

# HEALTH & SAFETY – ORGANISATIONAL ARRANGEMENTS

## 1.0 SCOPE AND APPLICATION

- 01 Newman University is committed to excellence in all aspects of its undertaking, including its management of Health & Safety.
- 02 In order to fulfil this commitment, this document:
- explains how the requirements of the University's 'Health & Safety Policy Statement' (PRO/001) will be put into effect;
  - specifies the managerial and operational requirements that will be implemented to achieve compliance with the general duties placed on an employer to employees under Sections 2(1) and, in so far as it extends, 3(1) duties to others under the Health and Safety at Work etc. Act 1974;
  - specifies the managerial and operational requirements that will be implemented to achieve compliance with the duties placed on an employer under the Management of Health and Safety at Work Regulations 1999 and, in particular, Regulation 5(1) "arrangements as are appropriate... for the effective planning, organisation, control, monitoring & review of the preventative and protective measures".
- 03

This document uses a colour-coding system to identify key requirements for managing Health & Safety, as follows:

### **Health & Safety policy (Strategic, i.e. why we do it).**

Sets out the University's policy by providing the strategic intent to fulfil its Health & Safety obligations and comply with relevant Health & Safety legislation (i.e. the planning of Health & Safety).

### **Management requirements (Tactical, i.e. who will do it).**

Specifies the management requirements that will be implemented to ensure the Health & Safety policy is put into effect (i.e. the organising and managing of Health & Safety).

### **Implementation (Operational delivery, i.e. how we will do it).**

Explains the operational requirements that will be implemented, e.g. Health & Safety procedures, etc, to support the delivery of Health & Safety, (i.e. the implementing and controlling Health & Safety).

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**2.0 HEALTH & SAFETY POLICY STATEMENT**

- 04 The University's Health & Safety approach is set out in the 'Health & Safety Policy Statement'.
- 05 In addition, this document (PRO/002) specifies further Health & Safety procedures that will apply to the University to support its management of Health & Safety.
- 06 The Chair of University Council and the Vice-Chancellor, following appropriate consultation with ULT (University Leadership Team), UOT (University Operational Team) and Health & Safety committee, are responsible for approving, and signing the policy statement.
- 07 ULT is responsible for ensuring the policy statement is effectively communicated to and/or otherwise made available for all employees and, as necessary, any other interested party.
- 08 A signed copy of the 'Health & Safety Policy Statement' will be displayed in Main Reception and will be available on the internet.
- 09 The policy statement will be reviewed and amended, as necessary, in order to ensure its continuing appropriateness to meet the managerial, operational and legal needs of the University.
- 10 As a minimum, the policy statement will be reviewed every 2 years.

**3.0 ROLES AND RESPONSIBILITIES**

- 11 **ULT is responsible for ensuring that adequate management arrangements and resources are in place to comply with relevant Health & Safety legislation and to effectively deliver the Health & Safety policy.**
- 12 **ULT is responsible for ensuring that Health & Safety roles and responsibilities are identified, defined, documented and communicated to those affected.**
- 13 **ULT, managers, supervisors and employees (and, as necessary, others) will be expected to actively support the University in fulfilling its Health & Safety obligations by discharging effectively their Health & Safety responsibilities.**
- 14 ULT is responsible for ensuring that:
- adequate management resources and arrangements are in place to fulfil legal obligations;
  - there is a documented system in place to support the management of Health & Safety;

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- suitable audits (whether internal or external) are undertaken to establish compliance with relevant Health & Safety legislation;
  - sufficient finance resource is provided to comply with relevant Health & Safety legislation;
  - there is pro-active measurement of Health & Safety performance;
  - a Health & Safety improvement plan is developed and implemented.
- 15 The UOT and, subsequently, departmental managers (and, as applicable, supervisors) are responsible for ensuring Health & Safety within their area of managerial control (and/or responsibility) and are accountable to their ULT representative for its effective implementation (including ensuring that there is pro-active engagement with employees on Health & Safety).
- 16 Employees, students and visitors are responsible for co-operating with the University on Health & Safety by not only ensuring their own Health & Safety but also that of other persons who may be affected by their acts or omissions whilst at work and study.
- 17 ULT has full and final responsibility for ensuring the University fulfils its Health & Safety obligations.
- 18 The Vice-Chancellor will appoint:
- in consultation with the ULT, a competent person to fulfil the role of Health & Safety Manager; and
  - in conjunction with the ULT and Director of Human Resources, a competent occupational health provider.
- 19 The UOT is responsible for:
- actively supporting the Health & Safety policy and ensuring organisational arrangements in the Health & Safety management system;
  - checking that Health & Safety requirements are being implemented within their area of managerial control.
- 20 Managers, including line managers and supervisors, are responsible for:
- ensuring the implementation of Health & Safety procedures;
  - controlling and/or monitoring any partners working under their control (including checking their Health & safety competence and/ or compliance);
  - ensuring that accidents and incidents are investigated and recorded as set out in Accident Procedure PRO/003, and that any lessons learned are acted on in a timely manner;
  - ensuring there is adequate supervision on Health & Safety;
  - in conjunction with the Estates Department, ensuring work equipment, facilities, control measures, etc are serviceable and comply with relevant statutory requirements;

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- in conjunction with the Health & Safety Manager, ensuring employees are competent to undertake the work expected of them by identifying and assessing Health & Safety training requirements and compliance.
- 21 The University Secretary and Registrar is responsible for:
- chairing the University Health & Safety Committee.
  - Ensuring the management of resources for management of Health and Safety.
  - ensuring any significant changes to this document (including its related procedures) are discussed as necessary, prior to implementation with employee representatives via the Health & Safety committee. Changes to procedures will be discussed, where necessary, with UOT.
- 22 The Director of Human Resources is responsible for:
- Management of the Health and Safety function, ensuring a 'competent person' and appropriate Health & Safety Management System is maintained.
  - Ensuring compliance with the University's statutory obligations.
  - Ensuring roles and responsibilities are documented in job descriptions.
- As necessary, additional roles and responsibilities will be identified in this document and/or Health and Safety Procedures (or other Health and Safety documents) that support the implementation of the "Health & Safety Policy" or this document.
- 23 The Director of Estates and Campus Services is responsible for:
- ensuring plant, equipment, workplaces and facilities comply, as necessary, with relevant statutory requirements;
  - any statutory inspections, e.g. for lifting accessories, lifts, pressure systems, etc, are undertaken and recorded; and, as necessary,
  - other equipment inspections are undertaken and documented.
- 24 All employees (and, as applicable, others, e.g. students) are responsible for:
- co-operating with the University to enable it to fulfill its Health & Safety obligations, including undertaking mandatory training;
  - not interfering with or misusing anything provided in the interest of Health & Safety;
  - following Health & Safety requirements in line with their training and instruction (whether written and/or verbal or both);
  - reporting to management any unsafe acts or conditions, defects in equipment or facilities, etc that have the potential to affect Health & Safety;
  - reporting to management any injuries they receive whilst at work via the incident reporting process.
- 25 The Health & Safety Manager is responsible for:
- the notification of incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013;
  - ensuring that UOT is informed of changes to any Health & Safety procedures;

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- undertaking audits to check Health & Safety requirements are being implemented;
  - maintaining an up to date register of relevant Health & Safety legislation;
  - collating and reporting information relating to the University's Health & Safety performance (including the delivery of its Health & Safety improvement plan) via quarterly reports to the University H&S Committee and annually to the University Council;
  - in conjunction with the Health & Safety Administrator, maintaining records of accidents and incidents, and their investigation;
  - ensuring ULT are kept informed of Health & Safety requirements insofar as they are relevant to the University;
  - providing advice and guidance to managers on compliance requirements of relevant Health & Safety legislation.
- 26 The Health & Safety Administrator, in conjunction with the Health & Safety Manager, is responsible for:
- assisting in the maintenance of the Health & Safety management system documents and records including records of accidents and incidents, risk assessments and training;
  - providing copies, as necessary, of the documented Health & Safety management system;
  - maintaining the Health & Safety information displayed on health and safety notice boards and supporting general Health & Safety communications.

#### **4.0 MANAGEMENT OF HEALTH & SAFETY**

- 27 Regulation 5(1) of the Management of Health and Safety at Work Regulations 1999 is aimed at ensuring that Health & Safety is properly planned, organised, controlled, monitored and reviewed and covers broad areas of Health & Safety, including the need to:
- conduct suitable and sufficient risk assessments;
  - implement adequate controls to eliminate, reduce or mitigate any significant risks;
  - consult with employees on matters that affect Health & Safety;
  - ensure there is co-operation between employers who share common work areas;
  - undertake appropriate health surveillance;
  - have arrangements in place to deal with serious or imminent danger;
  - ensure that adequate Health & Safety information is provided.
- 28 The University will not charge its employees (or, as applicable, any other persons) for anything provided in the interests of ensuring Health & Safety, such as personal protective equipment, Health & Safety training, health surveillance, etc.
- 29 The following explains the various procedures, managerial and operational requirements that will apply within Newman University to support its management of Health & Safety.



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**4.1 Competence and training**

30 **All employees will be adequately trained on the Health & Safety requirements that affect them, including their responsibilities for Health & Safety, and the safe practices that should be followed.**

31 Managers will ensure employees have the necessary Health & Safety competence to enable them to undertake their work with due regard to Health & Safety (including managing health & Safety).

32 Managers will ensure that:

- an employee's Health & Safety competence is assessed;
- Health & Safety training needs are identified, and delivered;
- in the case of a statutory training requirement, an employee is not allowed to start work until their competence has been confirmed.

33 The Director of Human Resources is responsible for ensuring adequate systems are in place to record the Health & Safety competence assessment and training of employees, including:

- a Health & Safety skills training matrix is to be developed outlining minimum training requirements for key jobs (including, as appropriate, Health & Safety management competence);
- a suitable training programme is implemented to deliver Health & Safety training requirements within a reasonable time frame; and
- a system to monitor and review the implementation of Health & Safety training programmes is established.

34 The University will implement procedures to ensure that Health & Safety competence requirements are identified and assessed and, as necessary, suitable training is provided in order to enable employees to carry out their work with minimum risks to Health & Safety (including, as necessary, the management of Health & Safety).

**4.2 Communication and consultation**

35 **There will be active communication and consultation with employees (and, as necessary, others) to ensure Health & Safety.**

36 **Where an employee works in another organisation's premises and/or under another employer's control, suitable and sufficient information will be provided to ensure their Health & Safety.**

37 Managers will ensure appropriate Health & Safety communication is undertaken.

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- 38 The University will implement communication and consultation procedures to ensure that:
- there is active communication and consultation with employees (and, as necessary, others) on Health & Safety;
  - employees and, as appropriate, other persons visiting the campus undergo an appropriate Health & Safety induction and/or receive adequate Health & Safety information or instruction;
  - employees are empowered to raise Health & Safety concerns with management; and
  - employees are engaged in conducting risk assessments and investigating workplace accidents.
- 39 Employees who visit a workplace under the managerial control of a third-party will expect to receive a suitable Health & Safety induction and/or be provided with relevant information and instruction to ensure their Health & Safety.
- 40 The formal structure for Health & Safety consultation with employees will be via the Health & Safety committee that will be attended by appointed safety representatives (and/or representatives of employee safety, as applicable).
- 41 Where necessary for the purposes of ensuring Health & Safety, such as to deal with an urgent issue, an informal employee Health & Safety consultation group can be implemented. However, such groups do not negate the responsibility of management to ensure Health & Safety is maintained.

**4.3 Accident Investigation**

42 **The University will record and investigate, as appropriate, all accidents, incidents and other significant workplace near misses to identify any failings in its management of Health & Safety.**

43 **Any lessons learned from such investigations will be used to take corrective actions to prevent recurrences and improve the management of Health & Safety, including reviewing risk assessments.**

44 The Health & Safety Manager will ensure that all incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and other significant incidents, are identified, investigated and the outcomes recorded.

45 Managers/Supervisors will ensure all non-RIDDOR incidents are investigated and the outcomes recorded.

46 The UOT will review RIDDOR incident investigations to identify and, as appropriate, agree any actions needed to prevent a recurrence, and ensure any such proposals are effectively communicated.

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47 The University will implement a procedure H&S/PRO/003, 'Accident Reporting and Investigation Procedure', to ensure that:

- as necessary, first-aid treatment is provided and/or other emergency assistance is summoned;
- details of any major incidents, as defined, are communicated internally to the Directors and, if applicable, externally to the enforcing authority to comply with legal requirements;
- accidents and incidents are investigated, recorded and reported on;
- any corrective or preventative actions identified during an investigation are implemented in a timely manner to prevent a recurrence.

48 The Health & Safety Manager, with administrative support, will maintain a central record of all workplace accidents and incidents to assist the University in the recording and analysis of data in order to identify any significant Health & Safety issues or trends and to assist it in monitoring its Health & Safety performance.

#### 4.4 Measuring performance

49 **The University will review and report on its Health & Safety performance against identified objectives and targets.**

50 The Health & Safety Manager will develop, in consultation with UOT and the Health & Safety committee, a Health & Safety improvement plan.

51 The implementation of the plan will be monitored by the Vice-Chancellor and ULT, the UOT Group and the Health & Safety committee; and action will be taken where its planned delivery fails to meet the stated requirements.

52 The University will implement Health & Safety improvement procedures, to ensure that:

- a Health & Safety improvement plan is developed to identify key Health & Safety improvements against defined targets and measures in order to support the management of Health & Safety; and
- delivery of the plan is monitored to ensure its effective implementation.

53 The Health & Safety improvement plan will be communicated to employees (and, as necessary, other interested parties).

#### 4.5 Risk assessment and management



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- 54 **The University will have processes and systems to identify and record significant Health & Safety hazards, including occupational health hazards, and inform employees (and, as necessary, others) accordingly of those that are liable to affect their Health & Safety or otherwise impact on them.**
- 55 **It will assess and record the significant Health & Safety risks, including occupational health risks, and inform employees (and, as necessary, others) of any significant risks that are liable to affect their Health & Safety or otherwise impact on them.**
- 56 **The University will take actions to eliminate, reduce and control hazards and risks (including occupational health hazards and risks) to an acceptable level and, by doing so, reduce the potential for accidents, incidents or cases of work-related ill-health.**
- 57 **The University will have processes to review risk assessments, as appropriate, to ensure they remain suitable and sufficient.**
- 58 **The University will ensure arrangements so that any serious and/or imminent dangers in the workplace are identified and appropriate action taken (including, as necessary, contacting the emergency services).**
- 59 Managers will ensure suitable and sufficient risk assessments are conducted, recorded and, as necessary, reviewed of workplace and work-related hazards and risks, including in relation to occupational health.
- 60 Managers will review risk assessments to ensure their suitability where work is undertaken by any new or expectant mothers or young persons at work.
- 61 Managers will ensure that risk assessments are conducted by a suitably competent person.
- 62 The Director of Human Resources, in consultation with the Vice-chancellor and ULT, will ensure appropriate arrangements (via an external provider) are in place for managing occupational health risks, including the undertaking of appropriate pre-employment health screening.
- 63 The University will implement procedure H&S/PRO/007, 'Risk assessment' to ensure that:
- workplace and work-related hazards, including occupational health hazards, are identified;
  - the persons exposed to the hazards, i.e. those at risk, are identified;
  - there is an evaluation of the risks;
  - the acceptability of any residual risks is justified;

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- the measures used to control risks reflect the hierarchy set out in relevant Health & Safety legislation;
  - the significant findings of the assessment are recorded;
  - the significant findings are communicated to those affected (including, as necessary, others);
  - there is ongoing review of risk assessments.
- 64 Managers will review existing and/or conduct additional risk assessments to identify any specific hazards and/or risks (and will implement additional controls, as necessary) in relation to work being undertaken by a:
- new or expectant mother; or
  - young person at work.
- 65 To support the process of risk assessment, the Health & Safety Manager will identify and review the application of Health & Safety legislation to the University and maintain an up to date register of relevant legislation.
- 66 Where no specific Health & Safety legislation exists, relevant guidance published by the Health and Safety Executive will be used to support the process of hazard identification and risk assessment.
- 67 Where the significant findings of risk assessments identify a need, health surveillance will be provided for employees, as a minimum, in compliance with relevant Health & Safety legislation.
- 68 As necessary, additional department specific Health & Safety procedures will be developed and implemented to ensure that Health & Safety is effectively managed, and monitored.
- 69 Emergency preparedness and response: The significant findings of risk assessments, including fire risk assessments, will be used to develop procedures and/or arrangements, as appropriate, for identified emergency situations which are liable to occur in the workplace and/or on campus.
- 70 Such procedures and/or arrangements, will, as necessary, be tested and/or audited to ensure their effectiveness.
- 71 Occupational health management: The significant findings of risk assessments will be used to identify any occupational health risks and ongoing health surveillance needs, including undertaking pre-employment health screening.

#### **4.6 Partner Health & Safety competence**

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72 **The University will ensure that partners it engages with are made aware of its Health & Safety policy and management system, and its commitment to their effective implementation.**

73 **The University will assess the Health & Safety competence and performance of any partners with whom it engages.**

74 Managers, in conjunction with the Health & Safety Manager, will assess and review the Health & Safety competence and performance of any partners the University engages with to ensure, so far as is reasonably practicable, they are capable of fulfilling its Health & Safety expectations.

75 The University will implement procedures to ensure the Health & Safety competence of partners is, as necessary, assessed before they commence work (and, if required, reviewed during work) to ensure Health & Safety is maintained.

#### **4.7 Document management and audit**

76 **The University will maintain a documented Health & Safety management system to ensure compliance with statutory requirements and audit its implementation.**

77 ULT will ensure a documented Health & Safety management system is in place.

78 The University will implement procedures to ensure defined records (including management system documents) relating to the management of Health & Safety are, as applicable, identified, issue controlled, retained, reviewed and, as appropriate, correctly disposed of.

79 The University will implement procedures to ensure:

- a programme of audits is undertaken to establish the delivery of the Health & Safety management system and monitor its effectiveness; and
- preventative and/or corrective action is taken to resolve non-conformities with Health & Safety requirements, the Health & Safety management system and/or its effective implementation.

#### **5.0 MANAGEMENT REVIEW**

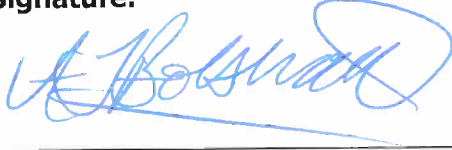
80 **The University compliance with the requirements of Health & Safety legislation and the implementation of the Health & Safety policy and management system will be reviewed at appropriate intervals and, at least, annually.**

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- 81 The Vice-Chancellor and ULT, in consultation with UOT and Health & Safety Committee, will review the University performance against the requirements of this document in order to assess their continuing appropriateness in supporting the management of Health & Safety and compliance with relevant Health & Safety legislation.
- 82 ULT and the H&S Committee will ensure this document is updated and revised, as necessary, to reflect the outcome of management reviews so it remains relevant to the managerial, operational and legal needs of the University.
- 83 UOT is responsible for ensuring any significant changes to this document (including its related procedures) with the potential to impact on Health & Safety are communicated and, subsequently, implemented.
- 84 Any significant changes identified by management reviews will be discussed, as necessary, with employee representatives via the Health & Safety committee prior to implementation.
- 85 Management reviews will take into account not only the University Health & Safety performance but also any significant changes in Health & Safety legislation and/or management organisation that have the potential to impact on delivery of Health & Safety.
- 86 Examples of the information that will be used to support management reviews includes, but is not limited to,:
- close-out of any previous management reviews;
  - delivery of the Health & Safety improvement plan;
  - feedback from employee Health & Safety consultation;
  - the outcomes of any accident and/or incident investigations (including lessons learned and any corrective or preventative actions taken);
  - visits by inspectors from an enforcing authority;
  - non-conformities identified by audits (whether internal or external), including their close-out;
  - the outcome of legal and other compliance reviews;
  - the outcomes of any Health & Safety complaints or concerns raised.
- 87 Management reviews will be documented and communicated (such as by the Health & Safety committee and/or management briefings).
- 88 The period of time between formal reviews of the entire Health & Safety management system will not exceed two years.
- 89 As necessary, an external Health & Safety consultant will be engaged to assist in the conducting of management reviews.

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This document is authorised and approved by the Chair of the University Health & Safety Committee on behalf of the Vice-Chancellor.

<b>Authorised By:</b>  Andrea Bolshaw Chair of Health & Safety Committee	<b>Signature:</b> 
<b>Version (4) Date:</b> September 2022	<b>Next Review Date:</b> August 2025



