. member of staff or line manager):

- a. act as the Executive Director with responsibility for health and safety
- b. ensure that measures are taken to promote and enhance the health and safety culture through effective strategic partnerships at faculty, school and service levels
- c. take executive action where necessary to prevent serious harm to individuals or the University
- d. approve the Health and Safety Protocols on behalf of the University Health and Safety Committee.

8. Director of Health and Safety Services

8.1 The Director of Health and Safety Services has the responsibilities outlined below; this is in addition to those accrued via other roles (e.g. member of staff or line manager):

- a. ensure the appointment of professional, competent staff
 - b. lead the Wellbeing Safety and Health team which is made up of:
 - **Health and Safety:** including biological, construction, dangerous goods, fire and radiation safety
 - **Occupational Health:** including the Staff Counselling and Psychological Support Service
 - c. ensure the consistent delivery of an integrated, flexible and responsive service across the University
 - d. ensure that systems for strategic delivery, Policy and Protocol development, health and safety management, engagement, training, competency, support, audit and monitoring are in place
 - e. provide an annual report to the University Health and Safety Committee.
- 8.2 On a day-to-day basis the management, detailed planning and implementation, is delegated to the Head of Health and Safety, the Head of Occupational Health and their professional teams (see wsh.leeds.ac.uk) who:
- a. work in partnership with UEG members, Heads of School/ Service, staff, students and other partners, to provide strategic, operational and customised support
 - b. ensure that specialist health and safety support is available (e.g. fire safety, biological safety, chemical safety, health surveillance, radiation protection and the appointment of 'Qualified Experts' etc.)

c. support and facilitate the consistent implementation of University Health and Safety Protocols in faculties, schools and services

- d. support the development and implementation of risk assessment processes to ensure compliance with Protocols and legal health and safety requirements
- e. ensure health and safety strategy and planning is carried out at faculty, school and service level
- f. support the development of faculty/ service action plans to ensure improvements in health and safety management
- g. consult on the development of the health and safety management system
- h. ensure systems are developed and in place to respond to emergency situations or major incidents
- i. take executive action where necessary to prevent serious harm to individuals or the University
- j. deliver a continuous improvement programme for health and safety
- k. provide clinical support and health advice in the workplace
- l. lead on staff counselling and psychological support for staff mental health
- m. act as the representative and principal contact for the University to all external clinical and enforcement agencies
- n. ensure involvement of employee representatives as partners in delivering and implementing the University's health and safety objectives
- o. ensure investigation of incidents and accidents, identifying root causes and remedial action
- p. provide and maintain the University Health and Safety Legal Register

q. support and work closely with staff nominated or appointed to fulfil specific health and safety functions including Health and Safety Coordinators and other roles identified in the Protocols

- r. provide assurance through health and safety monitoring and audit
- s. lead on and deliver the achievement and review of the accreditation for the University health and safety management systems
- t. provide expert advice, scientific assessment and guidance on the safety, workplace health and welfare of staff including health assessments and health surveillance of staff
- u. provide expert advice on rehabilitation and changes to work for staff with temporary or permanent disabilities.

9. University Occupational Physician

9.1 The University Occupational Physician has the responsibilities outlined below; this is in addition to those accrued via other roles (e.g. member of staff):

- a. act as the clinical lead and University Medical Adviser, accountable to the Council through the Vice Chancellor and the Director of Health and Safety Services.

10. Director of Facilities

10.1 The Director of Facilities has the responsibilities outlined below; this is in addition to those accrued via other roles (e.g. member of staff or line manager):

- a. ensure management systems and responsibilities are clearly defined, implemented and monitored to assure compliance, for the provision of a safe estate infrastructure, including new builds, refurbishments, plant, fabric of the building, services, roads, footways and external areas
- b. 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
- c. ensure management systems are in place to monitor/ evidence statutory compliance in commercially-owned premises not owned by the University but in which we place University staff or students
- d. work in partnership with Wellbeing Safety and Health to ensure that management arrangements are in place to meet landlord statutory duties and compliance testing for owner/ occupier buildings
- e. act as the Duty Holder as required by specific Protocols, e.g. Asbestos, Legionella etc.
- f. nominate and appoint specialist roles as required by specific Protocols.

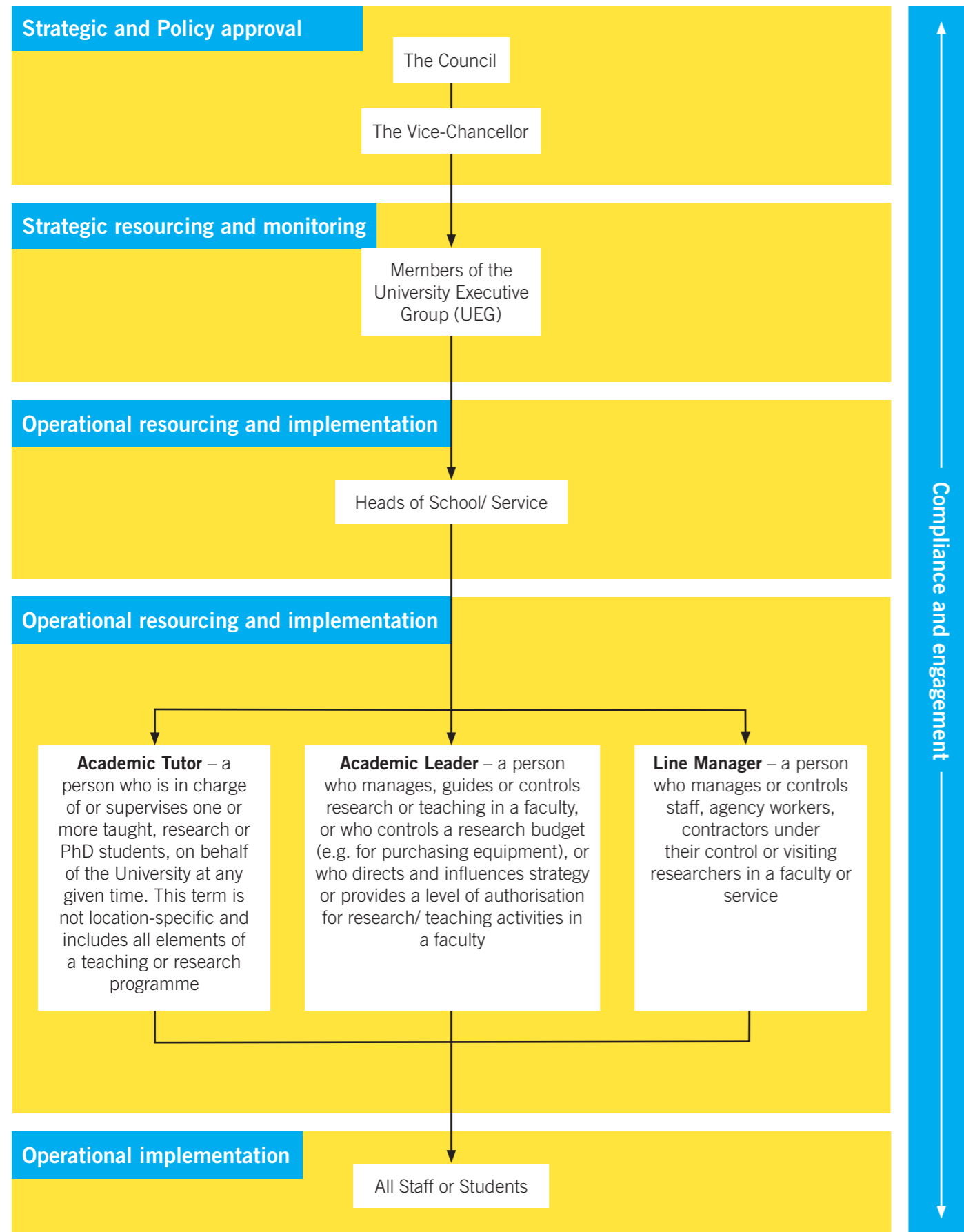
11. Trade Union Safety Representatives

11.1 Trade Union safety representatives are respected as partners in their roles as employee representatives, and members of health and safety committees and inspection teams. They play a crucial role in representing all staff at the University to help create a positive health and safety culture. They have a number of statutory functions some of which are met by:

- a. consultation and discussions with the University on safety, workplace health or welfare
- b. discussions with the Health and Safety Executive or other enforcing authorities
- c. investigating hazards and dangerous occurrences
- d. investigating complaints
- e. being informed of reportable accident and incident investigations
- f. carrying out inspections of the workplace and relevant documents.

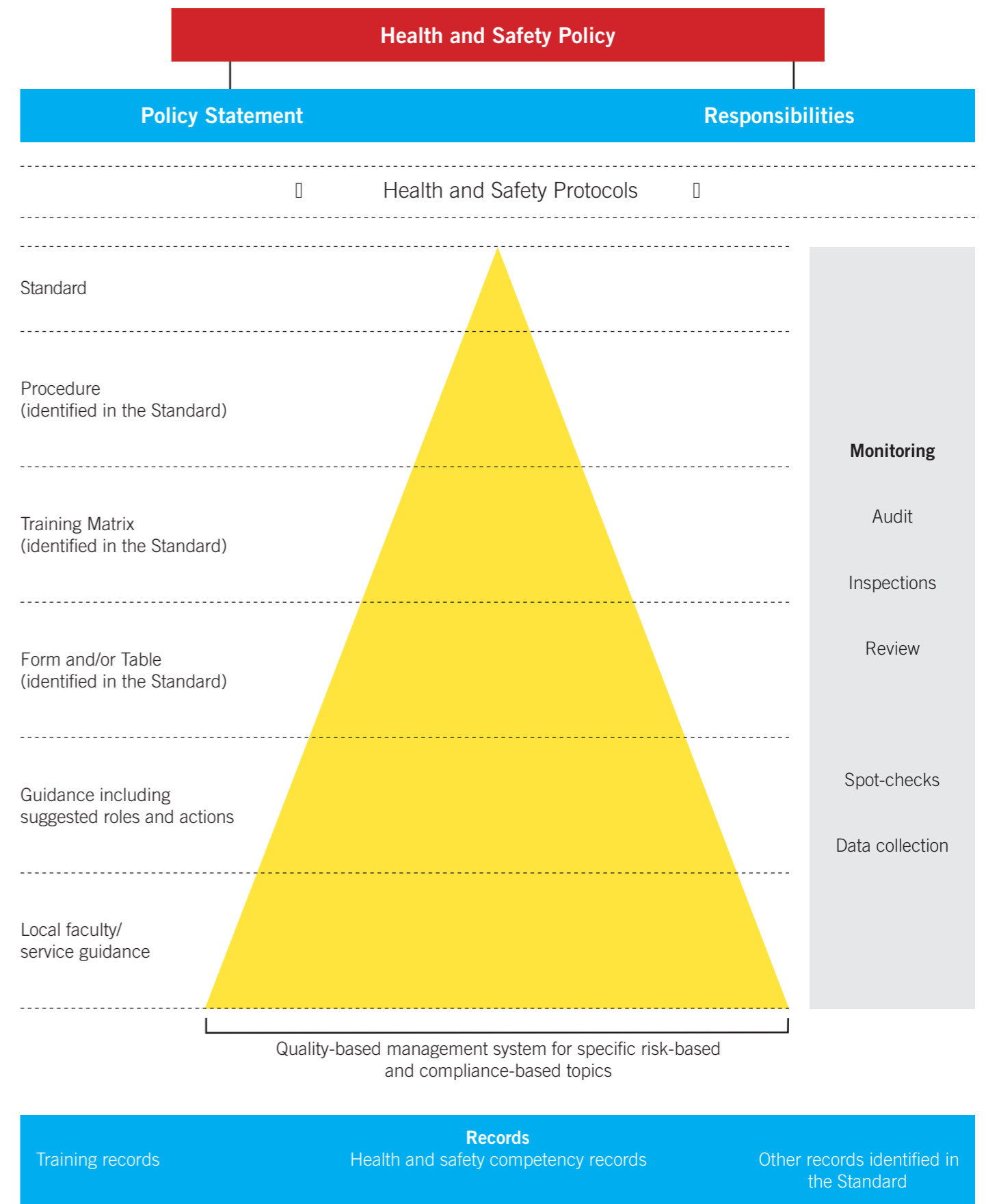
Appendix 1

Diagram of health and safety governance



Appendix 2

Structure of the University of Leeds health and safety management system



Contacts

Health and Safety Services

for advice and guidance:

T: **0113 343 4201 (x34201)**

E: safety@leeds.ac.uk

W: www.leeds.ac.uk/safety

Occupational Health Service

T: **0113 343 2997 (x32997)**

E: occupationalhealth@leeds.ac.uk

W: www.leeds.ac.uk/occupationalhealth

to hear your views, so if you have any feedback on this Health and Safety Policy or on health and safety in general at the University, please contact safety@leeds.ac.uk or call us on **+44 (0)113 34 34201 (x34201)**

This Policy can also be found at wsh.leeds.ac.uk/policy

Alternative formats

If you require any of the information contained in this Policy in an alternative format eg Braille, large print or audio, please email: disability@leeds.ac.uk

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