



UNIVERSITY OF LONDON

UNIVERSITY OF LONDON HEALTH AND SAFETY POLICY

1.0 GENERAL STATEMENT

- 1.1 The **Board of Trustees** of the University of London fully accepts its responsibilities under the Health and Safety at Work Act (1974) and other relevant legislation, and is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of its employees, its students and all other persons who may be affected by its activities.
- 1.2 The **Board of Trustees** regards health and safety as a core management function and will work to ensure that health and safety is integrated into all institutional management activities.
- 1.3 Through its management structure, the University of London (hereafter referred to as the University) will ensure that all processes and systems of work are designed to take account of health and safety, and are properly supervised.
- 1.4 The University requires and expects that openness, transparency and fairness are incorporated in all health and safety management activities.
- 1.5 The **Board of Trustees** delegates to the **Safety Committee** the task of ensuring that all members of staff are committed to the full implementation of the health and safety policy. The **Safety Committee** provides assurance that these arrangements are in place through its annual report to the Board of Trustees.
- 1.6 Adequate arrangements will be put in place to enable employees and their representatives to raise, and be consulted on, issues of health and safety.
- 1.7 All employees will be given adequate information, instruction and training to enable them to carry out their work activities in a safe manner.
- 1.8 The University will ensure that it has access to competent health and safety advice and assistance, including, where appropriate, specialists from outside the organisation.
- 1.9 The University will seek to make progressive improvements in health and safety by formulating an annual health and safety plan for the University.

- 1.10 The **Safety Committee** will review the University's Health and Safety Policy annually, or more often if necessary, to ensure that it remains up-to-date in terms of legislative or organisational changes, and will recommend any proposed changes to the **Board of Trustees** for approval.

2.0 ORGANISATION FOR HEALTH AND SAFETY

In order to ensure that health and safety is successfully managed within the University, staff responsibilities have been allocated as follows:

- 2.1 The **Director of Human Resources** is the senior manager responsible for overseeing the University's health and safety management arrangements.
- 2.2 **Heads of Departments** are responsible for the management of health and safety matters within their Departments, and for ensuring that arrangements are in place to enable the implementation of the University's Health and Safety Policy within their Departments. Their health and safety duties include the following:
- 2.2.1 Ensuring that sufficient numbers of **Departmental Safety Co-ordinators**, First Aiders, Fire Marshals and Display Screen Equipment assessors are designated and trained within their Department.
- 2.2.2 Ensuring that risk assessments are in place to identify all hazardous activities and that control measures are implemented to minimise the risk of injury, ill health or damage so far as reasonably practicable. A Guide to Risk Management is available from the risk management page on the Intranet:
<https://uolonline.sharepoint.com/Pages/Finance%20and%20Planning/Risk-Management.aspx>.
- 2.2.3 Ensuring that employees, contractors and visitors are aware of relevant health and safety information and procedures, including arranging for health and safety to be a standing agenda item at Departmental meetings.
- 2.3 **Departmental Safety Co-ordinators** are designated by **Heads of Departments**. A list of **Departmental Safety Co-ordinators** can be found on the Intranet at:
<https://uolonline.sharepoint.com/Pages/Human%20Resources/Health-and-Safety-Contacts.aspx>. Their health and safety duties include the following:
- 2.3.1 To maintain surveillance for day-to-day hazards and instigate prompt remedial action.
- 2.3.2 To assist line managers in undertaking risk assessments of hazardous activities and the identification of suitable control measures to minimise the risk of injury, ill health or damage so far as reasonably practicable.
- 2.3.3 To monitor the Department's compliance with statutory, University and Departmental health and safety requirements. This is normally achieved by conducting health and safety inspections (on at least an annual basis) and creating a written report of the inspection for circulation amongst staff.
- 2.3.4 To disseminate information on health and safety matters within their Department.
- 2.3.5 To ensure that all accidents, 'near miss' events and fire alarm activations are promptly reported to the **University Health**

and Safety Adviser for official recording and investigation as necessary.

- 2.3.6 To keep their **Head of Department** advised of health and safety matters within the Department and act as liaison officer in the exchange of information between their Department and the **University Health and Safety Adviser**.
- 2.3.7 To ensure that new staff within the Department have received health and safety induction information or training within the requisite period after commencing work.
- 2.4 **All employees** are required by Section 7 of the Health and Safety at Work Act (1974) to take reasonable care for themselves and others who may be affected by their acts and/or omissions. Employees are further required to co-operate with their employer with regard to health and safety matters, to work in accordance with information, training and equipment provided and to report any hazardous defects in plant and equipment or shortcomings in the existing health and safety arrangements to a responsible person without delay.
- 2.5 **Trade Union Health and Safety Representatives** may be appointed by Trade Unions under the terms of the Health and Safety at Work Act (1974). The rights of **Trade Union Health and Safety Representatives** are respected by the University in accordance with the Safety Representatives Regulations (1977). **Trade Union Health and Safety Representatives** may also agree to represent non-Trade Union staff groups in health and safety matters under the Health and Safety (Consultation with Employees) Regulations (1996).
- 2.6 As required by the Management of Health and Safety at Work Regulations (1999), the University has appointed competent persons to provide it with health and safety advice and assistance to ensure that statutory provisions are met, and that the health and safety policy and arrangements are being adhered to. Contact details for the **University Health and Safety Adviser** are set out on the Intranet at: <https://uolonline.sharepoint.com/Pages/Human%20Resources/Health-and-Safety-Contacts.aspx>.

3.0 ARRANGEMENTS FOR HEALTH AND SAFETY

- 3.1 **Accident Reporting**
All accidents and 'near miss' incidents must be reported promptly. The University's accident and incident report form can be downloaded from the Intranet at: <https://uolonline.sharepoint.com/Pages/Human%20Resources/Accidents,-Incidents-and-Hazards.aspx>.
- 3.2 **First Aid**
The University will maintain suitable numbers of trained first aid personnel to deal with minor accidents and emergencies at the workplace. First Aid boxes are kept at reception desks, kitchen areas and workshop areas. A list of first aiders is available on the Intranet at: <https://uolonline.sharepoint.com/Pages/Human%20Resources/First-Aiders.aspx>.
- 3.3 **Health Surveillance**
The University will ensure that health surveillance of employees is provided where this is a requirement of legislation such as the Control of Substances Hazardous to Health Regulations or where this would be of benefit to maintaining health.

- 3.4 **Information and Communication**
The University will ensure that relevant information relating to health and safety is disseminated to staff mainly on the health and safety pages of the Intranet (accessible from the Human Resources Department section of the Intranet) at: <https://uolonline.sharepoint.com/Pages/Human%20Resources/Human-Resources.aspx>. Statutory notices will be displayed throughout the workplace as necessary. Information for visitors, for example, fire procedures, will be displayed in the form of signs and notices.
- 3.5 **Safety Committee**
Meetings of the **Safety Committee** will be held regularly to allow discussion and consultation on health and safety issues to take place. Links to the terms of reference and meeting dates of the **Safety Committee** can be accessed on the Intranet from: <https://uolonline.sharepoint.com/Pages/VCO/Central-Secretariat.aspx> (the terms of reference are set out within Ordinance 6 and committee dates are provided in the Committees Calendar).
- 3.6 **Annual Health and Safety Inspection**
At least once every year, normally within three months of the start of the new academic year on 1 August, all Departments of the University are required, as part of a Departmental health and safety audit, to carry out a health and safety inspection of their workplace. Such annual inspections can be undertaken in collaboration with Trade Union nominees in the exercise of their statutory right to make periodic inspections of the workplace.
- 3.6.1 The inspection group should consist of the **Departmental Safety Co-ordinator** and a **Departmental Safety Co-ordinator** from another Department of the University in order to provide an independent view. Representatives from relevant Trade Unions should be invited in case they wish to participate. The **University Health and Safety Adviser** must be informed of the planned inspection date and may also wish to participate.
- 3.6.2 On completion of the annual inspection, a report agreed by the inspection group must be compiled promptly by the **Departmental Safety Co-ordinator**. Copies of the report must be sent, usually in electronic format, to all staff within the Department covered by the inspection in order to keep staff informed of general and particular health and safety issues affecting them. The **University Health and Safety Adviser** must also be sent a copy to assist with the compilation of a report to the **Safety Committee** on safety management performance across the University.
- 3.7 **Auditing of Safety Management Performance**
A health and safety audit is intended to provide an objective and qualitative assessment of all the elements of a health and safety management system. To that end, the **University Health and Safety Adviser** carries out an annual audit of health and safety management within each Department using appropriate key performance indicators. The outcomes are reported back to the Departments and an annual summary is presented to the **Safety Committee**.
- 3.8 **Display Screen Equipment**
All users of Display Screen Equipment and Visual Display Units should conduct regular self-assessments. A self-assessment form and an on-line learning package are available through a link from the health and safety page of the Intranet at: <https://uolonline.sharepoint.com/Pages/Human%20Resources/Workstation-Self-Assessment.aspx>.

- 3.8.1 In addition to self-assessment, all Departments are required to designate one or more Display Screen Equipment assessors to carry out basic assessments of staff workstations using standard checklists, and to recommend or implement simple remedies, for example, the provision or replacement of furniture or instruction on basic workstation set up. Where a more detailed workstation assessment is required, for instance, where staff report pain and discomfort that may be linked to their set up or work practice, the matter should be referred to the **University Health and Safety Adviser**.
- 3.9 **Fire Safety Procedures**
Copies of the fire evacuation procedures are available on the Intranet at:
https://uolonline.sharepoint.com/SiteCollectionDocuments/Fire_Evacuation_Procedure.pdf#search=fire%20evacuation. Members of staff who are responsible for students or visitors should inform them of these procedures or issue them with copies. A short training guide on the fire procedures can be found here:
https://uolonline.sharepoint.com/SiteCollectionDocuments/Fire_Safety_Arrangements.pdf#search=fire%20safety.
- 3.9.1 A link to the list of Fire Marshals can be found on the Intranet. See:
https://uolonline.sharepoint.com/SiteCollectionDocuments/Fire_Marshals.pdf.
- 3.10 **Staff Induction and Health and Safety**
All new employees are invited to attend an induction session which includes information on health and safety and fire awareness training. Managers are also expected to brief new staff on health and safety policies, including hazard and accident reporting.
- 3.11 **Health and Safety Training**
The University arranges a number of health and safety courses, some at certificate level, in addition to First Aid, fire safety and Fire Marshal training. The list of available courses can be found on the website at: <http://www.london.ac.uk/127.html>. The University also offers specialist training as required to those whose work could involve asbestos.
- 3.12 **Workplace Stress**
The University is committed to ensuring a supportive work environment which will promote the well-being of staff. Support is available for staff who believe they are suffering the effects of stress from work or for personal factors. Staff may approach their line manager, the Human Resources Department or their Trade Union representative, or may speak at any time to a counsellor through the University's Employee Assistance Programme, which provides free and confidential advice on work or personal issues. The University's Occupational Stress Management Policy and Guidance on Dealing with Stress at Work is available on the Intranet at:
https://uolonline.sharepoint.com/SiteCollectionDocuments/Occupational_Stress_Management_Policy.pdf.