

Canterbury Christ Church University

Health and Safety Policy

Section One

Health and Safety Organisation

Health and Safety Organisation: Introduction

- 1.1 The general provisions of the Health and Safety at Work etc Act 1974 impose a duty on all employers to ensure, as far as is reasonably practicable, the safety of their employees at work by maintaining safe plant, safe systems of work, and safe premises, and also by ensuring adequate instruction, training and supervision. The University is also bound by the Act to ensure the safety of all other persons, who, though not employees, may be affected by the University's work activities.
- 1.2 The Act requires every employer to prepare a written statement of general policy with respect to the health and safety at work of his employees and the organisation and arrangements in force for carrying out that policy, and to bring the statement to the notice of all his employees.
- 1.3 The Governing Body approved a Health and Safety Policy Statement to provide the framework within which all activities within the University should comply with relevant legislation and accord with best practice, and ensure the effective management of health and safety.
- 1.4 The Governing Body reviews annually the Health and Safety Policy Statement, and makes any appropriate adjustments to comply with the changing regulatory and operating environment.
- 1.5 The Governing Body adopted the arrangements for Health and Safety Organisation set out in this policy as the framework within which to implement the Health and Safety Policy Statement.
- 1.6 The objectives of the health and safety management arrangements are to ensure that statutory requirements and University standards for health and safety are met, the health and safety of employees, students and visitors are secured, and the University can demonstrate it is a safe environment.
- 1.7 The Health and Safety Policy Statement and the policy relating to Health and Safety Organisation are supported by policies, together with the health and safety arrangements set out in procedures and codes of practice, which are issued from time to time and revised in the light of experience and changes in legislation.

Governance Structure

(a) The Governing Body

- 1.8 The responsibility for implementation of the University Health and Safety Policy, and legal compliance, resides with the Governing Body.
- 1.9 The Governing Body is responsible for ensuring that all members of staff have a clear understanding of their health and safety responsibilities and there are adequate resources and training to fulfil these.

(b) Health and Safety Committee of the Governing Body

- 1.10 The Governing Body works through the Committee structure to ensure effective communication and consultation at all levels within the University regarding safety policy arrangements, training programmes and performance monitoring. To this end, the Governing Body has established a Health and Safety Committee. The Governing Body determines the arrangements for the appointment to, and terms of reference of, the Committee.
- 1.11 On the Health and Safety Committee, there is representation by two Governors (one of whom acts as the Chair); the recognised trades unions, in their role as Safety Representatives; staff not in membership of the Trade Union; and students. The University Health and Safety Advisor and Fire Safety Advisor are members of the committee.
- 1.12 The Governing Body acts on the advice of its Health and Safety Committee, which has oversight of the development and implementation of health and safety policy. The Health and Safety Committee reviews policy arrangements for approval by Governing Body.
- 1.13 The Health and Safety Committee is responsible for identifying key health and safety priorities, reviewing progress to meet these priorities and taking further action if necessary. To fulfil these responsibilities, the Health and Safety Committee receives regular reports from the University Health and Safety Advisor and other officers on safety policy arrangements, training programmes and performance, and from the University's External Consultant on the implementation of safety policy arrangements within Faculties and Support Services, at all University campuses and facilities.

Management Structure

(a) Senior Management

- 1.14 On behalf of the Governing Body, the Vice Chancellor and Principal leads on health and safety matters and takes overall responsibility for the University's health and safety management. The Vice Chancellor and Principal is responsible to the Governing Body for the health and safety of all operations at the University and ensuring compliance with health and safety legislation.

- 1.15 The Vice Chancellor and Principal delegates the responsibility for these matters to the University Solicitor, who has the support on a day-to-day basis of the Assistant Secretary. The Assistant Secretary has managerial responsibility for the Health and Safety Advisor and Fire Safety Advisor.
- 1.16 Members of the Senior Management Team are responsible for ensuring the implementation of the University's Health and Safety policy in the areas under their control, and for ensuring that adequate resources are made available for this purpose. They are responsible for promoting the continuous improvement of health and safety performance, ensuring that there is appropriate and adequate training, monitoring health and safety, and drawing up short, medium and long-term plans in response to audits that identify scope for improvement.
- 1.17 Members of the Senior Management Team are also responsible within their Faculties or Support Services for ensuring the sharing of duties between an adequate number of health and safety representatives, who receive appropriate training for this work. They ensure the establishment of appropriate Departmental policies to implement University policy effectively in their areas, including the training of staff.

(b) Heads of Department

- 1.18 Heads of Department are responsible, as far as is reasonably practicable, for the management of health and safety within their department by ensuring
 - 1.18.1 the management of staff and resourcing in relation to the health and safety needs of the Department
 - 1.18.2 safe working conditions and procedures at other locations, including other campuses of the University, where staff and students are working
 - 1.18.3 safe systems of work are in place for all operations under their control and for assessing the performance of their department against health and safety requirements
 - 1.18.4 safe working conditions for staff and students undergoing field courses and other visits, which are organized by the department, but are away from normal departmental premises
 - 1.18.5 good performance by their staff and ensuring that staff failing to meet appropriate standards receive additional support and appropriate encouragement
 - 1.18.6 the establishment of appropriate systems of monitoring and record keeping
 - 1.18.7 the appointment of a Departmental Health and Safety Representative to advise the head of department

- 1.18.8 the appointment of competent staff to carry out any specialised health and safety tasks as necessary
 - 1.18.9 that the Departmental Health and Safety Statement details relevant local rules to control health and safety risks, and is periodically reviewed
 - 1.18.10 the supervision of staff and students in their departments in health and safety matters
 - 1.18.11 that members of staff receive appropriate training
 - 1.18.12 that new members of staff receive induction, members of staff changing roles receive appropriate training, and staff receive appropriate training when new equipment is installed
 - 1.18.13 that appropriate information is available to all staff, students and visitors
- 1.19 Risk assessment is a key element in the process of successful health and safety management. It requires the proactive identification of risks and the reduction of those risks. Risk assessments can identify weakness and, when acted upon, lead to a safer, healthier and more productive environment. Heads of Department are responsible for identifying members of staff responsible for carrying out risk assessments in their Department. Such persons need to be competent to carry out the assessments. This will necessitate the use of appropriate knowledge and skills acquired through sufficient training and knowledge, and should seek specialist advice where necessary. In practice the person creating the risk, or who is in a supervisory position with regard to the activity, needs to be involved in the risk assessment.
- 1.20 Discussion of safety at departmental level is essential. The size and complexity of a department is likely to dictate whether the consultation is formal within a departmental safety committee, or takes place within some other departmental discussion forum. Whatever the arrangements are, it is important that there is an opportunity for an input from all staff within the department.
- 1.21 Within the line management hierarchy, health and safety tasks can be delegated. However, the responsibility for ensuring that these are properly undertaken remains with the head of department.

(c) Campus Directors

- 1.22 The University is also located at campuses at Broadstairs and Chatham, and at Salomons. There is recognition of this network in the organization of health and safety at the University.
- 1.23 The responsibility for the oversight of health and safety matters at the campus rests with the Campus Directors at Broadstairs and Chatham, and the Dean and Executive Director at Salomons. In functional terms, the directors exercise the same responsibilities as a head of department set out

above. A Head of Department located at a one of these campuses is responsible for those aspects of provision under their control and direction.

- 1.24 In the exercise of these responsibilities, the director will work with any other appropriate head of department.
- 1.25 The director may appoint an individual to fulfil the functions of a Departmental Health and Safety Representative outlined below.

(d) Supervisors

- 1.26 Those members of staff with direct supervisory responsibility for staff or students are responsible for ensuring
 - 1.26.1 the safe conduct of activities within their areas of control
 - 1.26.2 the carrying out the assessments, and seeking specialist advice where necessary
 - 1.26.3 the drawing of the manager's attention to those health and safety matters requiring action that the supervisor is unable to provide.

(e) Departmental Health and Safety Representatives

- 1.27 Heads of Department appoint Departmental Health and Safety Representatives, to advise on how to implement the University's health and safety policies and the departmental health and safety rules. Heads of Department are to ensure Departmental Health and Safety Representatives are competent and receive adequate training to fulfil their duties. The Representative should have an overall appreciation of the requirements of the Health and Safety at Work etc. Act 1974 and any other statutory or local requirements specific to the work carried out in the Department.
- 1.28 The role of the Departmental Health and Safety Representatives is advisory and does not carry executive responsibility for health and safety within the Department. Departmental Health and Safety Representatives are to advise Heads of Department on Safety Policy Arrangements, including Risk Assessments and the measures they must implement to comply with them, the training requirements, and the monitoring arrangements.
- 1.29 The Departmental Health and Safety Representatives is, on behalf of the head of department and where reasonably practicable, to
 - 1.29.1 ensure the departmental statement of safety organisation is reviewed annually, revised where appropriate and a copy provided for the University Health and Safety Advisor
 - 1.29.2 ensure appropriate risk assessments are prepared
 - 1.29.3 carry out regular health and safety inspections of the department, which should be completed on an annual basis, and to report

findings to the head of department and the University Health and Safety Advisor

- 1.29.4 monitor the working environment within the department and report unsatisfactory conditions to the Head of Department
 - 1.29.5 give advice to members of staff and students on safe working procedures and practices and to arrange health and safety training to an adequate level
 - 1.29.6 monitor compliance with departmental health and safety rules and University policy relating to health and safety
 - 1.29.7 receive notification through the Head of Department of potentially unsafe and unhealthy conditions and working practices, or other suggestions for improvement, and to advise the Head of Department on the necessary steps for resolution of such matters
 - 1.29.8 receive and act upon representations with regard to health and safety made by any member of the department
 - 1.29.9 ensure necessary accident and incident reports are made to the University Health and Safety Advisor
 - 1.29.10 liaise with, and seek the advice and assistance of, the University Health and Safety Advisor in the exercise of their functions.
- 1.30 Heads of Department may give Departmental Health and Safety Representatives authority to take action in exceptional circumstances where they discover what they consider a dangerous practice requiring immediate attention, reporting the situation to the Head of Department as soon as possible.
- 1.31 The head of department cannot relinquish any of their health and safety responsibilities with the appointment of a Departmental Health and Safety Representative.

(f) First Aiders and Appointed Persons

- 1.32 The University will provide trained first aiders and appointed persons to treat staff, students and visitors requiring attention while at University sites.

(g) Members of Staff

- 1.33 All members of staff are expected to conduct themselves at all times so as not to endanger their health and safety or that of any other person who may be affected by their acts or omissions. Members of staff are responsible for
- 1.33.1 their own health and safety at work, and that of others

- 1.33.2 co-operating with line management so far as is necessary to ensure compliance with health and safety requirements
- 1.33.3 not undertaking any work for which they have not received adequate instruction, training and/or information
- 1.33.4 complying with all relevant health and safety requirements and following the rules and guidance from their managers as laid down within the University policy and the departmental policy statement
- 1.33.5 reporting any health and safety concerns they have to their manager or Department Health and Safety Representative
- 1.33.6 co-operating as is necessary to secure the performance of, and compliance with, health and safety requirements.

(h) Students

- 1.34 All students must behave responsibly at all times, and comply with University requirements, and following the instructions issued by the appropriate members of staff or others engaged on University business.
- 1.35 The Health and Safety Advisor and Fire Safety Advisor will have the responsibility for advising the Students' Union on matters relating to health and safety.

Advisory Structure

- 1.36 The University has appointed competent persons to advise on health and safety issues and to assist in meeting, and where appropriate exceeding, the minimum statutory legal requirements.

(a) University Health and Safety Advisor and Fire Safety Advisor

- 1.37 The Health and Safety Advisor and Fire Safety Advisor are appointed to provide competent advice and specialist expertise on strategic guidance on compliance with health and safety requirements to Governors and senior management to enable them to carry out their respective responsibilities effectively. In addition, they provide operational advice to Heads of Department and Department Health and Safety Representatives.
- 1.38 The Health and Safety Advisor advises the Health and Safety Committee on the formulation of policy. The Fire Safety Advisor provides advice to the Committee on matters relating to fire safety.
- 1.39 In conjunction with the University Staff Development Office, the Health and Safety Advisor and Fire Safety Advisor review the effectiveness of health and safety training, advise on their development, arrange and provide appropriate training. The Health and Safety Advisor and Fire Safety Advisor also advise as necessary on specific safety training.

- 1.40 The Health and Safety Advisor and Fire Safety Advisor carry out systematic auditing at all levels in the University and assessment of the performance against health and safety standards. The reports, together with their recommendations, will be made to the appropriate managers and supervisors.
- 1.41 The additional responsibilities of the Health and Safety Advisor and Fire Safety Advisor include:
- 1.41.1 advising on the development, introduction and monitoring of health and safety rules and safe systems of work
 - 1.41.2 reporting on unsafe or unhealthy conditions and practices together with recommendations for remedial action
 - 1.41.3 providing a focus for addressing identified health and safety issues within the University
 - 1.41.4 reviewing the adequacy and effectiveness of health and safety communications within the University, and advising on their development
 - 1.41.5 the promotion of the health, safety and welfare within the University
 - 1.41.6 the identification of training requirements, and making appropriate arrangements to meet these needs

(b) External Advice

- 1.42 The University engages an external consultancy to advise on matters relating to health and safety. The consultancy, together with the programme of work to be undertaken by the consultancy for the following academic year, is determined by the Health and Safety Committee at its summer meeting.
- 1.43 Expert advice will be sought to determine health and safety risks in relation to the working environment, whether practices or conditions, wherever appropriate. The Health and Safety Advisor and Fire Safety Advisor will advise on the securing of such expert advice.

(c) Health and Safety Management Consultative Committee

- 1.44 The Health and Safety Management Consultative Committee consists of representatives of managers within the University appointed by the University Solicitor for a period of three years. The University Solicitor, or nominee, will chair the Consultative Committee, which will meet once each term, or as at such times as may be required through emergencies or other urgent considerations.
- 1.45 The Consultative Committee will receive reports from the Health and Safety Advisor and Fire Safety Advisor on management matters relating to health and safety, advise on all new health and safety policies, together with the statements of health and safety arrangements set out in procedures and

codes of practice, and assist in determining the appropriate culture for the management of health and safety for the University.

- 1.46 The Consultative Committee will act in an advisory capacity. The University Solicitor will draw the attention of the Senior Management Team to matters requiring management action at the level of the University.

(d) Health and Safety Representatives Forum

- 1.47 All Departmental Health and Safety Representatives are members of a Forum that meets once a term, or at such times as may be required through emergencies or other urgent considerations.
- 1.48 The University Solicitor, or nominee, will chair the meetings of the Forum. The aim of the Forum is to promote co-operation between the Health and Safety Advisor and the Departmental Health and Safety Representatives, together with good practice, in instigating, developing and carrying out measures to promote the health, safety and welfare of staff, students and visitors at the University.
- 1.49 The Forum supplements the arrangements for ensuring the continued well-being of employees and students.

Representation

- 1.50 The Health and Safety at Work etc Act 1974 places responsibilities on the University with regard to Trade Union Safety Representatives. The University recognises such Representatives for the purpose of health and safety representation, and to this end Representatives form part of the membership of the Health and Safety Committee.
- 1.51 The Health and Safety Committee provides the mechanism for consultation with Safety Representatives. The purpose is to provide and maintain arrangements that enable the University and its employees "to co-operate effectively in promoting and developing measures to ensure health and safety at work of employees, and in checking the effectiveness of such measures" (Health and Safety at Work etc Act 1974, Section 2(6)).
- 1.52 Heads of Department are responsible for informing employees of the availability of Trade Union Safety Representatives for employee consultation where the normal course of health and safety reporting has failed. Heads of Department are responsible for allowing time for employees to consult with their Representative in such circumstances.

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Section Two

Risk Assessment

Risk Assessment: Introduction

- 2.1 The purpose of this policy is to provide advice and guidance to all employees with the information necessary to produce suitable and sufficient health and safety risk assessments related to all work activities within their area of responsibility.
- 2.2 It is the policy of the University to ensure, so far as is reasonably practicable, that all work activities are assessed with a view to identifying the associated health and safety risks and introducing risk control measures to reduce identified risk to an acceptable and manageable level.
- 2.3 The Management of Health and Safety at Work Regulations, 1999, Regulation 3 requires the University to:
 - 2.3.1 make a suitable and sufficient assessment of the risks to the health and safety of his employees to which they are exposed whilst they are at work; and
 - 2.3.2 the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking.
- 2.4 There is a requirement to review health and safety risk assessments if:
 - 2.4.1 there is reason to suspect that they are no longer valid; or
 - 2.4.2 there has been a significant change in the matters to which they relate.
- 2.5 Particular consideration needs giving to health and safety risk assessments relating to the employment of young persons. Such risk assessments need to take into consideration the young person's inexperience, lack of awareness of risks and level of immaturity.
- 2.6 There is a requirement on the University to record the significant findings of the risk assessment, and any group of employees identified as being especially at risk.
- 2.7 The Health and Safety Advisor will have oversight of the development of a common template for health and safety risk assessment for use across the University, and will monitor its use, and provide advice and assistance on its use.

- 2.8 The Fire Safety Officer will be responsible for the development, and exercise oversight of the use, of fire safety risk assessments.

Responsibilities

Heads of Department

- 2.9 Heads of Department are responsible for:
- 2.9.1 Completion of suitable and sufficient health and safety risk assessments for work activities within the department.
 - 2.9.2 Monitoring regularly health and safety risk assessments, and reviewing them annually.
 - 2.9.3 Addressing remedial actions required in the health and safety risk assessment action plan within the agreed time scale and amending the risk assessment accordingly.
 - 2.9.4 Keeping the University Health and Safety Advisor informed of changes to health and safety risk assessment.

Departmental Health and Safety Representatives

- 2.10 Departmental Health and Safety Representatives are responsible for:
- 2.10.1 Assisting heads of department in preparing health and safety risk assessments.
 - 2.10.2 Liaising with the University Health and Safety Advisor to ensure the health and safety risk assessment database is up to date.

University Health and Safety Advisor

- 2.11 The University Health and Safety Advisor has responsibility for:
- 2.11.1 Coordinating Health and Safety risk assessments across departments.
 - 2.11.2 Advising Heads of Department and department health and safety representatives on risk assessment including changes to legislation affecting risk assessments.
 - 2.11.3 Keeping the health and safety risk assessment format under review.
 - 2.11.4 Maintaining the health and safety risk assessment database.
 - 2.11.5 Ensuring health and safety risk assessments across all campuses follow a single format.
 - 2.11.6 Conducting complex health and safety risk assessment as required.

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Procedure for the Completion of Health and Safety Risk Assessments

1. General Notes

- 1.1 A risk assessment may be defined as an identification of the hazards involved in any particular task and an estimate of the associated risks involved, the severity and likelihood (probability) taking into account the control measures in place at the time the risk assessment is completed.
- 1.2 Risk assessments are a legal requirement with the purpose of safeguarding employees, visitors, contractors and anybody else who may be affected by our undertakings.
- 1.3 Risk assessments must be carried out in all departments and are to include all identified hazards associated with activities within the department. Risk assessments are to be reviewed at stated intervals or if any significant change occurs within any specific area of the department.
- 1.4 It is the responsibility of the Head of Department to ensure that the risk assessments are completed, reviewed and amended as necessary.
- 1.5 It is the responsibility of the Head of Department to ensure all members of staff have access to the risk assessment and that they sign to confirm they have read and understood the contents.

2. Guidelines for Completion of Risk Assessment.

- 2.1 Identify activities/hazards within the department.
- 2.2 Identify the people who may be at risk i.e. staff, visitors, contractors, members of the public.
- 2.3 Determine the possible severity of the identified risks:

SEVERITY

3	MAJOR: May result in death or serious injury or serious damage to plant or property.
2	SERIOUS: An accident that may result in the injured party being absent from work in excess of three days
1	SLIGHT: May result in an absence from work of up to three days

- 2.4 Determine the possible likelihood of the risk occurring.

LIKELIHOOD

3	HIGH: Likely to happen
2	MEDIUM: Unlikely to happen
1	LOW: Highly unlikely to happen

2.5 Calculate the 'Risk Rating', i.e. SEVERITY x LIKELIHOOD

SEVERITY	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3

LIKELIHOOD

2.6 Risk Rating 'Scores'

- Between **1** and **3** the level of risk is considered to be **LOW** and additional control measures should be implemented as routine planned works and if cost effective.
- Between **4** and **7** the level of risk is considered to be **MEDIUM** with the possibility of injury to personnel or damage to property and would be breaching current legislation or University best practice and procedure. These matters require a planned program of action to eliminate or control the risk and should be completed within **three** months.
- Between **8** and **9** the level of risk is considered to be **HIGH** with the risk of serious injury to personnel and/or damage to property. Would lead to the issue of a Prohibition Notice or legal proceedings being instituted by the Enforcing Authority. These matters are to receive **IMMEDIATE** attention to reduce the risk to an acceptably lower level.

3 Inadequate Control Measures

- 3.1 The risk assessment process is likely to identify activities, plant or processes that are not adequately controlled, and therefore present an unacceptable level of residual risk.
- 3.2 These inadequately controlled issues are to form the basis of an 'Action plan'. The purpose of the action plan is to reduce the risk to the lowest possible acceptable level by the application of additional control measures.

4 Action Plan

- 4.1 The action plan will consist of the following fields:
- No. – This relates to the activity number in the risk assessment section.
 - Action Point – describes the inadequately controlled activity.
 - Priority – Each action point will be prioritised as Immediate Priority, High Priority, Medium Priority or Low Priority (see 4.2 for priority definitions).
 - Remedial Action To Be Taken – Use this section to outline the action required to reduce the risk to an acceptable level.
 - Responsible Person – This section is to be used to identify the person responsible for the implementation of the additional control measures.

- Performance Indicator – Used to give a clear description of the risk remaining with the activity after the application of additional control measures.
- Date for Completion – Used to give a realistic date for successful completion of the individual action points.

4.2 Priorities for Action

- Immediate Priority – A dangerous condition liable to cause an imminent risk of a fatal or major injury. The activity should cease immediately and only resume when the risk is reduced to an acceptable level by applying additional control measures.
- High Priority – Contravention of statutory requirement which could lead to fatal or serious injury and the issue of a Prohibition Notice or legal proceedings being instituted by the Enforcing Authorities
- Medium Priority – Contravention of statutory requirement which could lead to injury or ill health, the issuing of an Enforcement Notice, legal proceedings being instituted or a letter being received from the Enforcing Authority indicating an area of non compliance.
- Low Priority – Matters not in line with best practice or established University policy and procedures. The recommendations made should be consistent with good health and safety control and practice.

4.3 The University Health and Safety Advisor will advise on prioritising action points if necessary.

5 Monitoring and Review

- 5.1. The completed risk assessment and associated action plan will be monitored by the University Health and Safety Advisor.
- 5.2 The department health and safety representative will review the risk assessment annually or when significant changes occur which might have an impact on the level of risk within the department.
- 5.3 The University Health and Safety Advisor is to be informed of additions, deletions or changes made to risk assessments.

General Risk Assessment Form

DATE:

ASSESSMENT BY:

DEPARTMENT:

ASSESSMENT NO.:

TASK/PREMISES:

REVIEW DATE:

No.	Activity/Location	Hazard	Persons at Risk	Severity	Probability	Current Measures	Control	*Risk Rating

ACTION PLAN TO REMEDY INADEQUATE CONTROLS

Activity No	Action Point	Priority	Remedial Action To Be Taken – (Control Measures)	Responsible Person/Department	Performance Indicator	Date For Completion

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Section Three

Health and Safety Monitoring

Health and Safety Monitoring: Introduction

- 3.1 The purpose of the Health and Safety Monitoring Policy is to define the health and safety monitoring systems to be followed throughout the University. The objective is for the University to complete periodically the health and safety monitoring process required to achieve the highest health and safety standards.
- 3.2 It is the policy of the University to ensure, so far as is reasonably practicable, that all safe systems of work are monitored to assess and evaluate standards of health and safety performance, and to bring about improvements which will reduce the potential for accidents.
- 3.3 The Management of Health and Safety at Work Regulations 1999, Regulation 5 requires the University to:
 - 3.3.1 Make, and give effect to, such arrangements as are appropriate, having regard to the nature of the activities and the size of the undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
 - 3.3.2 Record the findings of the monitoring process.

Monitoring Systems

- 3.4 The health and safety monitoring process within the University takes the form of health and safety audits, safety inspections and safety tours, which together will serve to evaluate and validate the University's health and safety management system.
- 3.5 The **health and safety audit** will subject each area of the University's health and safety activities to a systematic examination to minimise injury and loss and ensure all health and safety legislative requirements are met.
- 3.6 The audit tool will take the form of a checklist that will examine the components of the health and safety management system, including management policies, training, processes, personal protection needs and emergency procedures.
- 3.7 The Vice Chancellor and Principal purpose of the health and safety audit is to identify strengths and weaknesses, and direct resources accordingly.
- 3.8 The **health and safety inspection** will be a scheduled inspection of premises by personnel from within the organisation (University Health and

Safety Advisor, Departmental Health and Safety Representative, or head of department) and, when appropriate, accompanied by an external health and safety professional acting as a consultant.

- 3.9 The inspection may examine maintenance standards, working practices and standards of housekeeping levels and check work is undertaken in accordance with the University's policies, arrangements, procedures and codes of practice.
- 3.10 Periodically, the health and safety system will be subject to external audit by an external consultant. The external health and safety consultant will prepare a full report based on the findings of the inspection.
- 3.11 The **safety tour** is an informal examination of the work area carried out by the Departmental Health and Safety Representative. It will ensure that, for instance, standards of housekeeping are at an acceptable level, fire protection measures are being observed, personal protective equipment is available when required and deficiencies identified through the risk assessment process are being progressed in accordance with the risk assessment action plan.
- 3.12 To be effective, it is essential deficiencies noted are remedied immediately.

Monitoring Frequency

Health and Safety Audits

- 3.13 The University Health and Safety Advisor will co-ordinate departmental health and safety audits, which will be completed and returned **annually**.

Health and Safety Inspections

- 3.14 The University Health and Safety Advisor Health will schedule and coordinate safety inspections, which will be completed **periodically**, based upon the nature of the activity of the department. A report will be prepared by the University Health and Safety Advisor or, if involved with the inspection process, the external health and safety consultant.
- 3.15 The Health and Safety Committee approves an annual programme of inspections by the external health and safety consultant.

Health and Safety Tours

- 3.16 Health and Safety Tours are informal examinations of the work area and as such should be conducted when considered necessary by the department health and safety representative, the head of department or the University Health and Safety Advisor. It is recommended health and safety tours are carried out **termly**, although where there is a higher risk these should be completed more frequently.
- 3.17 The University Health and Safety Advisor may conduct, in exceptional circumstances, safety inspections of any work area if it is considered the

safety of employees, visitors or contractors is compromised in any way and remedial action is required.

- 3.18 The Health and Safety Advisor, Fire Safety Advisor and external health and safety consultant have a right of access to all parts of the University.

Responsibilities

- 3.19 Heads of Department are responsible for ensuring:

3.19.1 Completing the health and safety audit within the designated period and returning the completed document to the University Health and Safety Advisor.

3.19.2 All departmental staff are aware of scheduled health and safety inspections

3.19.3 Addressing recommendations made through inspection.

3.19.4 Ensuring the Departmental Health and Safety Representatives are suitably trained to undertake health and safety

- 3.20 Departmental Health and Safety Representatives are responsible for:

3.20.1 Assisting the Head of Department with the audit.

3.20.2 Monitoring departmental health and safety risk assessments and Informing the University Health and Safety Advisor of relevant changes.

3.20.3 Carrying out safety tours and reporting findings to the Head of Department.

- 3.21 University Health and Safety Advisor is responsible for:

3.21.1 Advising Heads of Department and health and safety representatives on all aspects of health and safety monitoring procedures.

3.21.2 Keeping the health and safety audit tool under constant review and amending the audit to reflect departmental requirements.

3.21.3 Coordinating a programme of departmental health and safety audits and safety inspections, and establishing a database to record the findings of the audit.

3.21.4 Providing suitable and sufficient training to ensure the implementation of the policy.

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Section Four

The Reporting and Investigation of Accidents, Incidents, Near Misses and Hazards

Reporting and Investigation of Accidents, Incidents, Near Misses and Hazards: Introduction

- 4.1 The Management of Health and Safety at Work Regulations 1999, Regulation 5, requires employers to plan, organise, control, monitor and review their health and safety arrangements. Health and safety investigations form an essential part of this process.
- 4.2 The purpose of this policy is to provide advice and guidance to all employees with the information necessary for the reporting and investigation of accidents, incidents, near misses and hazards.
- 4.3 Hazards are present in all work places; risk control measures are put in place to reduce the risks to an acceptable level to prevent accidents and cases of ill health. The fact that an accident, incident or near miss has occurred suggests that the existing risk control measures were inadequate.
- 4.4 It is University policy to investigate all accidents resulting in personal injury or significant loss or damage to property.
- 4.5 The scope of this policy includes all members of staff and visitors (including students) involved in, or witness to an accident, incident or near miss, or who observe a hazard. This policy is applicable to all Canterbury Christ Church University buildings and campuses.
- 4.6 The University Health and Safety Advisor is responsible for overseeing the implementation of this policy.

Definitions

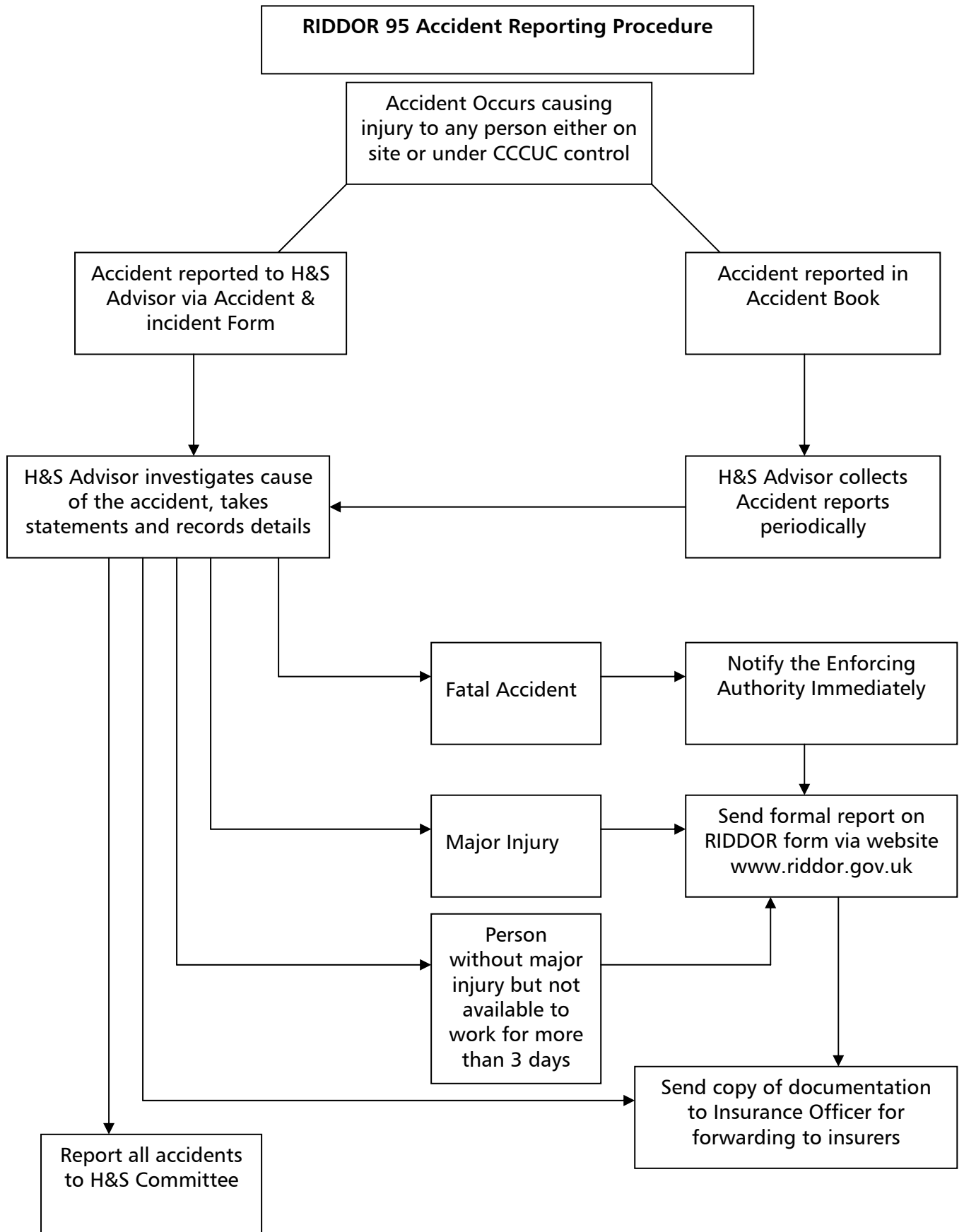
- 4.7 **Accident:** Any unplanned event that results in personal injury or damage to property, plant or equipment
- 4.8 **Incident:** Any event or occurrence that might disrupt or interfere with normal operations e.g. false activation of the fire alarm system, malicious damage
- 4.9 **Near Misses:** Any unplanned event or chain of events in which personal injury or damage to property, plant or equipment has only been avoided by chance
- 4.10 **Hazard:** The potential to cause harm, including ill health and injury, damage to property plant or the environment or increased liabilities

Accident and Incident Investigation

- 4.11 It is important that all accidents and incidents, however minor, are investigated to ensure the appropriate action is taken to prevent reoccurrence. This is particularly important where personal injury is involved.
- 4.12 The Head of Department, Departmental Health and Safety Representative or member of staff near the accident or incident should carry out the initial investigation, and forward the details to the University Health and Safety Advisor.
- 4.13 The University Health and Safety Advisor will undertake a more detailed investigation of accidents/incidents considered to be of a serious nature i.e. serious personal injury or significant damage to plant or property.
- 4.14 In the majority of cases, the details contained in the completed accident/incident report form will constitute the required investigation.
- 4.15 All completed accident report forms are to be returned to the University Health and Safety Advisor who will take the necessary action:
 - 4.15.1 Inform the appropriate enforcing authority in accordance with RIDDOR 95 regulations.
 - 4.15.2 Inform the University Insurance Officer.
 - 4.15.3 Produce or amend the risk assessment and the relevant safe system of work in order to minimise or prevent reoccurrence.

The Reporting of Accidents, Incidents and Near Misses

- 4.16 All accidents, incidents and near misses are to be reported for the necessary legislative and remedial actions to be taken.
- 4.17 Any member of staff involved in an accident, incident or near miss is to ensure an accident report form is completed and forwarded to the University Health and Safety Advisor at the earliest opportunity. Upon receipt of the completed report form the University Health and Safety Advisor will carry out one or more of the following:
 - 4.17.1 Inform the Health and Safety Executive (HSE) in accordance with the RIDDOR 95 Regulations, which require reporting of all accidents resulting in an absence from work of over three days (not including the day of the accident but including rest days e.g. Saturdays and Sundays).
 - 4.17.2 Carry out or initiate the appropriate level of investigation
 - 4.17.3 Ensure the appropriate control measures and safe systems of work are in place to prevent reoccurrence.



Hazard Reporting

- 4.18 Members of staff are encouraged to report to the University Health and Safety Advisor anything considered a 'Hazard'. Examples of hazards include:
- Trailing electrical cables
 - Defective/damaged electrical sockets
 - Unmarked/unidentified substances
- 4.19 The reporting of hazards will enable the University Health and Safety Advisor to implement safe systems of work, review risk assessments or arrange for remedial action to eliminate the Hazard.
- 4.20 Hazard report forms can be obtained from the University Health and Safety Web site.
- 4.21 Completed Hazard Report Forms should be returned to the University Health and Safety Advisor by e-mail or hard copy via the internal mail system.

Accident Report Books

- 4.22 Accident report books are issued by the University Health and Safety Advisor and are currently held in the following locations:

Accident Book	Location
1	University Health and Safety Advisor(North Holmes Road)
2	Porters Lodge(North Holmes Road)
3	Catering Department (North Holmes Road)
4	Broadstairs Campus (Main Reception)
5	Main Reception (Salomons)
6	Medical Centre
7	Main Reception (The Mount)
8	Main Reception (Hall Place)
9	The Marlow Centre (Art)
10	Augustine House (Reception)
11	Medway Campus (Campus Administrator)

- 4.23 The Health and Safety Advisor numbers each report form within the book.
- 4.23 All completed accident report forms are to be returned to the University Health and Safety Advisor

Monitoring

- 4.25 The University Health and Safety Advisor will compile a database relating to accident, incident and near miss reporting and will present an appropriate report to the Health and Safety Committee.

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Section Five

Fire Safety

Fire Safety: Introduction

- 5.1 Fire, and its consequences, poses a significant risk to any organisation. It is likely to be the most serious danger University personnel are likely to face. Fire can break out almost anywhere, at anytime and can affect everyone.
- 5.2 The objective of the Fire Safety Policy is to promote an awareness of the dangers and causes of fire, with a view to ensuring its prevention. Regular training, together with the encouragement and enforcement of fire safety measures, will ensure the risk to the University, its staff and students is reducible to the minimum. In addition, the policy addresses the issues in the event fire is detected.
- 5.3 The University Fire Safety Advisor has the responsibility, in conjunction with the Health and Safety Advisor, for the implementation of the Fire Safety Policy. This is achieved through:
 - 5.1.1 the development of specific Fire Safety Arrangements, and ensuring their dissemination and implementation;
 - 5.1.2 providing advice to Heads of Department, members of staff, students and visitors, and the Students' Union on matters relating to fire safety;
 - 5.1.3 the organisation and delivery of appropriate training;
 - 5.1.4 undertaking fire risk assessments, and drawing the attention of management to specific findings of those risk assessments
 - 5.1.5 advice and engagement in the design and modification of buildings
 - 5.1.6 engagement with the property surveyors appointed by University insurers

General Fire Safety

- 5.4 In all buildings, the protection of human life takes precedence over fighting fires. Therefore, a need for a well-rehearsed fire procedure must be in place. All staff and students need to be aware of this procedure, and to react to it immediately. Once a fire starts and takes hold, it will, if allowed, spread rapidly, engulfing the building, filling it with toxic smoke and cutting off vital escape routes.

- 5.5 It is essential all members of staff, students and visitors are aware of the following in relation to the procedures, and the arrangements are made to raise the awareness:
- 5.5.1 the fire procedures for the building
 - 5.5.2 knowledge of where the nearest fire exit is situated, together with the nearest alternative exit
 - 5.5.3 the procedures to be followed if the fire alarm sounds
 - 5.5.4 the importance of reporting to the fire warden or head of department
 - 5.5.5 the importance of not re-entering a building until authorised
- 5.6 It is essential all members of staff, students and visitors are aware of the following in relation to the action to be taken should a fire be discovered by an individual, and the arrangements are made to raise awareness:
- 5.6.1 Sounding the fire alarm by using the nearest available fire alarm call point, which are situated in all buildings adjacent to each story exit and all final exits.
 - 5.6.2 Only using the extinguishers provided to fight the fire if competent to do so and the individual considers it safe to do so. At no point should individuals put themselves in danger.
 - 5.6.3 Evacuate the building using the fire procedures
 - 5.6.4 Inform the fire warden or fire marshal of the fire and its whereabouts.
- 5.7 The Fire Safety Advisor has oversight of the Arrangements for General Fire Safety. It is the responsibility of the Fire Safety Advisor to develop those Arrangements as necessary, and to ensure their dissemination.

Fighting a fire

- 5.8 No member of staff, student or visitor should attempt to fight a fire unless trained to do so. It is the policy of the University that fire fighting is best left to the professionals.
- 5.9 Attempts to fight a fire should not be carried out if:
- It is larger than a waste paper bin.
 - It cannot be put out with one extinguisher.
 - Smoke is affecting breathing.
 - The way out cannot be seen (the exit must always be visible and should be behind the person to enable a hasty retreat if necessary).
 - Gas cylinders or chemicals are involved.
 - The efforts are not reducing the size of the fire.

- 5.10 In all circumstances, it is essential to raise the alarm first and ensure someone is available to assist before undertaking any attempt at fire fighting.

Training

- 5.11 Heads of Department are responsible for ensuring:

5.11.1 All members of staff joining their department are given elementary instructions on the fire procedures for the building in which they are working. This instruction must be carried out as a priority on the commencement of them joining the department.

5.11.2 All new staff must attend the "Getting started" course, where they will be given basic fire safety instruction by the University's Fire Safety Advisor.

5.11.3 A number of departmental staff, appropriate to the size and activities of the department, attends the fire awareness course given by the University's Fire Safety Advisor to enable them to act as fire warden/marshal within the department.

5.11.4 In discharging this responsibility, heads of department must have regard to the activities of the department in relation to all campuses of the University.

Fire procedures for visitors

- 5.12 Visitors to the University are subject to the same fire procedures as other persons on site. University personnel should take responsibility for visitors to their departments and ensure that either they are accompanied while on site or their whereabouts is known. This to ensure that they can be evacuated in the case of an emergency.

Fire procedures for contractors

- 5.13 It is the responsibility of the University to ensure the safety of all people on site. Contractors must be given a permit to work. On signing in and obtaining the permit, contractors must be made fully aware of the fire emergency and evacuation procedures.

Evacuation of disabled persons

- 5.14 Wherever possible, a competent member of staff should be designated as being responsible for assisting disabled persons in the event of a fire and assisting with their evacuation. Wheelchair bound people should be assisted by a designated able-bodied person to evacuate to a safe area or refuge point. The designated staff member should be aware of all escape routes that are suitable for disabled persons. These exits may be:

- 5.14.1 fire-resisting lobby into a staircase that leads directly to open air at ground floor level
- 5.14.2 through fire resisting doors into another compartment, which has direct access to open air at ground floor level
- 5.14.3 through one set of fire resisting doors into a staircase leading to open air at ground floor level
- 5.15 It is usual to assume that persons will move away from the source of fire to the nearest exit. However, consideration should be given to the type of exit. The use of unprotected accommodation stairways should only be considered in the extreme circumstances in the evacuation of disabled persons.
- 5.16 Having located the disabled person and accompanied them to the most appropriate floor exit, the member of staff must decide whether to move aside any wheelchair bound person for a short period, allowing the first rush of evacuees to leave ahead of the wheelchair. Whilst there is no hard and fast rule to this, it must be borne in mind that a wheelchair can cause considerable obstruction in a narrow doorway or staircase.
- 5.17 Bearing in mind the speed at which fire can develop, there should be no delay in ensuring disabled persons are given refuge within a protected stair or compartment.
- 5.18 Having ensured that the disabled person is within a safe refuge, the member of staff responsible should then report to the assembly point and inform the fire control officer of the whereabouts of the disabled person. This information must be relayed immediately to the senior fire officer in attendance.
- 5.19 The Fire Brigade will then assume responsibility for the final rescue of the disabled person.

Housekeeping

- 5.20 'Housekeeping' is the term used for maintaining the workplace in a tidy, uncluttered and safe condition. A tidy workplace is a safe workplace.
- 5.21 Escape routes (corridors and staircases) must not be used as storage areas. They must be kept clear and free of combustible materials and storage at all times. These are your exits from the building, should a fire occur. If a fire should start in these areas your escape route may be cut off.
- 5.22 It is essential to keep waste materials to a minimum, and arrange for their removal from the workplace promptly.
- 5.23 If flammable liquids are used, quantities should be kept to minimum and lids replaced on containers after use.
- 5.24 Heaters and other electrical appliances must only be issued or approved by the University. These are subject to an annual safety check.

- 5.25 Care should be taken that heaters are not positioned close to combustible materials.
- 5.26 Multi-point electrical adaptors and extension leads should not be used unless issued by and their use approved by the University. Electrical sockets must never be overloaded.

Fire Resisting Doors

- 5.27 A blue circular sign attached to both faces of the door denotes fire resisting self-closing doors. These doors are an integral part of the structural fire safety within buildings. Should a fire occur their designed job is to hold back the spread of fire and smoke for a minimum of 30 minutes allowing persons time to escape and minimise damage within the building.
- 5.28 The wedging open of fire resisting self-closing doors is a serious matter, as well as endangering lives it is an offence under fire safety legislation, which could result in prosecution. Therefore, members of staff, students and visitors must never wedge open fire doors.

Fire extinguishers and Fire Blankets

- 5.29 There are four types of extinguishers provided in University premises. Each has a specific range of use and is located adjacent to the related risk.
- 5.30 The extinguishing media used are water, carbon dioxide, dry powder and foam. Each extinguisher varies in appearance and is colour coded as to its type and use. Each carries information and instructions for use on the main body of the extinguisher.
- 5.31 Fire blankets are provided in kitchens and should be used for smothering fires involving flammable liquids or burning clothing. All personnel should familiarise themselves with the location and use of the fire fighting equipment in their area of work.

Fire Risk Assessments

- 5.32 Current legislation requires fire safety risk assessments to be carried out on all premises in which people are employed to work. The assessment is required to be in writing in all premises where more than five persons are employed. This represents a shift in responsibility for fire risk assessments away from the fire brigade to the employers as occupiers of the premises.
- 5.33 The proposed Regulatory Reform (Fire Safety) Order, due to come into force in October 2005, is expected to incorporate and expand on this requirement.
- 5.34 The Order is expected to impose a general duty to ensure the safety of employees and relevant persons by taking general fire precautions that make the premises safe. The concept of relevant persons is, in general, anyone lawfully on, or in the vicinity of the premises.

- 5.35 To meet this general duty, the responsible person in the premises must undertake or arrange a fire risk assessment and keep it up to date. The responsible person can be the employer, the person in control of the premises or the owner.
- 5.36 To enable the University to meet both the current and forthcoming legislation, fire safety risk assessments will be undertaken for all buildings, including student accommodation. Specific fire safety risk assessment proformas will be used for this undertaking. In devising these forms, the University draws on best practice. The Fire Safety Advisor has the responsibility of ensuring that the activity is carried out, and ensuring there is a regular review based on the findings of the fire risk assessment.
- 5.37 The fire risk assessments, once completed, will be maintained on a database to allow access to the risk assessments by appropriate members of staff, and allow ease of updating the fire risk assessments.

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Section Six

Health and Safety Training

Health and Safety Monitoring: Introduction

- 6.1 The purpose of the Health and Safety Training Policy is to define the health and safety training to be followed throughout the University. The objective is for the University to ensure all members of staff receive general training in matters of health and safety, and specialist training to address issues specific to the tasks in which they are employed.
- 6.2 It is the policy of the University to ensure, so far as is reasonably practicable, to provide training and education for all members of staff, so they may perform their roles safely, adapt to changing circumstances and comply with new and revised legislative imperatives.
- 6.3 The Management of Health and Safety at Work Regulations 1999, Regulation 13 requires the University to provide suitable health and safety training for members of staff. Managers must have regard to the capability of the employee to carry out a task entrusted to the individual with regard to health and safety. There is an obligation on the University to provide safety training:
 - 6.3.1 upon recruitment (for instance, health and safety induction training);
 - 6.3.2 when employees change their job or responsibilities within the organisation;
 - 6.3.3 when new technology or equipment is introduced; and
 - 6.3.4 when systems of work change.
- 6.4 Refresher training must be provided when appropriate, taking into account any changes of circumstance.
- 6.5 Training should normally be carried out during working hours, and managers must release employees from normal University duties to under training.

Induction

- 6.6 New employees of the University will receive induction training on taking up their appointment. The induction training will include aspects of fire safety.
- 6.7 The induction training is provided both centrally and within the department concerned.

- 6.7.1 The central induction introduces aspects of basic health and safety, in the context of the University. The purpose is to communicate such information as is necessary to make the new member of staff aware of general University requirements.
- 6.7.2 The departmental induction introduces particular safety requirements relating to the individual's position and duties. The purpose is to make the individual aware of such matters as their position within the health and safety organisation, the identify and role of the Departmental Health and Safety Representative, the means of reporting safety issues and accidents, fire escape routes and muster points.
- 6.8 The central induction is the responsibility of the University Health and Safety Advisor, and is undertaken in conjunction with the Staff Development Office.
- 6.9 The departmental induction is the responsibility of the Head of Department concerned, and is undertaken in conjunction with the Departmental Health and Safety Representative.
- 6.10 Records of induction are to be kept by both the Staff Development Office and the Head of Department.

Training for Heads of Department

- 6.11 Training for Heads of Department and other senior managers in health and safety matters forms part of the Management Development Programme.
- 6.12 The Staff Development is responsible for the organisation of the Management Development Programme, and the keeping of records.
- 6.13 The Health and Safety Advisor is responsible for organising and arranging the delivery of the training on the Management Development Programme, and advising on its development in relation to the health and safety aspects.

Training for Departmental Health and Safety Representatives

- 6.14 Training for Departmental Health and Safety Representatives in health and safety matters forms part of the Staff Development Programme.

Training in Post

- 6.15 Heads of department and other managers have a responsibility to ensure the health and safety of the employees under their control and direction. This is achievable if employees receive appropriate training in the operation to which they are assigned. It is the responsibility of heads of department and other managers to ensure that employees have appropriate training, and training in post takes account of changes in responsibility, technology and safe systems of work.

- 6.16 The Health and Safety Advisor is responsible for organising and arranging the delivery of health and safety training, and advising on its development. The Health and Safety Advisor is responsible for advising Heads of Department and other managers on specific health and safety training matters.

Monitoring and Review

- 6.17 The Health and Safety Advisor, in conjunction with the Staff Development Office is responsible for monitoring of health and safety training, and reviewing its effectiveness in relation to the health and safety policy.
- 6.18 There will be an annual review of health and safety training, which will form the basis for future provision of training.

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