

Produced by the University Health & Safety Unit



November 2014

Human Resources Policy Statement HRPS2

HEALTH & SAFETY POLICY

1. POLICY STATEMENT OF INTENT

Middlesex University provides a modern and dynamic learning environment for students and workplace for staff. Like most Universities, we have a diverse risk profile and operate across a range of different locations.

Middlesex University is committed to reducing risk and providing a safe, healthy and supportive environment for employees, students and other users of the University. Middlesex University is committed to a process of continuous improvement in risk control and the management of health and safety and wellbeing in all areas of work and study

Middlesex University fully accepts the responsibility placed on it by law for the health, safety and welfare of its employees, students and other users. In addition to its legal duties the University actively promotes and supports wellbeing for staff and students.

In its operations overseas the University will comply with local health and safety regulations and will endeavour to maintain best practice whenever possible and practicable. Taking account of local culture and with the understanding that health and safety requirements vary internationally.

Middlesex University will ensure adequate financial provision is made for managing the risks associated with its undertaking and implementing this Health & Safety Policy.

Middlesex University aims to ensure that all staff are competent to carry out their work safely and without danger to others, by assessing capabilities and providing additional training as appropriate.

Middlesex University will ensure that there are effective channels of communication and consultation for health, safety and welfare for its employees and their representatives at all levels.

Middlesex University will bring to the attention of its employees the Health & Safety Policy, the arrangements for carrying out the policy and to ensure that they know what is expected of them. For new employees this will begin through the induction process of the University.

All students taking part in University controlled activities must take care of their own and others' health and safety. They must comply with University policies, codes and procedures and report hazards and

dangerous situations to their teaching supervisors or staff. All students will receive appropriate safety instruction as an integrated part of their studies.

Visitors (including contractors and visiting public) are required to comply with University policy, codes and procedures, and report any problems to University staff whilst on University premises. No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

Middlesex University will measure health and safety performance regularly by means of an auditing programme to ensure that policy and practices are effective in ensuring continual improvement. It will do this using the Health and Safety Management Performance Standards (HASMAP) which have been developed by the Universities Safety & Health Association.

This policy will be monitored and reviewed for a period not exceeding five years.

The Vice-Chancellor is responsible for ensuring implementation of this Health & Safety Policy.

Local health and safety policies may be set up by Schools, Services or overseas campuses and regional offices in order to clarify local arrangements with regards to regulatory requirements, structures, responsibilities and arrangements.

2. HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

Appendix 1 provides a generic outline of the management responsibilities for health and safety.

2.1 Board of Governors

The Board of Governors carries and accepts ultimate responsibility for the discharge of the University's legal duties.

2.2 Delegation

Implementation of the University's Health & Safety Policy is a line management responsibility. A manager may issue instructions/guidance and delegate this to staff under his/her control. However, the duty to ensure compliance remains with the line manager at all times. The persons to whom the functions are passed, also has a duty to carry out their functions within the authority delegated to them.

The University Health, Safety and Fire Manager has delegated authority from the Vice Chancellor to suspend work or activities considered an imminent serious danger. The suspension of any work or activities likely to cause a significant interruption to the normal business of the University will be immediately discussed with the Vice Chancellor/Chair of the University Health and Safety Committee.

2.3 Vice-Chancellor

The Vice-Chancellor is responsible for;

- The management of health and safety and the implementation of the University's Health and Safety Policy
- Reporting to the Board of Governors issues relating to the management of the health, safety and welfare of the University
- The 'Responsible Person' under the Fire Safety Order 2005 (see Fire Safety Policy)

The Vice-Chancellor delegates responsibility for the discharge of his duties to the Members of the Executive.

2.4 Members of the Executive

Members of the Executive are responsible for assisting the Vice-Chancellor in;

- The implementation of the University's Health & Safety Policy
- The management of health and safety within areas under their control and the health and safety of staff, students and visitors
- Bringing to the attention of the Vice-Chancellor any part of the Health and Safety Policy where it is thought that revision is necessary

2.5 Deans of School and Directors of Services

Deans of School and Directors of Services are responsible for assisting their Executive Line Manager in;

- Adopting and implementing the University's Health & Safety Policy within their area of responsibility
- Defining the organisational responsibilities for the management of health and safety within the school/service
- Providing and implementing health & safety arrangements for carrying out the Health & Safety Policy appropriate to the needs of the school/service
- Defining, with the support of the University H&S Unit, the risk profile for the school/service
- Developing effective channels of communication to their staff
- Ensuring risk assessments for activities on and off campus are proportionate to the risk, suitable, sufficient and properly implemented
- Ensuring staff are properly trained and competent to undertake their work and responsibilities effectively
- Ensuring contractors (or other agents) are competent to undertake their work and activities safely and that management arrangements are in place to ensure a sufficient level of supervision
- Ensuring that any work that may disturb the fabric of the building or alter the services within a building (electricity, gas, water etc.) are agreed by EFMS
- Ensuring staff are briefed in how to 'Assist with Evacuation'
- Bringing to the attention of the Deputy Vice-Chancellor (Director of Middlesex UK) any part of the Health and Safety Policy where it is thought that revision is necessary

2.6 Generic Management Responsibilities for Deputy Deans, Heads of Departments, Academics, Managers, Technical and Supervisor staff

Responsible for assisting the Dean of School, Directors/Heads of Corporate Service and Heads of other management units reporting to a member of Executive in;

- Adopting and ensuring implementation of the University's Health & Safety Policy in their area of responsibility
- Defining, with the support of the University H&S Unit, the risk profile for the Service
- Ensuring risk assessments are carried out and that safe systems of work are in operation and used by staff and students

- Communicating and consulting with staff regarding any changes in safe systems of work under their control
- Ensuring sufficient information, supervision, instruction and training is provided to staff to ensure that they operate in a safe and healthy manner
- Ensuring sufficient resources are available to implement this Health and Safety Policy
- Co-operating with other managers, where responsibilities interface or overlap, to ensure all health and safety issues are addressed in line with best practice
- Ensuring all physical/technical resources, i.e. equipment and substances etc., used by their staff, students and all visitors are in safe working order and are safely handled
- Ensuring sufficient health and safety inspections are carried out within areas under their control to maintain a safe working environment
- Ensuring that all accidents, near misses and hazardous incidents are reported, investigated and that appropriate action is taken
- Ensuring contractors (or other agents) are competent to undertake their work and activities safely and that management arrangements are in place to ensure a sufficient level of supervision
- Ensuring that any work that may disturb the fabric of the building or alter the services within a building (electricity, gas, water etc.) are agreed by EFMS
- Ensuring staff are briefed in how to 'Assist with Evacuation'
- Bringing to the attention of the Dean of School, Head of Service or other management units reporting to a member of the Executive any part of the Health and Safety Policy where it is thought that revision is necessary

2.7 Employees and Students

Responsible for;

- Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions
- Complying with safe systems of work or any other safety instruction that will safeguard them and other fellow employees, students and other users of the University
- Reporting to their immediate supervisor/line manager any defects in plant, machinery, equipment, slip/trip hazards or systems of work
- Making use and taking proper and reasonable care of protective/safety equipment, tools, plant and equipment
- Staff are required to assisting with the evacuation of all buildings in the event of a fire or other emergency and all students are required to immediately follow the evacuation procedures

2.8 Additional Key Responsibilities

2.8.1 Overseas Campus Directors

Campus Directors are currently in place for Malta, Mauritius and Dubai and are responsible for;

- Developing and promoting a pro-active health and safety culture on campus; acting as the senior coordinating officer for the campus they represent; liaising and progressing health and safety issues raised on campus
- Ensuring there is a framework with sufficient resources available to meet statutory compliance for health and safety in the host country (see Overseas Framework Policy)

2.8.2 Director of Estates & Facilities Management Services

The Director of Estates & Facilities Management Service in addition to his/her responsibilities as a Director of a Corporate Service outlined under 2.6 is also responsible for;

- Ensuring that the physical premises and facilities services within the University are safe and fit for purpose
- Responsible for ensuring the appointment of: an asbestos manager, appointed person for legionella and competent persons for fire safety
- Managing health and safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements)
- Maintaining relevant statutory records relating to the Campus (and workplaces), this shall be determined by the (Director of Estates and Facilities Management)
- In addition, ensuring, dissemination of health and safety information on and around campus

2.9 University Occupational Health and Safety Unit (UHSU)

The University Health and Safety Unit consists of two health and safety professionals:

- University Health, Safety and Fire Manager
- Occupational Health and Wellbeing Manager

2.9.1 University Health, Safety and Fire Manager

The University Health, Safety and Fire Manager is responsible for;

- Defining the risk profile of the University and to development of an effective Occupational Health and Safety Management System that reflects the operating nature of the University
- Providing advice, guidance and support to the University to ensure compliance with the health and safety legislative requirements of the Universities undertaking
- Working closely with other Health and Safety personnel of the University including: specialist advisers, Occupational health advisers, health and safety practitioners/and wellbeing practitioners
- Producing reports for the University Governing Board, Health and Safety Committee and Management Executive on the annual performance of the University in terms of occupational health and safety
- Acting as the University's main representative with all statutory and other external agencies dealing with health and safety matters
- Reporting to the Health and Safety Executive as and when required by legal requirements, and assisting such enforcement bodies in the course of their duties
- The University Health, Safety and Fire Manager has delegated authority from the Vice Chancellor to suspend work or activities considered an imminent serious danger. The suspension of any work or activities likely to cause a significant interruption to the normal business of the University will be immediately discussed with the Vice Chancellor/Chair of the University Health and Safety Committee

2.9.2 Occupational Health and Wellbeing Manager

The Occupational Health and Wellbeing Manager will;

- Promote and support all areas of occupational health and wellbeing and work closely with other wellbeing practitioners
- Monitor sickness absence and referrals to the appointed Occupational Health Practitioner
- Provide (or quality control) return to work, workstation and workplace risk assessments as well as all reasonable adjustments
- Monitor any significant trends which may relate to, or impact on, wellbeing and mental health.
- Inspect/audit workplaces for compliance with agreed standards and to work with stakeholders to implement reasonable adjustments
- Manage the provision of campus first aid, including the duty first aid system, accident investigation and first aid training
- In the absence of the University Health, Safety and Fire Manager (UHSFM) the Occupational Health and Wellbeing Manager (OHWBM) will deputise for the UHSFM

2.9.3 Professional Health & Safety Managers, Officers and Advisers (Practitioners)

Deans and Directors of Service may appoint Health and Safety practitioners for specialist roles under their control. These Health and Safety practitioners (Managers/Officers and advisers) are responsible for:

- Provision of specialist advice, guidance and support to the school/service to ensure compliance with the health and safety legislative requirements of the school/service's undertaking
- Ensuring that the school/service operates in accordance with the Occupational Health and Safety Policy
- Working closely with the University Health, Safety and Fire Manager and the University Occupational Health and Wellbeing Manager

2.9.4 Specialist Adviser(s)

(E.g. Radiation Protection Adviser, Occupational Health Physician(s) / Nurse(s))

In liaison with the UHSFM and the OHWBM and other Health and Safety practitioners: to advise on all health and safety matters within their field of competence, and ensure compliance with relevant legislation and assist in the production of codes of practice and safe systems of work where appropriate. They shall also assist in the preparation of reports for various bodies, for example Health and Safety Committee and/or Enforcement Agencies.

2.10 Consultation (see appendices 3, 4, 5, 6)

Consultation with employees on health and safety can make a significant contribution to creating and maintaining an effective health and safety culture. The University recognises this contribution and will consult with and address concerns raised by employees covered by recognised trade unions and those not covered by recognised trade unions.

The University Corporate Health & Safety Committee provides a meaningful forum for consultation and encourages an atmosphere of positive consultation by promoting and adopting best practice.

Each overseas campus will have a form of consultation that meets national health and safety regulations.

3. HEALTH AND SAFETY ARRANGEMENTS

Due to the size of the University and the diversity of its operations, it is necessary to distinguish between arrangements that are made centrally (corporate) and those locally.

The UHSU will provide corporate Codes of Practice, Guidance Notes, Risk Assessments and Safe Systems of Work on a range of corporate risks via the University Occupational Health and Safety Committee.

Local Codes of Practice, Guidance Notes, Risk Assessments and Safe Systems of Work should be in line with the categories below and are subject to inspection and auditing by the UHSU.

Where appropriate, related corporate policies (which may include health, wellbeing, security etc.) may be adopted under the arrangements of this policy.

3.1 Generic Arrangements

The day to day arrangements for carrying out this Health & Safety Policy are contained within the General Information Health & Safety Code of Practice. All staff will be made aware of the Health & Safety Policy and day to day arrangements. New staff will be made aware through the induction process.

3.2 Codes of practice

The purpose of the codes of practice is to set out management standards of health and safety based on best practice and legal requirements relevant to specific areas of health and safety law. Staff with management or supervisory responsibilities must ensure that the codes are implemented.

3.3 Guidance Notes

Guidance notes provide basic generic information and guidance. They assist managers in developing local safe systems of work based on sector specific best practice. Guidance Notes often describe and include reference to corporate procedures and arrangements.

3.4 Risk Assessment

The UHSU will provide quality control for all locally produced occupational health and safety risk assessments (including those relating to wellbeing, workload etc.). Managers must ensure that risk assessments are approved by the UHSU before relying on them as a suitable and sufficient risk control.

3.5 Safe Systems of Work

A Safe System of Work provides the operational procedure for risk control and safe working. Staff with management or supervisory responsibilities must ensure that local Safe Systems of Work are developed based risk assessment that have been approved by the UHSU and are sufficiently enforced.

4. MEASURING HEALTH AND SAFETY PERFORMANCE

Measuring performance is an essential element in all health and safety management systems. Measuring performance provides an indication of the effectiveness of the Health and Safety Policy and senior management commitment to achieving continuous improvement.

4.1 Active monitoring

Active monitoring embraces concern for physical and mental wellbeing. Active monitoring takes the form of inspections and audits and may include: the examination of documentation, observations of working practices (including reviews of workloads) and interviews with workers.

4.2.1 Management

Deans, Directors etc. shall ensure that a programme for formal inspection of the workplaces and activities under their control is planned for each academic year. The level of risk in the respective school/service/management unit will inform the frequency of inspections. After each inspection a report will be produced identifying any need for action to be taken. It is a management responsibility to ensure that actions are monitored and resolved.

4.2.2 Recognised Trade Union Safety Representatives (see appendix 7)

Middlesex University recognises the vital contribution that recognised trade union safety representatives make towards improving health and safety standards at work and will work in partnership with them to ensure that standards are met. Safety representatives are encouraged to carry out their defined functions for the colleagues they represent and issue reports to the appropriate manager for action in the first instance.

4.3 Reactive monitoring

Reactive monitoring refers to the recording and investigation of accidents and incidents that cause harm (mental or physical) or have the potential to cause harm. Accidents and incidents may indicate a failure of the risk control arrangements and identify areas for improvement. All accidents, near misses and hazardous incidents are to be reported to the UHSU.

The UHSU shall categorise and analyse all incidents of injury or ill health and report the findings to the University Corporate Health & Safety Committee. The University Health, Safety and Fire Manger will ensure the statutory requirement to report incidents to the HSE is fulfilled.

5. AUDIT AND REVIEW

The UHSU will provide a programme of corporate level health & safety audits to assess the effectiveness of the policy and also to promote continual improvement in the management of health and safety in the schools, services and management units.

Deans, Directors etc. are responsible for ensuring the production of an annual health and safety audit, based on self-assessment and development plans, using the HASMAP template. The annual audit shall be sent to the UHSU and form part of the University Annual Occupational Health & Safety Report.

The University Health, Safety and Fire Manager will produce a University Annual Occupational Health & Safety Report for submission to the Board of Governors based on reports received and its own monitoring activities. It will outline progress and actions taken during the preceding 12 months and the objectives set for the future period.

The University Health, and Safety and Fire Manager shall ensure that the whole health & safety management system including the elements of policy, organisation, implementing and monitoring are audited to ensure the whole system remains effective.

6. LIASON AND CONTACT WITH THE HEALTH AND SAFETY EXECUTIVE

Statutory Notifications to Regulatory Bodies including the HSE

All statutory notifications to the HSE require corporate approval to ensure compliance with regulations, the adequate review of risk implications and to coordinate management response across the University. The University Health, and Safety and Fire Manager should be informed of;

- First Use Notifications under COSHH
- CDM F10s
- Asbestos Removal Notifications

Where significant risks are identified the notifications should be brought to the attention of the Chair of the Corporate Health and Safety Committee who acts on behalf of the Vice Chancellor on health and safety matters.

RIDDOR Accidents

All accidents reportable to the HSE under RIDDOR, for which the University is responsible under its legal duties, will be reported on behalf of the University by the University Health, Safety and Fire Manager. The University's contractors are required to comply with the contractual protocols for RIDDOR accident reporting established by the EFMS.

HSE Inspections and Enquiries by the HSE

All HSE inspections and enquiries should be referred to the University Health, Safety and Fire Manager in the first instance.

Fire Inspections and Enforcement

All issues relating to fire safety inspections or enforcement by the Fire Service should be referred to the University Health, Safety and Fire Manager

The University Health, Safety and Fire Manager and the Occupational Health and Wellbeing Manager will provide mutual cover at all times for all contacts with the HSE. This includes initiating contact with the University's appointed specialist legal representatives in the event of a serious injury or a fatality.

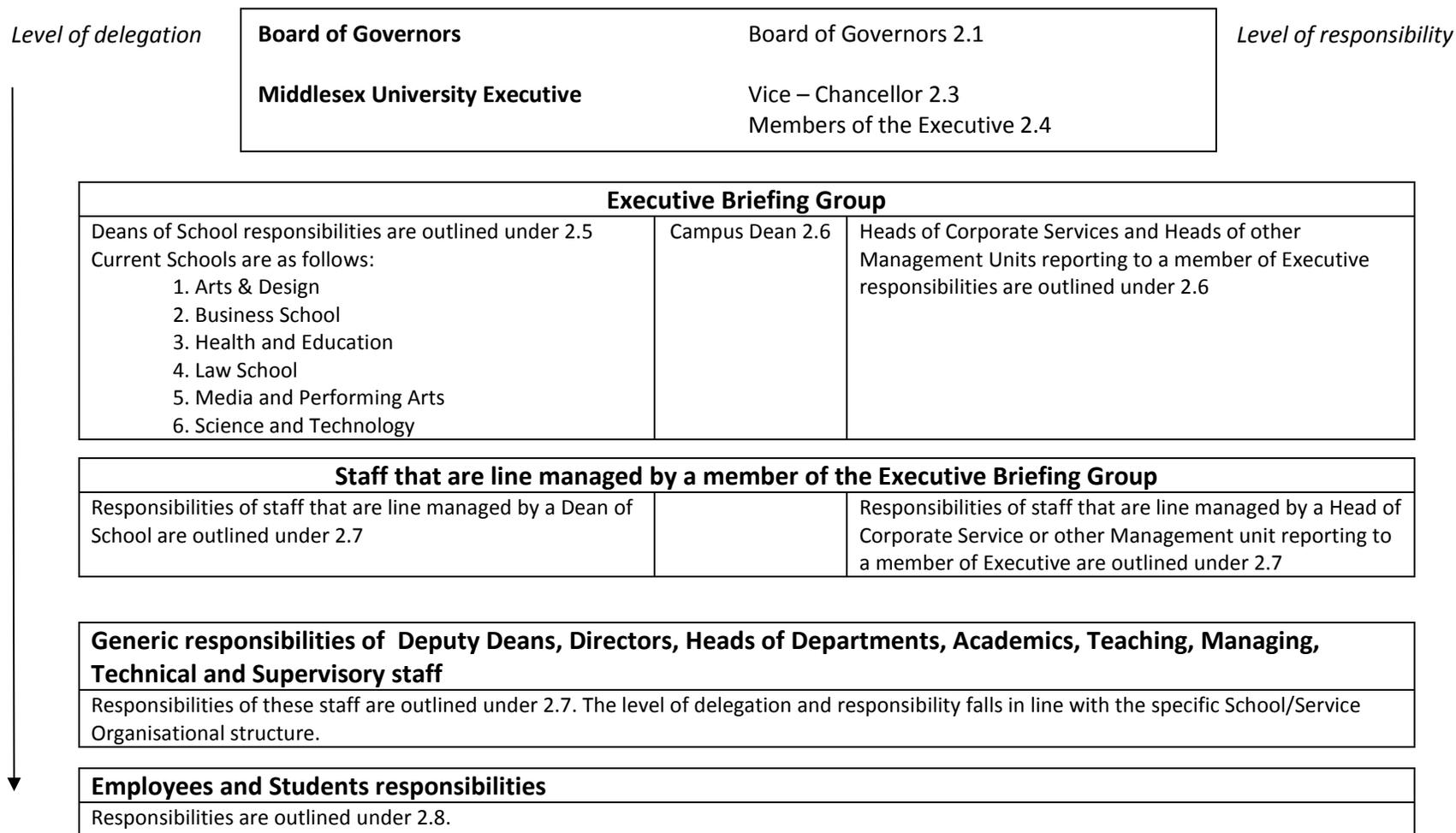
7. POLICY REVIEW DATE

November 2017

Appendix 1

Middlesex University Generic Framework on Health & Safety Organisation and Responsibilities

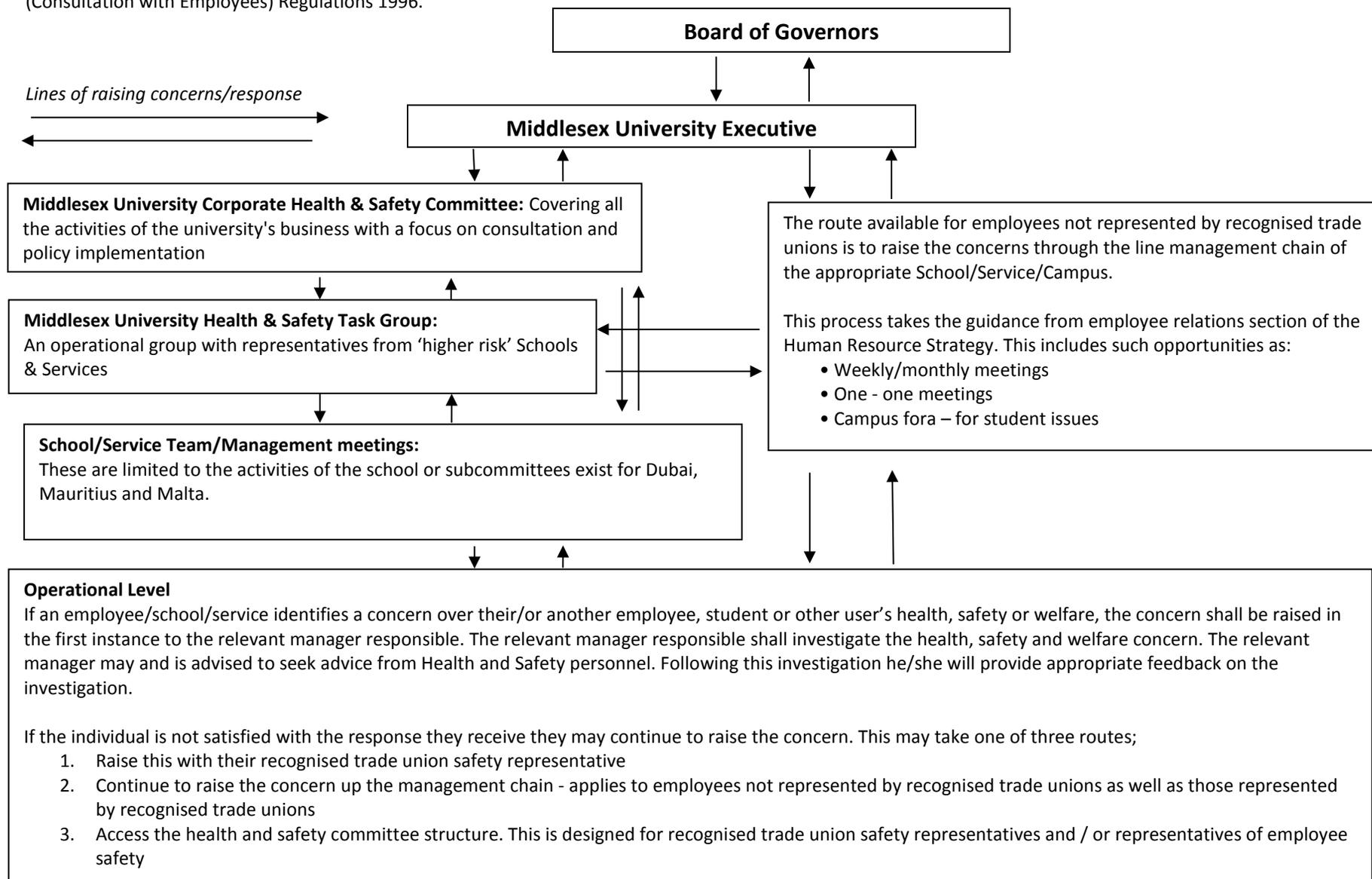
The following framework is based around the areas of Schools, Support Teams, Corporate Services and other Management Units reporting to a member of the Executive and falls in line with the Middlesex University Executive Structure and Responsibilities November 2014



Appendix 2

Middlesex University Generic Framework on Health and Safety Consultation

The following framework is based around implementing the Safety Representatives and Safety Committees Regulations 1977 and The Health & Safety (Consultation with Employees) Regulations 1996.



Appendix 3

Corporate Health & Safety Committee Terms of Reference

General

Middlesex University believes in the promotion of consultation between management and its employees in instigating, developing and carrying out measures to improve the Health, Safety and Welfare at work of all its employees.

The Corporate Health & Safety Committee is designed to provide a meaningful consultation forum that encourages an atmosphere of positive consultation in promoting and adopting best practice.

Objectives

The Corporate Health & Safety Committee shall consider the health, safety and welfare of all employees and shall submit advice and recommendations regarding the above to appropriate fora.

The Committee's functions include consideration of the following;

1. To receive and consider recommendations from the University H&S Task Group
2. To receive and consider proposals relating to occupational health and wellbeing for staff and the wellbeing of students
3. To review the accident / incident, disease statistical trends for the University
4. To review safety inspection reports as appropriate
5. To approve Corporate Codes of Practice and related policy arrangements
6. Effectiveness of local health & safety communication
7. Provision of information relating to changes in the workplace which may impact on health, safety and wellbeing
8. Consideration of reports provided by the enforcing authority (HSE, Fire & Environmental)
9. Consideration of safety reports which safety representatives may wish to submit
10. Monitoring the effectiveness of employee health and safety training
11. To receive health and safety related reports from Team/Management meetings and consider issues referred from other groups as appropriate. The Chair shall decide how best to submit advice and recommendations to the appropriate forum

The Health & Safety Committee may, on occasions, consider it appropriate to carry out independent health & safety inspections / investigations.

Membership

- Vice - Chancellor / Deputy Vice - Chancellor - Chair
- University Health, Safety and Fire Manager Secretary / convenor
- Elected Safety Representatives – Unison , UCU

Other Management representatives as agreed by the Chair but will include:

- Occupational Health and Wellbeing Manager
- Dean of School
- Director of Human Resources Services

- Directors of EFMS
- Representatives of the University H&S Task Group (maximum of four per meeting)
- Managers as requested by the Chair (it is a requirement that all management representatives shall be sufficiently positioned to provide adequate information on the agenda items)
- Vacant position to acknowledge the Health & Safety (Consultation with Employees) Regulations 1996.

Ex officio;

- Deans of School
- Directors of Services
- Heads of units

Co-opted members may be invited as follows;

- Specialists Advisers; e.g. Radiation Protection Coordinators;
- Health & Safety Practitioners

The following person(s) shall also be invited to embrace the spirit of a positive co-operation in promoting and adopting best practice:

- Representative of the MUSU.

Meetings

- There will be three per year.
- Formal agendas will be prepared for each meeting and proposed agenda items and supporting documentation should be forwarded to and discussed with the University Occupational Health & Safety Manager. This shall enable appropriate Management Representatives to be present.
- It is recognised by all that proper preparation for such meetings will enable a more meaningful agenda to be produced and a more constructive meeting to take place.
- Minutes of each meeting will be circulated to all parties of the group within 21 days of the last meeting.
- The agenda and supporting documentation will be circulated within 14 days of the next meeting and will be subject to ratification at that meeting of the group.

Quorum

To be determined by the Committee.

Generally:

The minimum shall be four (4 management representatives + 1 trade union rep)

This excludes the following:

- Chair
- Secretary / convenor

Appendix 4

University Health and Safety Task Group

General

The University Health & Safety Task Group will take an operational approach to the implementation of this policy and will be attended by managers who have operational responsibility for higher risk activities within the University. The Task Group is open to representatives from lower risk areas and fixed-term specialist contractors who will be required to attend as appropriate

Objectives

The University Health and Safety Task Group shall consider the health, safety and welfare of employees and how this impacts on students (and others) and shall submit advice and recommendations to the University Occupational H&S Committee.

The Task Groups functions include consideration of the following:

1. To review all reported accident and incidents and make recommendations for corrective action as appropriate to those who own the risk
2. Review inspection and audit reports
3. Monitoring risk profiles, safety codes, risk assessments and systems of work
4. Monitoring the effectiveness of local health & safety communication
5. Provision of information relating to changes in the workplace
6. Consideration of reports provided by the enforcing authority (HSE)
7. Consideration of safety reports which safety representatives may wish to submit
8. Monitoring the effectiveness of employee health and safety training
9. To discuss and develop health and safety in specific project areas such working at heights, slips and trips, manual handling
10. To receive updates on changes to H&S law and to receive management briefings on H&S topics
11. To review School and Service Plans and changes to risk profiles

Membership

Representation will be mandatory for Schools and Services identified as having 'higher risk' activities.

- Chaired by University Health, Safety and Fire Manager, or in his absence the Occupational Health and Wellbeing Manager.
- Elected Safety Representatives – Unison, UCU
- A management representative from any 'lower risk' School or Service (Management representative must be of sufficient authority to represent their Dean/Director and to report back to their Dean/Director/Head). Management representative must be of sufficient authority to represent their Dean/Director and to report back to their Dean/Director.

The Task Group will co-opt members to serve as appropriate according to the business of the meetings

Meetings

- To be determined by the Task Group but monthly meetings will be the norm during September to June
- Formal agendas will be prepared for each meeting
- Minutes of each meeting will be circulated to all parties of the group.

Quorum

To be determined by the Task Group.

Appendix 6

Recognised Trade Union Safety Representatives

Recognised Trade Union Safety Representatives have functions under regulation 4 of the Safety Representatives and Safety Committees Regulations 1977, to do the following;

- (a) Investigate potential hazards and dangerous occurrences at the workplace (whether or not they are drawn to his attention by the employees he/she represents) and to examine the causes of accidents at the workplace
- (b) Investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work
- (c) Make representations to the employer on matters arising out of (a) and (b)
- (d) Make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace
- (e) Carry out inspections in accordance with regulation 5, 6 and 7 of the Safety Representatives and Safety Committees Regulations 1977
- (f) Represent the employees he/she was appointed to represent in consultations at the workplace with inspectors of the Health & Safety Executive and of any other enforcing authority
- (g) Receive information from inspectors in accordance with section 28(8) of the 1974 Act
- (h) Attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.