

Health and Safety Policy and Framework

(Ref: QM_HS_001)

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1.0 Policy Statement

1.1 Definition

1.1.1 The Queen Mary University of London (QMUL) Health and Safety Policy Statement was revised and approved by the Health and Safety Advisory Group on 2nd December 2015 and replaces the former QMUL Occupational Health, Safety and Wellbeing Policy which was approved by the Council in 2011 and signed by the Principal in 2012. The main policy or structure did not change, however, the text was edited to take into account the separation of Occupational Health (OH) and Health and Safety Services in August 2015. Statements such as 'occupational health, safety and wellbeing' in the previous version were amended to read as 'health and safety (including fire safety)'. Wellbeing at QMUL will form part of the Human Resources Policy and Strategy.

1.1.2 The purpose of the Statement is to provide an overarching set of principles which form the approach of Queen Mary, University of London (Queen Mary) to health and safety. A health and safety framework and plan based on the Health and Safety Executive (HSE) document HS(G)65, 'Managing for Health and Safety', Universities Safety and Health Association (USHA) guidance 'Leadership and Management of Health and Safety in Higher Education Institutions' and British Safety Standard OHSAS18001:2007, will follow from this statement, providing in an accessible form, summary information on key responsibilities for the full range of areas across QMUL in which health and safety activities should be embedded, as well as the core procedures and policies to guide those with specific health and safety responsibilities.

1.2 Scope and Communication

1.2.1 The Policy Statement applies to 'members' of QMUL in the widest sense: all employees, students, Council and other external committee members, as well as visitors to Queen Mary, premises and activities under its control, including staff and students travelling away from our campuses whether in the UK or overseas on University business. This reflects Queen Mary's underlying principle to ensure, as far as is reasonable within its resources and control, a high standard of health and safety for all of its staff and students during their time at Queen Mary.

1.2.2 It also reflects the principle that health and safety is an individual and collective responsibility of all members of the QMUL community and in order to achieve this, the Policy Statement and related framework and plan will be publicised to the QMUL community through a range of channels, as well as through consultative channels including the recognised Trades Unions.

1.3 Principles

1.3.1 Underpinning the Policy Statement and associated Framework and plan, is the need to ensure, as far as is reasonably practicable, the health, safety and welfare (at work) of its employees, students, visitors and others who may be affected by the activities of Queen Mary. The policy statement and framework provide a basis for compliance with all relevant statutory requirements and to also move beyond the observation of core legal obligations to a QMUL wide



culture of awareness, positive attitudes and responsibility for health and safety.

The core principles of the Policy Statement espoused by QMUL are:

- Provision and maintenance a safe working and study environment that, as far as is reasonably practicable, is free from risks to health and has adequate a facilities and arrangements to aid the wellbeing of employees and students by:
- The establishment of a culture that encourages employees and students to accept, and engage in achievement of, high standards of health and safety across Queen Mary.
 - QMUL aims to achieve these principals by:
 - Managing risks to health and safety through processes of risk assessment and risk control.
 - Ensuring that all work activities are carried out by persons competent to carry out these tasks or by persons under appropriate and competent supervision.
 - Managing its facilities to ensure the health and safety of persons visiting them.
 - Co-operation and co-ordination with other employers with whom it shares a workplace to manage health and safety risks.
 - Consultation with employees' representatives for health and safety through the Advisory Group.
 - Continually improving performance through inspection, review and audit.
 - Planning for the management of and recovery from any major incident that could disrupt normal operation.
 - Maintaining and making available policies, information, procedures and guidance relating to health and safety for all areas of Queen Mary.

1.4 Strategic accountability

- 1.4.1 As the QMUL governing body, the Council carries overall responsibility for the health and safety of employees, students and other individuals whilst on the institution's premises and in other places connected to the conduct of QMUL business. Council is responsible for ensuring that QMUL has an appropriate written policy statement and effective procedures for implementation of that policy. Within its existing framework Council delegates specific responsibility for health and safety governance to its Health and Safety Advisory Group which recommends to Council and receives an annual report from the Principal on health and safety performance. Council also receives periodic reports on



health and safety matters of which it should be made aware outside the annual reporting process.

1.5 Executive responsibility

1.5.1 The Principal of QMUL advises on, and is accountable to Council for the effective implementation of the Health and Safety Policy and Framework and associated planning across the College, in conjunction with his/her Senior Executive Team and relevant senior officers. In particular it is the Principal's ultimate responsibility to ensure that:

- Visible and robust leadership in health and safety exists across Queen Mary.
- Close and constructive consultations with the representatives of the Trades Unions recognised by QMUL are maintained and developed, to ensure that College policies are both informed by and respond to staffing needs.
- Clear and delegated reporting structures are in place for the management of health and safety across Queen Mary, including the provision of sufficient and specialist resources to enable the Director of Health and Safety, the Health and Safety Directorate and others with delegated responsibilities in any area of health and safety to discharge the full range of their duties.
- The wider resources and necessary training required is made available to enable health and safety responsibilities to be effectively discharged by members of the QMUL community.
- Systems and procedures are delivered effectively and consistently, including a programme of proactive training and instruction for staff and students in general and targeted areas, and an audit and risk assessment system for the identification and elimination of risks and hazards to health.

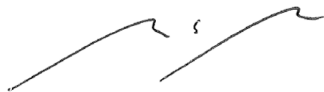
1.6 Review of the Policy Statement

In addition to the above, the Principal has ultimate responsibility for ensuring that systems are in place for the periodic review of the Policy Statement and the full framework and plan as an essential means of monitoring success in their delivery and ensuring that they remain relevant to QMUL and reflects legislative and regulatory requirements. Final approval of the Policy Statement and Framework resides with Council.



Acceptance of the Policy Statement and Framework

This Policy Statement and Framework for health and safety at Queen Mary, has been approved by the Health and Safety Advisory Group and is approved and accepted by the College Council.



Professor Simon Gaskell
The Principal and President of Queen Mary University of London

Date: 5th January 2016



Part 2 – Framework Arrangements



2.0 Authority & Responsibility

2.1 Scope of this document

2.1.1 This document sets out how QMUL will fulfil its health and safety duties and requirements, as laid out in its Health and Safety Policy Statement and the Health and Safety at Work Etc Act 1974.

2.2 Definitions

2.2.1 Within this document the following terms are used:

“Head of Department” – This term covers Heads of Schools, Directors of Institutes and also Directors of Professional Services.

“Department” – This term refers to Schools and Institutes as well as to Professional Services functions.

2.3 Organisation of Health and Safety

2.3.1 QMUL recognises that to secure and maintain a safe work place and safe work practices, everyone needs to be aware of their individual responsibilities for safety and act accordingly.

2.3.2 QMUL aims to secure safe working practices and promote a positive safety culture by establishing Control, Communication, Co-operation and Competence as follows:-

2.4 Control

2.4.1 QMUL shall establish control over health and safety in the workplace and work activities by clearly allocating health and safety responsibilities and ensuring that they are effectively discharged.

2.5 The allocation of health and safety management responsibilities

2.5.1 Note: A summary of Queen Mary’s health and safety responsibilities can be seen in Appendix 1 of this document.

The Council

The QMUL Council, under the requirements of the Health and Safety at Work etc Act 1974, is responsible for issuing a written statement covering the general policy with respect to health and safety of employees, students and others affected by the undertakings of Queen Mary.

The Council should ensure that they receive sufficient information on the status of the College health and safety systems and plan to satisfy themselves that all statutory requirements are being met. To this end, they will commission an annual health and safety report to be undertaken by the Director of Health and Safety.



In addition, the Council will commission the establishment of a Queen Mary-wide Health and Safety Advisory Group, to advise the QMSE, Principal and Council on health and safety performances.

While statutory compliance should be the accepted baseline standard for Queen Mary, the Council (aided by the Principal and QMSE) should ensure that QMUL is constantly striving to achieve the highest standards of practice in health and safety.

2.5.2 The Principal

The Principal has overall and final responsibility to the Council for the effective management of health and safety at Queen Mary.

The Principal's fundamental role is to provide clear leadership so that health and safety is considered a worthwhile and serious issue at all levels from the Senior Executive (QMSE) down and that its strategic importance to the ongoing success of the QMUL is clearly understood.

To this end the Principal shall:

- Set targets to help define what the QMSE is to achieve and when? Ensuring that QMUL fully meets its responsibilities under health and safety with legislative requirements.
- Ensure that sufficient resources (time, money and staff) are made available to manage successfully health, fire safety, and general safety.
- Demonstrate and provide by example a consistent commitment to health and safety for all the people who work, study and visit the QMUL to follow.
- Ensure that everyone associated with QMUL understands that they too have a part to play to make QMUL a safe and healthy establishment and be assured of his support in achieving this.

2.5.3 Health and Safety Champion - QMSE Member

The QMSE – Health and Safety Champion shall take the lead on health and safety issues at board level, and:

- Support the aims and objectives of the QMUL Health and Safety Policy, subsequent policies and framework documents.
- Ensure that they are informed about current and emerging health and safety issues that need to be brought to the QMSE attention.
- Provide a QMSE focus and input to complement the professional health and safety officers engaged in the effective management of health and safety across Queen Mary.



Contribute to the success of Queen Mary's injuries and work related ill health reduction policies and plans.

- Encourage, amongst all QMUL staff and students a greater understanding of the health and safety risks within Queen Mary, the systems in place for managing those risks, and an appreciation of the causes of any failures.
- Work with appropriate officers on health and safety matters and influence policy development at QMSE level.
- Monitor, in consultation with the professional health and safety staff, Queen Mary's performance on health and safety against agreed targets and Key Performance Indicators (KPI's).

2.5.4 QMUL Health and Safety Advisory Group (HSAG)

The role of the HSAG will be:

- To develop and monitor the implementation of Queen Mary's overarching Health and Safety Policy its associated policies, framework documents, procedures and codes of practice.
- To keep under review QMUL compliance with health and safety legislation.
- To receive reports on and monitor trends in work-related ill health, near misses, accidents and dangerous occurrences and to consider their implications for QMUL against national benchmarks and standards.
- To request actions to ensure that the recommendations of inspections and audits carried out internally and externally are implemented.
- To receive regular reports from the Director of Health and Safety as well as from other specialist health and safety personnel.
- To review its own terms of reference and constitution and those of its subordinate groups (e.g. Genetic Modification and Radiation Protection) annually.

Further information can be found in the 'QMUL- Health and Safety Advisory Group – Terms of Reference 2015/2016' document.



2.5.5 The QMUL Senior Executive (QMSE)

The Executive shall:

- Establish effective communication systems (both up and down) and management structures for the whole of QMUL to demonstrate a visible and active commitment to health and safety issues.
- Integrate health and safety factors into Executive decisions.
- Own an annual health and safety plan for QMUL with clear goals for Executive Deans, Heads of Departments and QMUL collectively.
- Be accountable for the health and safety performance of Executive Deans, Heads of Departments; continually monitor their health and safety performance.
- Ensure that health and safety performance is regularly reviewed at Executive level.
- Monitor the effectiveness of the College Policy Statement.
- Promote and operate a no blame culture where health and safety can be raised openly at all levels.
- Review the results of health and safety audits and arrange the implementation of appropriate actions.

2.5.6 QMUL Executive Deans, Heads of Schools and Directors

Note: For the purpose of this document, the term 'Director' is used to refer to Directors of Institutes as well as Directors of Professional Services Departments.

QMUL Executive Deans, Heads of Schools and Directors are personally responsible for ensuring the health and safety of staff who work for them and for ensuring that anybody else, including students and visitors are not injured or made ill by the work of their sections. They need to ensure that they lead by example and demonstrate their genuine commitment to health and safety issues, both by what they say and by what they do, to discharging the policy.

They are also fully responsible for identifying the risks and health and safety concerns of their Faculties, Schools, Institutes and Directorates and ensuring the effective management of health and safety (including fire safety) within them.



They should ensure that:

- Appropriate arrangements for managing all aspects of health and safety (including fire safety) are devised and operated.
- Appoint from within their teams one or more Health and Safety Coordinators, to assist them in carrying out their health and safety.
- Adequate resources (time, money and staff) are available to implement the QMUL Health and Safety Policy.
- Effective communication with the QMSE is established and maintained in respect of health and safety (including fire safety) issues.
- Specific health and safety (including fire safety) responsibilities are delegated to others where it is appropriate to do so and the effectiveness of such delegation is monitored.
- Equipment within their demise is adequately maintained.
- Ensuring that any defects relating to the premises in which they are located are raised immediately with the QMUL Estates and Facilities Directorate, to ensure that safe premises are always maintained.
- Activity /risk registers are operated and maintained.
- Risk assessments are carried out and control measures implemented where necessary.
- Safe systems of work are devised, implemented and followed.
- Adequate health and safety (including fire safety) training is provided or accessed.
- All accidents, incidents and work related ill health episodes are reported through the correct channels.
- Appropriate remedial action is taken following accident and incident investigations.
- An annual Health and Safety Objectives are prepared and achieved.
- An annual schedule for health and safety monitoring is prepared and co-ordinate its implementation.
- They review (both proactively and reactively) their management of health and safety.



- Identify what levels of health and safety (including fire safety) competency and expertise are required within their areas and that sufficient resources are allocated to attain these needs.

In addition to the above responsibilities, the following Directors and QMUL Officers have specific responsibilities for areas of health and safety (including fire safety).

2.5.7 Director of Health and Safety

The role of the Director of Health and Safety (including Fire Safety) is to assist the Principal in ensuring that QMUL provides a safe working environment for all staff, students and visitors and that its activities are undertaken in a safe manner, and in compliance with the requirements of the Health and Safety at Work Act Etc. 1974, the Regulatory Reform (Fire Safety) Order 2005, QMUL Health and Safety Policy and other relevant legislation.

In undertaking this role the Director of Health and Safety shall:

- Provide expert advice on safety matters to all areas within Queen Mary.
- Develop standards and procedures on health and safety (including fire safety) issues and prepare framework and management documents, procedures and guidance notes as appropriate.
- Audit compliance within all areas of QMUL with health and safety (including fire safety) policies and any national standards in place (to include the review health and safety performance of individual Executive Deans, Heads of Schools, Directors and Managers/PI's)
- Ensure the investigation of all accidents and near misses.
- Liaise with statutory authorities where necessary.
- Facilitate (and participate where necessary in) the running of a comprehensive health and safety (including fire safety) training and competence programme and provide management with advice on specialist training needs.
- Advise (in conjunction with QMUL Estates and Facilities Directorate) on environmental monitoring and environmental issues effecting Queen Mary.

2.5.8 Health and Safety Directorate

Queen Mary, in accordance with the Management of Health and Safety at Work Regulations 1999, employs a number of competent specialist advisers that form the Health and Safety Directorate. The Directorate advises and assists QMUL staff and managers in preventing and/or reducing illness and injury arising from QMUL work activities.



The Directorates role is to:

- Develop QMUL policies and procedures, guidance notes and supporting systems and tools.
- Review health and safety (including fire safety) performance across Queen Mary.
- Provide competent health and safety (including fire safety) advice at all levels of Queen Mary.
- Advise QMUL management in good health and safety (including fire safety) practices.
- Investigate accidents and incidents.
- Provide a comprehensive and appropriate portfolio of health, safety and fire safety training.
- Liaise with enforcement agencies where necessary.
- Inspect hazardous areas and carry out risk-based management audits of health and safety.
- Where appropriate, carry out assessments of risk to areas such as fire safety and first aid.
- Work closely with QMUL Occupational Health Service in implementation of statutory health surveillance programme where necessary.
- Provide reports to management to assist with legal compliance (e.g. under COSHH 2002).
- Work closely with QMUL Estates and Facilities Directorate on environmental monitoring and environmental issues effecting Queen Mary.



2.5.9 Managers and Academic/Research Supervisors

Managers/Supervisors are directly responsible for the health and safety (including fire safety) of their own staff and for ensuring that anyone else, including, visitors, contractors and members of the public are not endangered by any work within Queen Mary.

In addition to their health and safety (including fire safety) responsibilities as individuals, Managers/Supervisors have specific duties which include to:

- Ensure that their staff are properly trained to carry out their work in a safe way (all aspects).
- Ensure that their staff have the correct equipment, materials and facilities to carry out their job.
- Obtain and pass on appropriate health and safety (including fire safety) information and instruction.
- Ensure that their staff follow safe work practices.
- Identify possible hazards in the workplace, carry out comprehensive risk assessment and ensure that suitable corrective action is taken where deficiencies are identified.
- Carry out safety monitoring checks, where necessary.
- Ensure that when required their staff have and correctly use appropriate personal protective equipment.
- Ensure that all accidents are reported promptly and investigated thoroughly through the correct channels.
- Ensure that visitors are made aware of health and safety (including fire safety) requirements required by Queen Mary.

IMPORTANT NOTE: It needs to be noted here that if an individual instructs or issues tasks to another individual or group of individuals, then whether a designated manager or not, they become responsible for the health and safety of those they have instructed.

2.5.10 School, Institute, Directorate Safety Co-ordinators

The School, Institute or Directorate Safety Co-ordinator(s) will be the member of staff concerned with the day-to-day health and safety matters within her/his school, institute or directorate. The Co-ordinator should ideally be a senior member of the academic, academically related, administrative or technical staff, trained in basic aspects of health and safety, who will normally devote only part of her/his time to health and safety work.

The Safety Co-ordinator(s) will be appointed by the Institute Director/ Head of School or Directorate and her/his primary task will be to advise the Head of



Department on health and safety matters and to liaise between her/his department(s) and the Health and Safety Directorate.

The Safety Co-ordinator shall be directly responsible to the Head of School or Director and shall:

- Be a member of the school, institute or directorate health and safety group and, where appropriate, emergency team.
- Be fully familiar with the QMUL Health and Safety Policy, Framework and Plan, emergency procedures and all school, institute or directorate health and safety policies and procedures, and shall assist the Director or Head in ensuring that they are applied.
- Ensure, in liaison with the Health and Safety Directorate that the first aid provision in the department is adequate.
- Ensure in conjunction with the Health and Safety Directorate (Fire Team) that suitable provision is made for the emergency evacuation of any disabled persons in the department.
- Liaise with the Health and Safety Directorate in matters concerning health, safety and emergency procedures in the department.
- Ensure that health and safety reports and information are disseminated to appropriate members of staff and students in the department.
- Ensure that dangerous occurrences and accidents are reported to the Health and Safety Directorate on the appropriate forms.
- Advise and assist in the preparation of an annual review of departmental health and safety procedures and performance.
- Advise and assist in ensuring that systematic health and safety monitoring is carried out, through regular safety inspections (peer review and/or self-inspections) and safety audits, to:
 - Identify unsafe or unhealthy conditions or work practices;
 - Ensure that suitable and sufficient risk assessments are carried out and recorded.
- Advise and assist in ensuring that adequate precautions are taken in relation to special hazards in, or about to be introduced.
- Advise and assist in ensuring that all plant and equipment their areas is maintained in a safe condition and that staff and students are informed, instructed, trained and supervised to avoid risks to their health and safety.



- Assist in ensuring that records of safety training, including fire safety training, are kept for each member of staff and student.
- Advise and assist in ensuring that, where necessary, that statutory health and safety records are maintained.
- Advise and assist in ensuring that a high standard of housekeeping is maintained in the department.
- Advise and assist in ensuring that appropriate personal protective clothing and equipment is available and used.
- Advise and assist in ensuring that suitable and sufficient risk assessments are prepared for all work activities carried out in the institute/department including experimental work carried out by staff, undergraduate and postgraduate students.
- Ensure that any health and safety issues that cannot be resolved immediately are referred promptly to the Head of School, Institute Director or Head of Department as well as the QMUL Health and Safety Directorate.

2.5.11 Individual Responsibilities (including visiting workers*)

All people working on behalf of QMUL should:

- Take reasonable care of their own health and safety at work.
- Follow all health and safety (including fire safety) measures put in place by QMUL such as not eating in areas where this is expressly forbidden.
- Not misuse or interfere with anything that has been provided in the interests of health and safety (such as misusing fire fighting or first aid equipment or obstructing fire escapes).
- Immediately report anything which might present a danger to either themselves or anybody else.

* For the purpose of this document and QMUL Health and Safety Policy, all visitors to QMUL are expected to follow the QMUL procedures and policies whilst on site.

2.5.12 Students

All QMUL students shall:

- Whilst on QMUL premises or taking part in QMUL activities, follow the Health and Safety Policy and comply with any Health and Safety instructions given.



- Not introduce (without consent from their Supervisor) any equipment for use in QMUL premises, alter any fixed installations, alter or remove any health and safety notices or equipment, or otherwise take any action which may create hazards to QM staff or visitors.
- Whilst in residence in QMUL property, comply with all fire, safety and security procedures as set out in the conditions of residence.
- Not interfere intentionally or recklessly with anything provided in the interests of health and safety (including fire safety).
- Conform to all instructions, written and oral given to ensure personal safety and that of others.
- Use personal protective equipment as required.
- Maintain tools and equipment in good condition regarding any defects to their supervisor/tutor.
- Report all accidents and illnesses to their supervisor immediately.

2.6 Accountability

The QMUL Senior Executive (QMSE) shall ensure that everyone is held accountable for their responsibilities under the Health and Safety Policy and organisational arrangements.

This should be achieved primarily through training and supervision and non-compliance with QMUL Health and Safety (Including Fire Safety) Policy and Procedures may lead to disciplinary action being taken.

Supervision is considered an essential element of an effective Health & Safety strategy and will be proportionate to the risks involved in the work activity and the competence and experience of employees to identify and deal with it.

Even in low risk activities some supervision is needed to ensure that employees have not become complacent.

2.7 Communication

All QMUL Executive Deans, Heads of Schools, Directors and Managers/Supervisors need to ensure that everyone is clear about their health, safety and fire safety responsibilities by communicating:-

- This Health and Safety Policy and what it means in practice.
- The allocation of safety responsibilities within their teams where appropriate (e.g. School/Institute/Departmental Co-ordinators, Fire Marshalls, First Aiders, Radiation Protection Supervisors, Fieldwork Coordinators etc.).



- The significant findings of risk assessments carried out to all those involved in the work that has been assessed.
- Details of the safe working practices that employees, students and visitors will need to follow.
- Details of how employees will be provided with relevant information, instruction and training to enable them to work in a safe way.

2.8 Co-operation

Executive Deans, Heads of Schools, Directors and Managers/Supervisors should obtain the co-operation of everyone at the workplace, thus confirming that everyone has accepted their health, safety and fire safety responsibilities and can be expected to implement safe working practices.

At all levels, managers can show their commitment by example and in their everyday decisions by:-

- Holding regular meeting with employees to discuss work activities and associated health, safety and fire safety issues.
- Making periodic inspections of their work practices and work places, to check that there are no obvious hazards and that safe working practices are being followed.
- Ensuring that work related discussions with employees include health, safety and fire safety issues relating to work activities.
- Ensuring that all accidents are reported.
- Praising employees when they have complied with safe working practices.

Formal co-operation can be achieved by the use of QMUL Health and Safety Advisory Group that includes representation from all categories of staff as well as appointed union representatives.

2.9 Competence

Executive Deans, Heads of Schools, Directors Managers/Supervisors need to ensure that all employees, including contractors, agency staff; those who manage and volunteers are capable of doing their work in a way that is safe for themselves and others.

They should operate an effective organisation to secure safe working practices and a safe work place by:-

- Establishing control.
- Effectively communicating.



- Obtaining co-operation.
- Allocating and organising work activities in a way that secures and maintains a safe place of work.

The health and safety competence of people will be ensured by:-

- Operating an effective recruitment and placement procedure - thus ensuring that all those employed have relevant knowledge, experience etc, to do their job safely or can gain these attributes whilst supervised on the job, or by training.
- Providing information, instruction and training to maintain or improve employees' competence, especially where changes to the job, staff or equipment are planned.
- Providing appropriate management control and supervision, to prove that competence is maintained and developed - especially for those new to a job or undergoing training.

2.10 Framework for Managing Workplace Health and Safety

To support the overall aims of QMUL Health and Safety (Including Fire Safety) Policy Statement and the organisations arrangements for health and safety, a series of supporting Health and Safety Policies and Procedure Documents have been developed. These documents set out QMUL's specific duties to ensure that it complies with current health and safety legislation. Each document details the minimum standards that QMUL aspires to meet as well as provides guidance on best practice.

Each QMUL School/Institute/Department may further develop guidance notes and operating instructions, for each of their functions, ensuring that the contents of each key QMUL policy and information documents are considered met and implemented where appropriate and necessary.

QMUL key health and safety policies and procedure documents are (not exhaustive):

- Risk Assessment and Risk Control
- Training, Competence and Supervision
- Health and Safety Guide for Managers
- Audit, Inspection and Review
- Accidents, Emergencies and Contingencies
- COSHH (Control of Substances Hazardous to Health)
- Lasers and non-ionising radiation
- Manual Handling
- Lone Working and Out of Hours Work
- Field Work Health and Safety
- Local Exhaust Ventilation



- Managing Legionella Risks in Water Systems
- Control of Asbestos Containing Materials At Work
- Working At Height
- Portable Appliances Testing
- Genetic Modification
- Display Screen Equipment (DSE)
- Ionising Radiation
- Field and off-site working
- Fire Safety
- First Aid
- Events
- Construction and contractor management

2.11 Monitoring of the Health and Safety Policy and Framework

2.11.1 QMUL considers that health and safety arrangements are too important to be left to chance and assume that they work. Consequently, Executive Deans, Heads of Schools, Directors and Managers/Supervisors need to periodically check that health and safety precautions are in place, that systems are working and that risk control measures are both effective and maintained. They are also encouraged to utilise both active and reactive monitoring, where possible.

2.11.2 **Active monitoring** consists of considering (before things go wrong) whether QMUL is implementing the standards of health and safety that it has set itself (and/or are required by law) and if such standards are effective in keeping people safe and healthy (audits, inspections, risk assessment reviews, training etc.).

2.11.3 **Reactive monitoring** consists of identifying (after things go wrong) why injuries, work related ill-health, property damage and near misses have occurred and why health and safety performance was substandard to allow such losses to occur (accidents, incidents, near misses, and work related ill health).

2.12 Review of the Health and Safety Framework and Strategy

Health and safety systems generally weaken with time, especially as people and tasks change. Therefore periodic reviews of the health and safety system should be undertaken based on the information that the above process of active and reactive monitoring will provide.

Such reviews should be commissioned by the QMSE that is able to set future policies, judge the adequacy of health and safety performance and decide upon any action needed.



2.13 Audit of the Health and Safety Framework and Strategy

Auditing is valuable can be helpful to focus the review process when undertaken by an organisation not involved in the day to day management of the activity being audited.

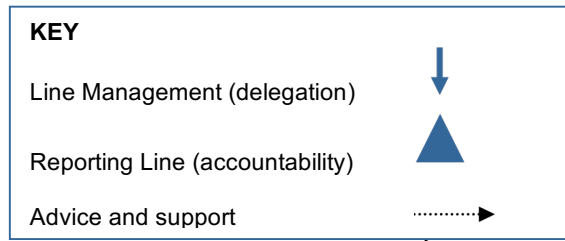
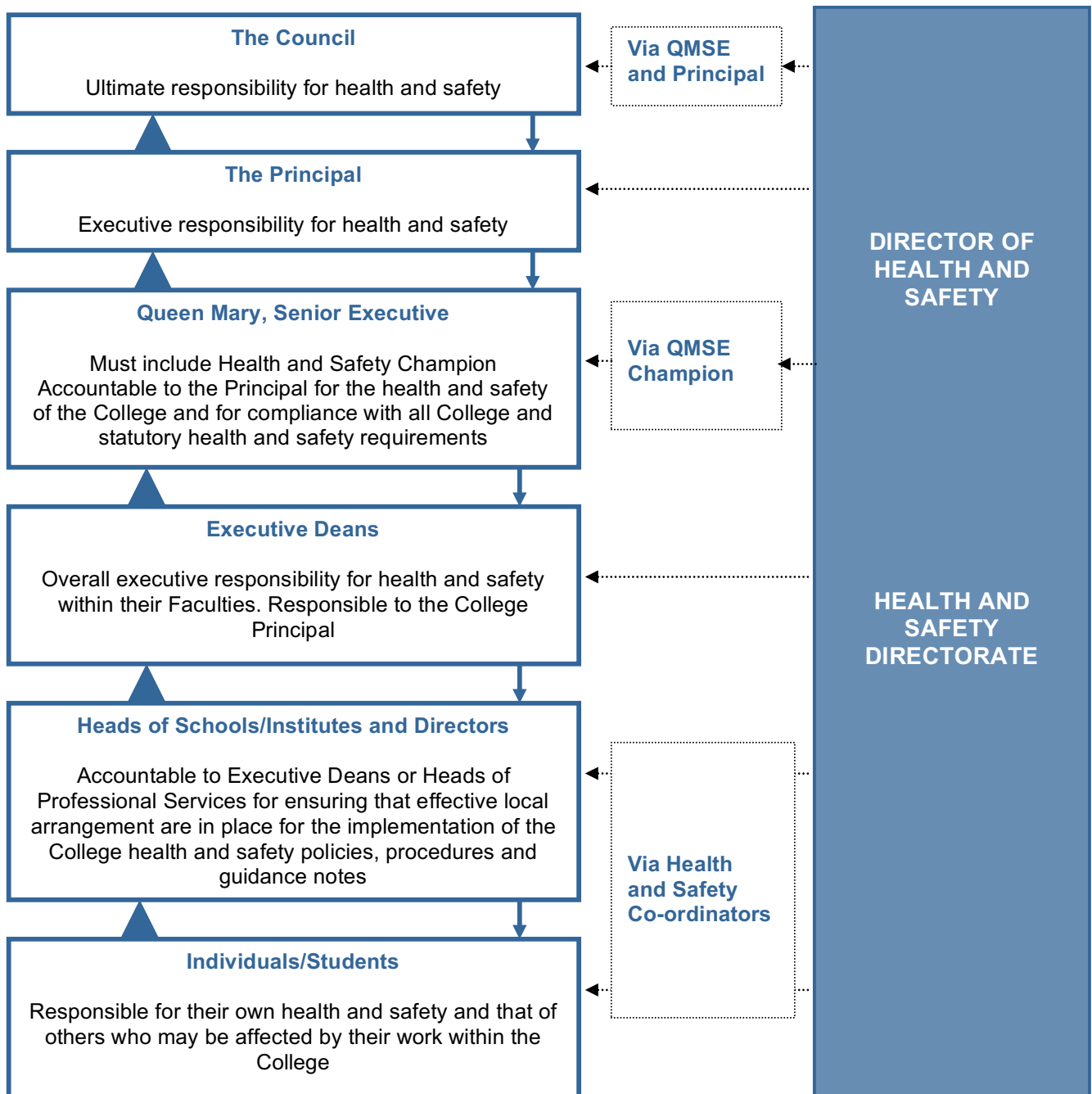
Whilst required less often than review, auditing should be considered by the QMSE and the HSAG of QMUL when an independent assessment of the efficiency, effectiveness and reliability of the health and safety system is needed.

Audits will look to see if the policy, organisation and systems operated by QMUL are actually achieving the right results and how reliable and effective the QMUL health and safety system is.

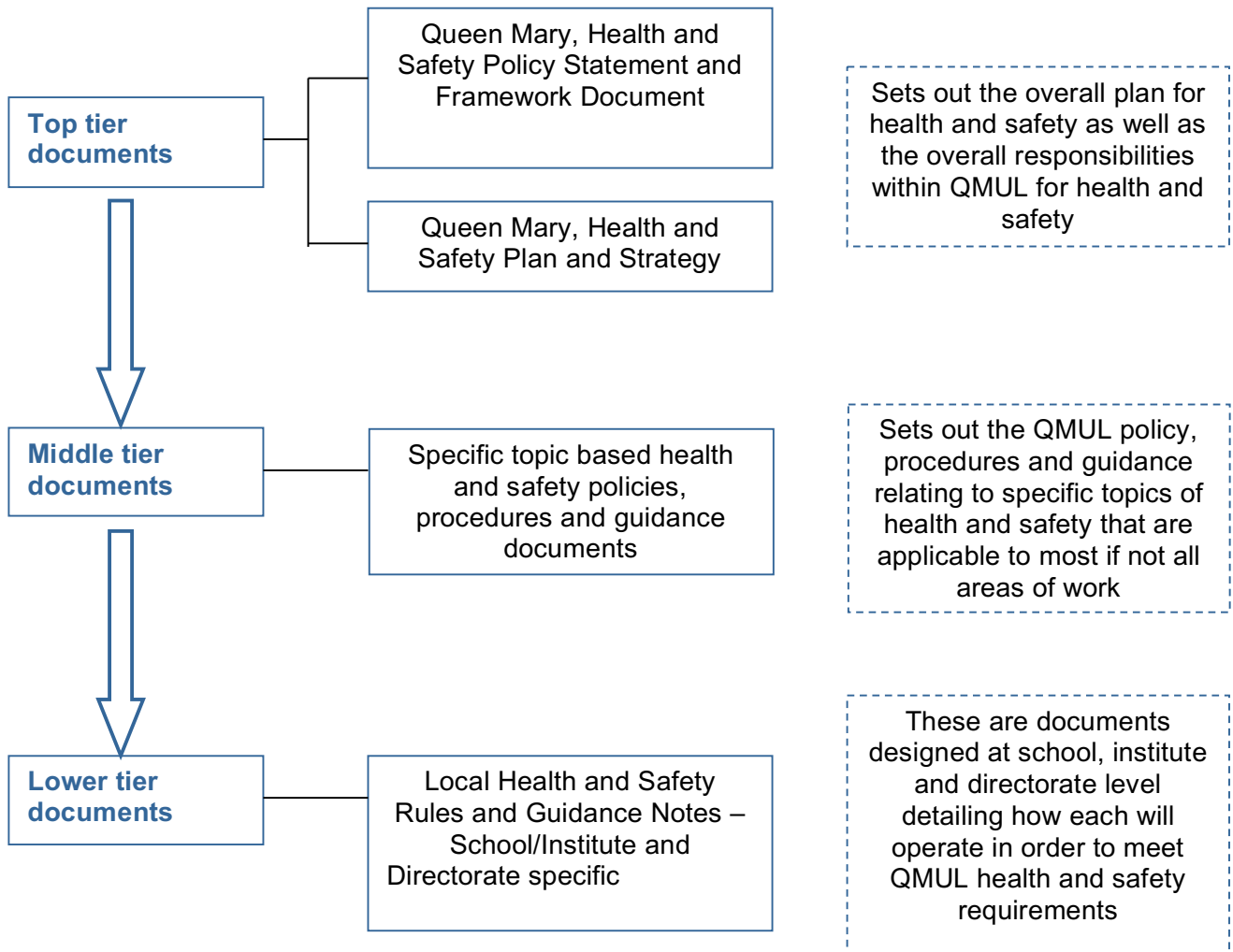
Audit findings complement the information gained during monitoring and review and should enable QMUL to improve the effectiveness of both its management of health and safety issues and its policy document.



Appendix 1 – QMUL Health and Safety Management Structure



Appendix 2– QMUL Health and Safety Documentation Structure



Appendix 3 – QMUL Health and Safety Advisory Group Structure

Health and Safety Group Structure

General

The prime means for communication and consultation on health, safety and fire safety issues between management and staff and student representatives is through Queen Mary's health and safety groups. Their objective is to promote the health and safety culture and to encourage discussion, understanding and consensus between the various communities within QMUL about health, safety and fire safety issues and their resolution.

Structure – QMUL Wide

Queen Mary's senior health and safety group is QMUL Health & Safety Advisory Group, which is chaired by the QMSE Health and Safety Champion and reports directly to the Senior Executive and then the Principal and Council. Its membership includes representation from each of QMUL Faculties as well as the key support and professional services. In addition the Group also has representation from each of the recognised QMUL trade unions in accordance with the Safety Committees and Safety Representatives Regulations 1977 for the purpose of consultation on matters pertaining to health and safety between management and union representatives.

Structure – Faculty and School level

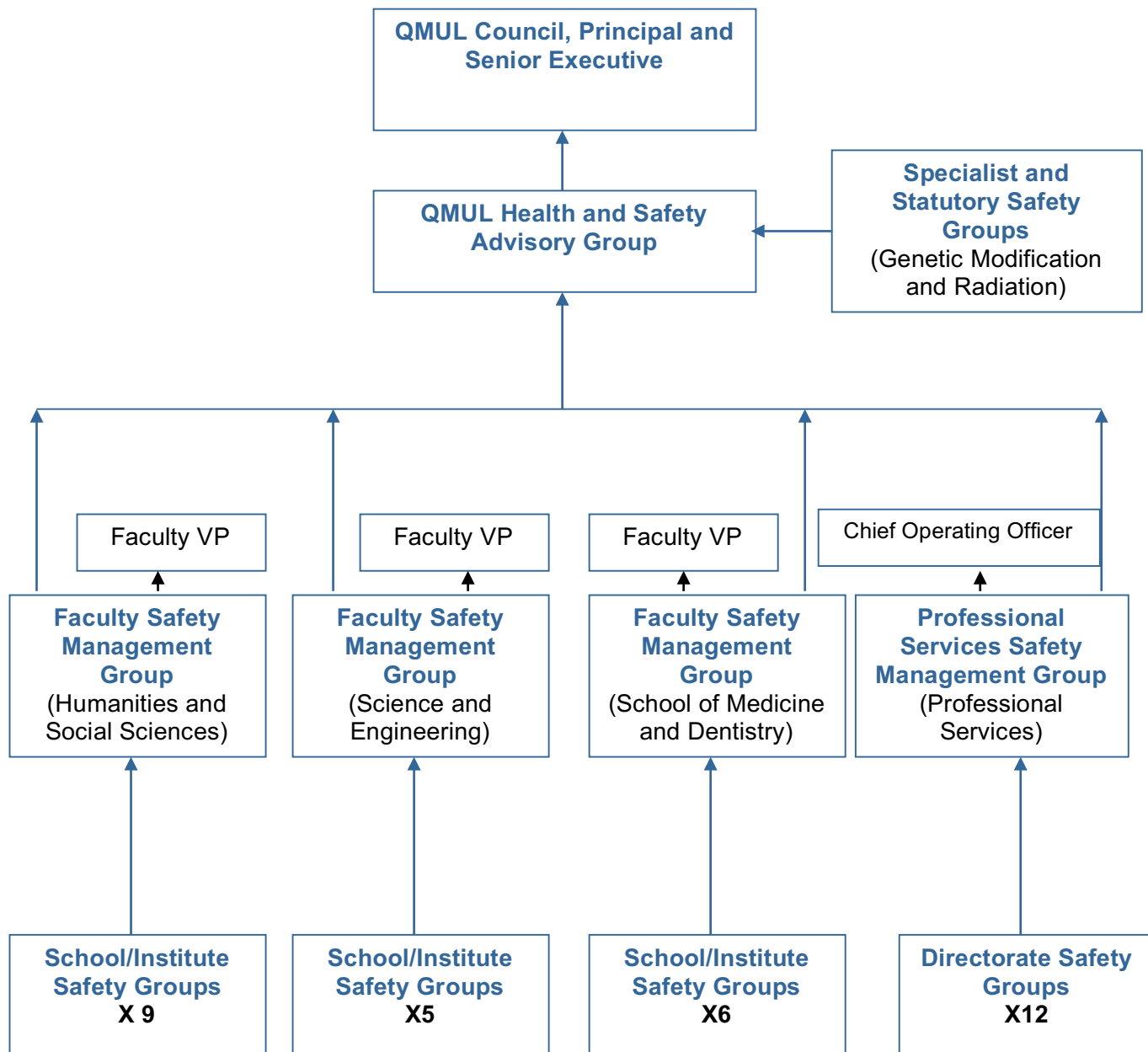
Every Faculty as well as the Professional Services Directorate within QMUL has a health and safety management group which reports to its Executive, and advises the Executive Dean or Chief Operating Officer on the discharge of his or her health and safety responsibilities. This then further split down to School, Institute and directorate level safety groups that report to individual Heads and Directors to assist them in the management of health and safety within their scope of activities.

QMUL Management Boards and Executives



In addition to the specialist health and safety groups established across Queen Mary, every management group/board at QMUL whether Faculty, School or Directorate level should include health and safety as a standing item at each of its meeting's agenda. Queen Mary's Senior Executive receives a regular reports and papers on health, safety and fire safety matters from the Health and Safety Champion via the Director of Health and Safety.

See organisational chart over.





Document Control

Initial Data	
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2	March 2012	Editing of text to take into account the merger of OH and H&S into one directorate and to standardise statements such as "health, safety and well-being" no policy /structure changes made	Dr Kevin Thurlow Submitted to HASAG February 2012 Submitted to QMSE March 2012
2	March 2012	Filename/path changed from HS-001	Darren Ford
3	December 2015	Editing of text to take into account the separation of OH and H&S. No policy/structure change however, the statements such as 'health, safety and well-being' amended as 'health and safety (including fire safety)'.	Zarah Laing Director of Health and Safety Submitted to HASAG 02/12/2015 Submitted to QMSE 05/01/2016
4	December 2015	Filename/path changed from OHSD_001	Darren Ford

