

**HEALTH and SAFETY**

**POLICY**

**January 2011**

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**HEALTH AND SAFETY POLICY**

**STATEMENT OF INTENT**

The University College’s governing body, carries ultimate responsibility for the health and safety of employees, students and third parties (including visitors who are not University employees or students) whilst on the University College’s premises and in other locations where they might be affected by the University College’s operations.

It further determines that responsibility for health and safety is delegated to the appropriate person and that person is able to communicate to colleagues the arrangements for effective management of health and safety in faculties, directorates and aligned sections.

Training for health and safety is known to reduce accidents and the University College will ensure persons are trained to the appropriate level and gain the degree of competency necessary to fulfil their role and responsibility.

All employees, students and other persons on the University College’s premises must co-operate with the Health and Safety Policy thus ensuring the University College complies with its statutory legal duty and requirement. The successful implementation of this policy requires total commitment by all persons and as stakeholders all persons are obliged to take reasonable care of themselves and others who may be affected by their acts or omissions.

Consultation on health and safety with employees and students is vital to our wellbeing and the University College will, through the use of the committee structure, facilitate a line of communication whereby all aspects of health, safety and welfare may be discussed.

Responsible persons of the University College will ensure welfare facilities; plant and equipment necessary to provide comfortable and safe environment are suitably maintained to comply with statutory legislation and regulation.

The University College will determine to achieve best practice in health and safety through, auditing, safety inspections and continual improvement. Risk assessment is the cornerstone of a successful management of health and safety arrangement and will be fundamental to the safe control of hazardous activities. The University College senior management team will ensure risk assessments are undertaken; control measures put in place and the processes continually reviewed to ensure improvement.

Signed

Nicholas Durbridge Professor Stuart Bartholomew

**Chair of Governors Principal and Chief Executive**

**1.0 RESPONSIBILITIES and ORGANISATION**

1.1 This section sets out the health and safety structure and general health and safety responsibilities of post holders in the University College. Details of specific responsibilities are given, where necessary, in topic-specific Codes of Practice. which are included in the Manual of Health & Safety Procedures (Annex 4) and referred to under Arrangements (Part 3 below).

1.1.1 There is, however, a recognition that **ALL** employees must:

1. take reasonable care for their own health and safety
2. consider the safety of other persons who may be affected by their acts or omissions
3. work in accordance with information and training provided
4. refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
5. report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay
6. not undertake any task for which authorisation and/or training has not been given.

1.1.2 The specific and individual roles in respect of ensuring health and safety of employees, students or members of the public who may be affected by an HEI’s activities are as follows

**1.2 The Higher Education Corporation of the AUCB**

1.2.1 The Board of the Corporation is ultimately responsible for health and safety matters in the University College. Members of the Governing Body and the HR & Student Affairs Committee reporting to the Board, ensure that its decisions reflect the health and safety objectives of the University College, including ensuring that resources for the management of health and safety are adequate. The HR & Student Affairs Committee receives an annual report of health and safety and health and safety management issues in pursuance of stated health and safety objectives.

1.2.2 The governing body will institute the necessary framework not only to meet the demands of research and teaching, but also achieving the university’s mission safely.

1.2.3 The governing body must be seen to take the lead in all matters relating to health and safety. It must make clear, through its policy statements and by personal example, that everyone has their part to play and that managers in particular are both responsible and accountable for health and safety performance within their own area of activity.

1.2.4 To fulfil its obligations, the governing body must ensure the following actions are taken:

* appoint a senior manager to be responsible for overseeing health and safety management;
* identify the duties of Heads of Departments and the remit of the consultative Health and Safety Committee of the university college;
* maintain a clear structure of accountability on health and safety performance at all levels
* ensure that every employee is competent for their health and safety duties and is adequately resourced for these duties;
* formulate and/or endorse institutional health and safety plans, with priorities identified through risk assessment;
* require that health and safety performance is satisfactorily monitored at all levels;
* integrate health and safety into all institutional management activities;
* demand and expect that openness, transparency and fairness are incorporated in all health and safety management activities;
* ensure that health and safety performance is duly recognised and rewarded;
* visibly support the values and vision of the health and safety programme by personal example in their own areas of responsibility;
* encourage the appointment of safety representatives.

1.3 Senior Executive Officers

**1.3.1 The Principal and Chief Executive Officer/Deputy Principal**

1.3.2 It is not expected that all members of the governing body will take part in day-to-day health and safety management activities, but in the same way that senior managers of the governing body are appointed to oversee management of the University Colleges’ matters, the governing body should appoint a senior manager to oversee the adequacy and effectiveness of health and safety.

1.3.3 The Principal is the Health & Safety competent person on the Board and via his nominee, the Deputy Principal, is responsible for ensuring that health & safety issues are properly addressed by the Board and throughout the University College. The Principal is advised by the:

* Deputy Principal in his capacity as Chair of the Health & Safety Committee
* AUCB Health & Safety Committee
* University College Secretary who has a responsibility for AUCB compliance matters
* The Head of Facilities whom provides strategic leadership and policy for the teams delivering the various services across the estate, and to ensure that AUCB has a compliant and effective H&S Management Control System
* The Estates Manager as the University College’s Health and Safety Officer and competent person

1.3.4 The Deputy Principal will be responsible for the day-to-day management of health and safety, on behalf of the Corporation and the Principal.

1.3.5 Plan the organisation and implementation of a safety management system and allocate the necessary resources to it.

1.3.6 Establish clear lines of communication on health & safety matters throughout the University College.

1.3.7 Ensure that the implementation of this Policy is monitored.

1.3.8 Ensure that any shortcomings revealed by such monitoring are rectified as soon as practicable.

1.3.9 Review this Policy annually or sooner if circumstances warrant it and pass the results of the review to the Corporation with recommendations for any amendments needed.

1.3.10 Consult those employees (or the representatives) in good time, on matters relating to their health and safety at work.

1.3.11 Ensure that all employees are made aware of the nature and extent of their responsibility for implementing the Corporation’s policy on health and safety, both on appointment and at intervals throughout their employment.

1.3.12 Ensure that all students are aware of their responsibility for co-operating with the Corporation in implementing the policy.

1.3.12 Be aware of all current health and safety legislation that affects the Arts University College activities.

1.3.14 Ensure that the Corporation complies with the requirements of all current health and safety legislation.

1.3.15 Ensure that arrangements are made to assess and control the risks of all activities and review the significant findings of all such assessments.

1.3.16 Operate the standard accident recording and reporting procedure and have all accidents or dangerous occurrences investigated.

1.3.17 Ensure that the activities of the University College do not present a risk to employees of other employers working on its premises, to students or to members of the public.

1.3.18 Act as Chair of the Health and Safety Committee and ensure that there are suitable arrangements in the Faculties, Schools and Directorates.

1.3.19 Seek expert advice wherever necessary.

**Head of Facilities**

* + 1. The Head of Facilities has additional duties from other Heads of Sections, being responsible for leading strategically on Health and Safety matters. The appointee will have to be aware of current heath, safety and welfare regulations, legislation and statutory instruments that affect AUCB daily operations, but also be knowledgeable of student welfare and course tasks and operations. The role will encompass production of a Health and Safety Strategy, a Health and Safety Policy along with a robust, compliant and effective H&S Management Control System and with suitable procedures such as risk assessing, emergency evacuation planning and business continuity planning.
    2. The Head of Facilities will have responsibility to ensure:
* AUCB sets clear policies on health and safety, linked to other strategic corporate objectives which set direction
* Set systematic responsibilities and accountabilities for staff
* Provide a communication and training structure that supports these policies
* Implement a systematic approach to the incorporation of health and management into other university planning activities
* Consider resources for the implementation of these plans
* Set a coherent suite of safety performance measures
* Review the effectiveness of the system and learn from the experiences
  + 1. The Head of Facilities will also have responsibility to ensure:

1.4.4 Premises plant and equipment are serviced and maintained as per schedules of maintenance

1.4.5 Contractors entering site will have suitable risk assessments for any hazards likely to encounter during their work and method statements directing how their work will be carried out safely. This will extend to receiving satisfactory insurance details from each contractor.

1.4.6 Defects to building stock identified through hazard assessments will be repaired without delay.

1.4.7 Be aware of the requirements of the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment regulations 1998 and the workplace (Health, Safety and Welfare) Regulations 1992 and other sources of health and safety law applicable to the University College’s activities.

1.4.8 Liaise with visiting health and safety professionals - including the Health and Safety Executive, the local Fire Brigade, funding agencies and consultants - and accompany their personnel during visits to AUCB premises.

1.4.9 Discuss with the Deputy Principal and Health and Safety Officer any shortcomings in the Health and Safety Policy and other control measures implemented to maintain a safe environment.

1.4.10 Requirements needed to comply with the client’s perspective of the Construction and Design Management Regulations.

**1.5 The AUCB Health and Safety Officer**

1.5.1 The Estates Manager as University College Health and Safety Officer is the central ‘competent’ person responsible for the day-to-day running of health & safety reports to the Head of Facilities on matters pertaining to health and safety. He will ensure that the University College’s Health and Safety Policy is secured, taking action to promote its implementation.

**The AUCB Health and Safety Officer will**:

1.5.2 Monitor the implementation of this Policy and ensure that the Head of Facilities is aware of any shortcomings in its implementation.

1.5.3 Liaise with visiting health and safety professionals - including the Health and Safety Executive, the local Fire Brigade, funding agencies and consultants - and accompany their personnel during visits to AUCB premises.

1.5.4 Establish and periodically review with the Head of Facilities the procedures to be followed in the event of emergency evacuation and keep all necessary records of any tests of such procedures.

1.5.5 Ensure that the activities of outside contractors and others who work on AUCB premises do not present a risk to the health and safety of the University College’s employees, students and members of the public.

1.5.6 Ensure that the induction process for new employees includes matters of health and safety, as appropriate.

1.5.7 Ensure that senior managers understand and acknowledge the necessity to facilitate health and safety training in their respective areas.

1.5.8 Ensure that employers of temporary staff understand they must provide these staff members with comprehensible, relevant information on the skills and qualifications needed to carry out the duties required safely; the names of the fire evacuation marshals and fire evacuation procedures; the names and locations of first aiders.

1.5.9 Be aware of the requirements of the Management of Health and Safety at Work Regulations 1999, the Provision and Use of Work Equipment regulations 1998 and the workplace (Health, Safety and Welfare) Regulations 1992 and other sources of health and safety law applicable to the University College’s activities.

1.5.10 Keep abreast of all current health and safety legislation that applies to the University College’s activities and communicate this appropriately.

1.5.11 Assist the Deputy Principal and University College Secretary in drawing up the agendas for the Health and Safety Committees.

1.5.12 Implement and undertake schemes of audit and inspections

1.5.13 Ensure that senior managers arrange risk assessments for each functional area of the University College and implement suitable control measures to reduce hazards to acceptable levels thereby lessening the risk of injury to members of staff, students and visitors.

**1.6 Deans of Faculty, Directors of Service, and Heads of School and Heads of Business Sections**

1.6.1 Whereas the Board of Governors, Principal and Chief Executive accept overall responsibility for all matters, including those regarding health, safety and welfare, general health and safety management responsibility rests with the Deans of Faculties, Directors of Services, Heads of School and Managers who will ensure that the safety policy is implemented within their own areas.

**Deans, Directors, Heads of School and Heads of Business Sections will:**

1.6.2 Ensure that all staff under their control co-operate in implementing the Corporation’s Policy on health and safety.

1.6.3 Assess the risks of all activities within their sphere of responsibility, record the significant findings of such assessments and pass any significant information to the Health and Safety Officer (see risk assessment policy for further details).

1.6.4 Establish an efficient system of communication with their staff to ensure the exchange of information on health and safety matters.

1.6.5 Develop suitable procedures or codes of practice on health and safety for their area of responsibility. Ensure they are reviewed periodically or when circumstances change and revised where necessary.

1.6.6 Ensure that all their staff understand the procedure to be followed in the event of fire or other emergency, the names of the fire evacuation marshals and the names of the appointed first aiders.

1.6.7 Report all accidents, incidents and dangerous occurrences using the University College’s accident reporting form to [bwheatley@aucb.ac.uk](mailto:bwheatley@aucb.ac.uk) (Annex 3)

1.6.8 Report any shortcomings in the University College’s health and safety arrangements to the Head of Facilities and Health and Safety Officer.

**1.7 Senior Technicians and Technician Demonstrators**

1.7.1 Within the University College, Senior Technicians and Technician Demonstrators have a particularly significant role within the Health & Safety framework. Their role in providing direct supervision to the student’s work and advising members of staff on compliance, risk assessment is vital to the reduction of hazards, control of chemicals and accident prevention. They will receive training pertinent to their role and appointment but also basic health and safety guidance including the evaluation of hazard and corresponding risk, fire assessments and duties of fire marshals.

**Senior Technicians will:**

1.7.2 Be appointed to each school and be responsible for the effectiveness of health  
and safety within the schools and will report to the respective Health and Safety Group within their own areas.

* + 1. Report through their faculty or school to the Dean of faculty on health and safety issues that are unable to be managed within the schools.

1.7.4 Demonstrate to the respective Head of School that risk assessments have been undertaken and are up to date.

1.7.5 Ensure that all Technician Demonstrators have been trained in basic health and safety and in particular hazard identification and risk assessment.

1.7.6 Produce a review of health and safety within the schools for the Health & Safety Officer and annual Health and Safety Report for the Governing Body – see appendix A.

1.7.7 Make representation to their line manager arising out of any complaint or hazard that may affect the health, safety and welfare of other staff and students.

1.7.8 Carry out inspections in their area and report their findings to the Faculty Executive Group.

1.7.9 Arrange regular meetings with Technician Demonstrators and Course Boards to discuss health and safety.

**Technician Demonstrators will:**

1.7.10 Ensure health and safety control procedures are adhered to in their Course or Section  
  
1.7.11 Ensure all employees are made aware of current health and safety regulations and  
 procedures that are pertinent to their work – induction training programme for new  
 employees.  
  
1.7.12 Ensure all students receive basic induction training within one week of starting their course  
 of studies and at the beginning of each academic year.   
  
1.7.13 Investigate potential hazards, dangerous occurrences and to examine the causes  
 of accidents.  
  
1.7.14 Investigate complaints by any employee within their school or department relating  
 to that employee’s health, safety and welfare at work.  
  
1.7.15 Bring to the attention of the Senior Technician any matter relating to health, safety  
 and welfare, arising from other meetings i.e. Course Board.  
  
1.7.16 Ensure risk assessments have been carried out in their areas of responsibility and  
 any recommendations, guidance or controls measures are known and implemented  
 by the responsible person within that area.  
  
1.7.17 Ensure copies of risk assessments are circulated to the Senior Technician and the  
 Estates Manager.

1.7.18 Act as Fire Marshals under the direction of the Senior Technician acting for the Head of School and Dean of Faculty.

**1.8 Course Leaders and Line Managers**

1.8.1 Course leaders by the very nature of their appointment have direct control of the day-to-day management for their immediate staff and student’s welfare, tasks and operations. They need to understand the role of their technical staff and the part they play in ensuring courses including off-site visits are undertaken in a safe way. They should appreciate the need and be responsible for ensuring safety inspections are undertaken regularly and comply with any issues or concerns or systems found to absent or lacking from the inspection. Line Managers, in general, will be responsible for immediate staff in support areas, however, there is still the requirement for them to ensure safety inspections are carried out; their staff members acknowledge hazards and risks to their work pattern and individual assessments of their working station have been accomplished in compliance with statutory requirements.

**Course Leaders and Line Managers will:**

1.8.2 Ensure that their staff and students receive sufficient knowledge and understanding of emergency evacuation procedures  
  
1.8.3 Know what action to take should they, or other staff /students require first aid  
  
1.8.4 Ensure that their staff and students know whom to report matters of health and safety  
  
1.8.5 Ensure that their staff and students receive sufficient information on hazards associated with their work or programme of studies whilst at The University College i.e. safe working practices, data sheets for chemical substances and departmental safety rules  
  
1.8.6 Ensure protective equipment is issued and worn by the staff and/or students as and when required.

**1.9 Staff and students**

1.9.1 Members of staff and students have specific duties under the Health and Safety at Work etc, Act 1974. This should however not detract from the vital part they play in maintaining a safe and healthy workplace. Staff members will have natural regard to their own health and safety and that of their colleagues and students and will readily assist in identifying hazards for those charged with the assessment of risk.

**Staff and students will:**

1.9.2 Co-operate with the Corporation in any arrangements made to comply with the requirements and prohibitions imposed on it by the relevant statutory provisions.

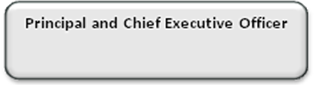
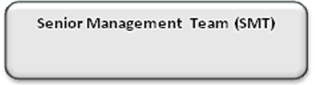
1.9.3 Take reasonable care for the safety of themselves and others who may be affected by their acts or omissions.

1.9.4 Report any shortcomings in the Corporation’s arrangements for health and safety to their line manager or directly to the Health and Safety Officer or through the respective campus health and safety committee via their area health and safety representative or union health and safety representative.

1.9.5 Not interfere with or misuse anything provided by the University College in the interests of health and safety.

**2.0 AUCB Health and Safety Organisation**

**AUCB HEALTH AND SAFETY ORGANISATION**



**ARRANGEMENTS FOR THE IMPLEMENTATION OF THE AUCB’S HEALTH AND SAFETY POLICY**

**3.1 AUCB Health and Safety Management System**

The AUCB Health & Safety Management System set out the arrangements in place to achieve the health and safety objectives in this Policy.  Comprehensive guidance is provided in the Arrangements Section, Manual and Procedures and on the University College Health and Safety pages of the intranet.

The Manual and Procedures has been drawn up in consultation with relevant Schools, Faculties, Directorates, Business Units and external bodies, taking account of legal requirements and Higher Education sector good practice.  They are approved by the University College’s Health & Safety Committee.  The Manual is reviewed at least annually, as part of the review of the Policy, and as necessitated by changes to legislation and best practice, or identified shortcomings.

Guidance is topic specific and includes detailed responsibilities and arrangements expected for the health and safety management of that topic.  Schools and Offices are expected to draw on this guidance when carrying out risk assessments of their activities and drawing up local procedures in setting out their own detailed day to day arrangements for the work.

For topic-specific Guidance, Checklists, Forms please see the accompanying Health & Safety Management Strategy: Manual and Procedures.

**3.2 SAFETY MANAGEMENT**

3.2.1 The systems for managing safety set out in this document will be followed by all those with managerial responsibilities. Senior Technicians and Technician Demonstrators will have a key role to play in safety management and training.

3.2.2 All managerial staff will make themselves conversant with the Corporation’s Health and Safety Policy. Staff under their control will be given the opportunity to discuss this Policy and its implementation. Any changes suggested by these discussions will be passed to the Deputy Principal, The Head of Facilities and the Health and Safety Officer for consideration.

3.2.3 Deans of Faculties, Directors of Services, Heads of Business Units, Heads of Schools and Managers will work to an agreed set of Health & Safety protocols but may at their own instigation or if required by the Health and Safety Officer develop and implement their own approved Guidance for managing safety in the areas under their control, including, where necessary, safe operating procedures.. Approval will be given by the Health and Safety Officer. A copy of these will be held by the Health and Safety Officer and will be reviewed on a regular basis.

3.2.4 Planning for safety will be effected by the Human Resources & Student Affairs Committee via the Health and Safety Committee in consultation with the Deputy Principal, Head of Facilities and Health and Safety Officer. The Health and Safety Committee will identify priorities and set objectives. These will be communicated to staff through the Management Group with each Dean, Director and Deputy Principal taking responsibility for cascade of information and implementation in their Faculty, Directorate or Business Unit.

3.2.5 The Deputy Principal will chair the Health and Safety Committee, which will also comprises the University College Secretary (Secretary), a Dean, Head of School Prep HE, the Head of Facilities, the Head of Human Resources, academic and non-academic Trade Union representation, a Director of professional services and Health and Safety Officer.

3.2.6 The brief of the Committee will be to discuss the results of safety inspections, reports from and concerns of staff and the implications of new and existing health and safety legislation for the management of health and safety on University College premises and off-campus work sites

3.2.7 Risk assessments will be undertaken, as required by the Management of Health and Safety at Work Regulations 1999 and other Regulations, by all those with managerial responsibilities.

3.2.8 The significant findings of all risk assessments will be passed to the University College’s Health and Safety Officer who will assess the control measures already in place and any shown to be required.

3.2.9 The Health and Safety Officer will inform the Deputy Principal of any measures that need to be taken to control significant risks and ensure that those measures agreed upon are  
 implemented as soon as practicable.

3.2.10 All risk assessments will be reviewed periodically, or when circumstances change, and revised where necessary.

3.2.11 The Health and Safety Officer will analyse accident statistics to ensure that the arrangements set out in this Policy adequately cover all the risks identified in risk assessments.

3.2.12 The Deputy Principal will institute a system under which all decisions for ensuring and promoting health and safety are implemented as planned.

3.2.13 The Health and Safety Officer will monitor the implementation of this Policy by means of safety inspections and audits.

3.2.13 The Health and Safety Officer will review with the Deputy Principal and the Head of Facilities, the policies and practices adopted for managing safety, using the results of the safety inspections.

3.2.15 The Health and Safety Officer will ensure that all employees are given comprehensive and relevant information on the risks to their health and safety identified by the risk assessments, along with information on the control measures in place to minimise any risks, emergency procedures, the names of the fire marshals and the qualified first aiders.

**3.3 OUTSIDE CONTRACTORS AND TEMPORARY WORKERS**

3.3.1 The Head of Facilities and Health and Safety Officer and the will ensure that all contractors supply proof of their employee’s competence, a copy of their policy on health and safety, method statements relating to the work to be done, an assessment of the risks of their activities and the control measures that will be used. A self-employed contractor working alone, carrying out low-risk activities, may provide a simple letter setting out the work to be done and any necessary precautions.

3.3.2 The Head of Facilities or Health and Safety Officer the will provide contractors with information on any activities or physical hazards on the premises that may pose a risk to their health and safety in relation to the work they will carry out, the current emergency procedures and the first aid arrangements.

3.3.3 The Health and Safety Officer will draw up a set of rules to be followed by contractors working on AUCB premises and ensure that these are followed.

3.3.4 The Health and Safety Officer and the Head of Facilities will monitor the activities of all outside contractors to ensure that they do not pose a risk to the health and safety of AUCB employees, students or members of the public.

3.3.5 The University College Health and Safety Officer will co-ordinate this function.

**4.0 MEASURING PERFORMANCE**

In order to determine the effectiveness of the University College health and safety management system, the University College will:

4.1 Planned safety inspections of each Faculty, Directorates and Business Units should be carried out on a regular basis. Deans, Directors and Heads of aligned Sections will be responsible for arranging safety inspections within their areas. Aligned Sections may call upon other staff to assist where necessary. A record of the inspections should be recorded for future benchmarking and performance testing.

4.2 Conduct statutory inspections (thorough examination) of equipment e.g. lifting equipment to ensure compliance.

4.3 Carry out annual inspections in conjunction with Trade Union appointed Health and Safety representatives, record results and produce and implement actions.

4.4 Carry out safety tours – ad hoc examination of work areas - to ensure that conditions such as housekeeping are up to standard

4.5 Compile health and safety reportable, staff/student accident, incident and ill health statistics which are monitored by the Health and Safety Officer and reviewed by the Health and Safety Committee once a term.

4.6 Undertake examination of written reports, document and records e.g. fire reports

**5.0 AUDIT & REVIEW**

5.1 Audits of health and safety will be achieved through the safety office using internal and at times, external personnel for specialist hazards such as asbestos. All areas will be subject to an audit each on a timescale depending on previous audits, although it is likely that Faculties will be audited annually. Directorates and Business Units will be required to carry out self assessment.

The University College proposes the use of HASMAP (Health and Safety Management Profile) as recommended for the sector by USHA (Universities Safety and Health Association). The benefits of HASMAP as an audit tool are:

* focuses on the effectiveness of H&S risk management
* is objective not bureaucratic.
* has been tailored specifically to the needs of the sector.
* provides a much better indicator of current and future performance than accident statistics.
* is free to use once the Institution’s H&S professionals are trained.
* is recognised by the Chairs of University Councils, the HSE and HEFCE.
* provides a simple bar chart of performance against 12 key indicators which helps highlight strengths as well as areas for improvement.
* enables tracking of performance over time and offers benchmarking opportunities.
* simplifies reporting of H&S performance to University Councils, Boards of Governors etc.

5.1.1 The University College will carry out health and safety audits to establish that:

* Appropriate management systems are in place
* Adequate risk control systems exist and are implemented
* Appropriate workplace precautions and controls are in place

5.1.2 In order to achieve this, the University College will conduct internal Audits. These will be led by the Health and Safety Officer. The process will involve:

* Collecting information from each Faculty/Department via a checklist
* Using information to make judgements about the adequacy and performance of the health and safety management system
* Submitting reports to the Health and Safety Committee on an annual basis on the findings from each Faculty/Department.
* Reporting on any non-compliance by Faculties/Departments in relation to the Policy to the Head of Facilities promptly after the audit has taken place and to the Health and Safety Committee on a termly basis.
* Recommendations for review of the Policy following internal audits.

**5.2 REVIEW**

5.2.1 The Health and Safety Officer will prepare an annual report to the Governing Body that will report in the autumn term.

5.2 .2 Periodic reviews of the University College’s health and safety management system

will be undertaken by the Head of Facilities, supported by the Health and safety Officer to identify improvements needed.

The review will take account of the changing circumstances of AUCB and will cover:

* Overall performance of the management system
* Performance of elements of the system
* Implications of organisational or legislative changes

**APPENDIX 1**

**HEALTH AND SAFETY COMMITTEE**

The University College decided in the interest of health and safety that a more strategic approach should be adapted for the committee structure along with new terms of reference and a new committee membership.

**Revised Terms of Reference and Constitution May 2010**

**Terms of Reference**

1. Monitor and advise on the effectiveness of health, safety and welfare policy and arrangements in the University College and make recommendations to the Senior Management Team and the Governing Body.
2. To advise and develop a strategic approach to health, safety and welfare that is pro-active and acted upon at all levels of the University College organization, monitored and reported through the five-year Health and Safety Strategic Framework.
3. To ensure that monitoring, auditing and management procedures for health, safety and welfare are effective and carried out as required by the Policy and Strategic Framework.
4. Receive and monitor reports on accidents and dangerous incidents (including notifiable diseases) and identify any necessary actions to minimize risks.

**Revised Constitution**

* Deputy Principal (Chair)
* University College Secretary (Secretary)
* Head of Facilities
* Health & Safety Officer
* Dean of Media & Performance (Dean Representative)
* Director of Finance & Planning (Directorate Representative)
* Head of PrepHE
* Head of HR or nominated representative
* Student Union President
* TU Representative
* UCU TU Representative (Academic)



**APPENDIX 2**

REPORT ON HEALTH & SAFETY

|  |
| --- |
| Part One: HEALTH & SAFETY ORGANISATION DURING THE LAST 12 MONTH |

Part One: HEALTH & SAFETY ORGANISATION DURING THE LAST 12 MONTHS

1. Responsibilities of named persons:

Dean of Faculty/Director of Service/Business Unit

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Named Local Safety Officers/Health & Safety Representatives**

**2. Display Screen Equipment Assessments carried out:**

**By whom/date………………………………………………../…………………………………………..**

**3. Fire Wardens (either Faculty/arrangement with co-located services)**

|  |  |  |
| --- | --- | --- |
| **LOCATION (Building/Room Number)** | **NAMED PERSON** | **CONTACT NUMBER** |
|  |  |  |

**Confirmation of verbal and written instructions of Fire Evacuation Procedure given to all full-time and part-time staff**

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

**4. First Aiders (either Faculty/arrangement with co-located services)**

|  |  |  |
| --- | --- | --- |
| **LOCATION (Building/Room Number)** | **NAMED PERSON** | **CONTACT NUMBER** |
|  |  |  |

**The above list applies to staff during normal working hours, however, when qualified First Aiders are not available, members of staff are advised to contact……..**

**Please identify any future requirements for First Aid training**

|  |
| --- |
| **Part Two: ARRANGEMENTS FOR CONSULTATION WITH STAFF AND STUDENTS** |

1. **Description of Arrangements for Health and Safety within Faculty/Directorate (e.g. standing item on Faculty Board Agendas, designated Health and Safety Consultative Group termly or annually)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Dates of Meeting in the last 12 months**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Means of recording/disseminating discussions**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Risk Assessments Carried out and Reviewed: Please give dates (e.g. Display Screen Equipment; Manual Handling; Lone Working’ Hazardous Substances: Machinery and Equipment including visual inspections. Studio safety; Field work or Other off-Campus Activities**

**Please Comment:**

|  |
| --- |
| **Part three: INFORMATION AND TRAINING PROVIDED TO STAFF AND STUDENTS** |

1. **Induction Training on health and safety (nature of induction, e.g. face to face,**

**lectures, intranet, handbooks and to how many during the year,)**

|  |
| --- |
|  |

1. **Specific Task Training and how undertaken , e.g. manual handling, DSE, means of training e.g. video, workshops**

|  |
| --- |
|  |

1. **Any local codes of practice derived from risk assessments**

|  |
| --- |
|  |

1. **Health and Safety included in taught courses (please note specific examples)**

|  |
| --- |
|  |

1. **Workplace Inspections/Audits carried out**

|  |
| --- |
|  |

**ARRANGEMENTS**

The Arrangements section of the Health and Safety Policy contain procedures that members of staff require for carrying out their tasks and operations safely. The document, titled MANUALS and PROCEDURES will be available in document and on the intranet. The manual and procedures are aligned with BSI18001:2007.

For brevity, the Manual and Procedures are available on the intranet with only the content shown as guidance.



**APPENDIX 3**

**Health & Safety**

**Manual and Procedures**

**2011**

**HEALTH & SAFETY   
  
MANUAL OF POLICY AND PROCEDURES**

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