

Health and Safety Policy

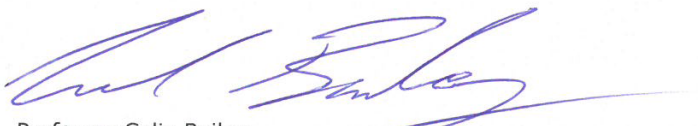
Author: Zarah Laing, Director of Health and Safety	Document QM_HS_001	Number:
Date of Issue: March 2018	Date of next review: March 2019	
Version: V4	Page 1 of 18	

Contents

1	GENERAL STATEMENT OF POLICY	3
2	ORGANISATION AND RESPONSIBILITY FOR HEALTH, SAFETY AND WELFARE.....	5
3	HEALTH AND SAFETY ARRANGEMENTS	12
4	APPENDIX 1 – QMUL HEALTH AND SAFETY MANAGEMENT STRUCTURE.....	14
5	APPENDIX 2– QMUL HEALTH AND SAFETY DOCUMENTATION STRUCTURE.....	15
6	APPENDIX 3 – QMUL HEALTH AND SAFETY ADVISORY GROUP STRUCTURE	16
7	DOCUMENT CONTROL.....	18

1. **General Statement of Policy**

- 1.1 Queen Mary University of London ("QMUL") is committed to maintaining a safe working and study environment that, as far as is reasonably practicable, is free from risks to health and has adequate facilities and arrangements to aid the wellbeing of employees and students.
- 1.2 In order to achieve this, QMUL shall:
- 1.2.1 establish a culture that encourages employees and students to accept, and engage in achievement of high standards of health and safety across QMUL;
 - 1.2.2 comply with the requirements of all relevant legislation and approved codes of practice;
 - 1.2.3 meet its duties towards those not employed, but may be affected by the undertaking;
 - 1.2.4 manage risks to health and safety through processes of risk assessment and risk control;
 - 1.2.5 ensure that all work activities are carried out by persons competent to carry out these tasks or by persons under appropriate and competent supervision;
 - 1.2.6 provide suitable and sufficient training to allow employees to carry out work safely;
 - 1.2.7 manage facilities to ensure the health and safety of persons visiting them;
 - 1.2.8 cooperate and coordinate with other employers with whom QMUL shares a workplace to manage health and safety risks;
 - 1.2.9 consult with employees' representatives for health and safety through the Advisory Group;
 - 1.2.10 continually improve performance through inspection, review and audit;
 - 1.2.11 plan for the management of and recovery from any major incident that could disrupt normal operation; and
 - 1.2.12 maintain and make available policies, information, procedures and guidance relating to health and safety for all areas of QMUL.
- 1.3 To support the overall aims of the Health and Safety Policy and the organisations arrangements for health and safety, a series of supporting policies and procedures 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.
- 1.4 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 document are considered met and implemented where appropriate and necessary.
- 1.5 The Principal has ultimate responsibility for ensuring that systems are in place for the periodic review of the Health and Safety Policy. The Health and Safety Directorate shall advise the Principal and the Council on legal compliance however final approval of the Health and Safety Policy resides with the Council.
- 1.6 This Health and Safety Policy for QMUL, has been prepared with the support of the Health and Safety Directorate, approved by the Health and Safety Advisory Group and is approved and accepted by the Council.



Professor Colin Bailey
The Principal and President of Queen Mary University of London
Date: 28/02/2018

2. **Organisation and Responsibility for Health, Safety and Welfare**

2.1 *Definitions*

“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.

2.2 *The Council*

The Council holds the overall responsibility for the health and safety of employees, students and other individuals affected by the operation of QMUL whilst on QMUL’s premises. The Council shall:

- 2.2.1 issue a written statement covering the general policy with respect to health and safety of employees, students and others affected by the undertakings of QMUL;
- 2.2.2 Ensure the provision
- 2.2.3 ensure that it receives sufficient information on the status of QMUL’s health and safety management system to satisfy itself that all statutory requirements are being met. To this end, the Council will commission an annual health and safety report to be undertaken by the Director of Health and Safety;
- 2.2.4 commission the establishment of a Health and Safety Advisory Group, to advise the Principal, Council and Queen Mary Senior Executives (“QMSE”) on health and safety performance;
- 2.2.5 receive recommendations from the Health and Safety advisory Group and respond to the same; and
- 2.2.6 receive and respond to periodic reports on health and safety matters prepared by [].

2.3 *The Principal*

The Principal of QMUL advises on, and is accountable to Council for the effective implementation of the Health and Safety Policy, in conjunction with the QMSE. The Principal shall:

- 2.3.1 provide clear leadership so that health and safety is considered a worthwhile and serious issue at all levels and that its strategic importance to the ongoing success of the QMUL is clearly understood;
- 2.3.2 set targets to help define what the QMSE is to achieve with realistic timescales for achievement;
- 2.3.3 ensure that sufficient resources (time, money and staff) are made available to manage health and safety effectively;
- 2.3.4 demonstrate a consistent commitment to health and safety for all the people who work, study and visit the QMUL to follow;
- 2.3.5 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 the Principal’s support in achieving this;

- 2.3.6 encourage consultations with the representatives of the Trade Unions recognised by QMUL, to ensure that QMUL policies are both informed by and respond to staffing needs;
- 2.3.7 support the implementation of clear reporting structures 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; and
- 2.3.8 support the implementation of systems and procedures to manage health and safety, 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.

2.4 *Health and Safety Champion*

The Health and Safety Champion shall be a member of the QMSE, taking the lead on health and safety at Board level. The Health and Safety Champion shall:

- 2.4.1 support the aims and objectives of the Health and Safety Policy, subsequent policies and framework documents.;
- 2.4.2 ensure that they are informed about current and emerging health and safety issues that need to be brought to the attention of the QMSE;
- 2.4.3 provide a QMSE focus and input to complement the professional health and safety officers engaged in the effective management of health and safety across QMUL;
- 2.4.4 contribute to the success of QMUL's injuries and work related ill health reduction policies and plans;
- 2.4.5 encourage, amongst all QMUL staff and students, a greater understanding of the health and safety risks within QMUL, the systems in place for managing those risks, and an appreciation of the causes of any failures;
- 2.4.6 work with the Health and Safety Directorate on health and safety matters in order to influence policy development at QMSE level; and
- 2.4.7 Monitor, in consultation with the professional health and safety staff, QMUL's performance on health and safety against agreed targets and Key Performance Indicators (KPI's).

2.5 *Health and Safety Advisory Group (HSAG)*

The HSAG will be formed of representatives from []. The HSAG shall:

- 2.5.1 monitor the implementation of the Health and Safety Policy its associated policies, framework documents, procedures and codes of practice;
- 2.5.2 keep compliance with health and safety legislation under review;
- 2.5.3 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;
- 2.5.4 ensure that the recommendations of inspections and audits carried out internally and externally are implemented;

- 2.5.5 receive and respond to regular reports from the Director of Health and Safety as well as from other specialist health and safety personnel; and
- 2.5.6 review its own terms of reference and constitution and those of its subordinate groups annually, acting in accordance with the 'QMUL- Health and Safety Advisory Group – Terms of Reference 2015/2016' document.

2.6 *Senior Executive ("QMSE")*

The Executive shall:

- 2.6.1 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;
- 2.6.2 integrate health and safety factors into QMSE decisions;
- 2.6.3 take ownership of an annual health and safety plan for QMUL with clear goals for Executive Deans, Heads of Departments and QMUL collectively;
- 2.6.4 be accountable for the health and safety performance of Executive Deans, Heads of Departments, continually monitoring their health and safety performance;
- 2.6.5 ensure that health and safety performance is regularly reviewed at Executive level;
- 2.6.6 ensure that staff and students are held accountable for their responsibilities under the Health and Safety Policy and organisational arrangements;
- 2.6.7 promote and operate a no blame culture where health and safety issues can be raised openly at all levels; and
- 2.6.8 review the results of health and safety audits and arrange the implementation of appropriate actions.

2.7 *Executive Deans, Heads of Schools and Directors*

The term 'Director' is used to refer to Directors of Institutes as well as Directors of Professional Services Departments. Executive Deans, Heads of Schools and Directors shall:

- 2.7.1 lead by example and demonstrate their genuine commitment to health and safety issues, both by what they say and by what they do;
- 2.7.2 identify the risks and health and safety concerns of their Faculties, Schools, Institutes and Directorates, ensuring the effective management of health and safety (including fire safety) within them;
- 2.7.3 ensure risk assessments are carried out and control measures implemented where necessary;
- 2.7.4 ensure risk registers are maintained;
- 2.7.5 put in place appropriate safe systems of work;
- 2.7.6 put in place appropriate arrangements for managing all aspects of health and safety;
- 2.7.7 appoint from within their teams one or more Health and Safety Coordinators, to assist them in carrying out their role;

- 2.7.8 ensure effective communication with the QMSE is established and maintained in respect of health and safety (including fire safety);
- 2.7.9 delegate specific health and safety responsibilities to others where it is appropriate to do so and monitor the effectiveness of such delegation;
- 2.7.10 ensure equipment within their demise is adequately maintained;
- 2.7.11 ensure that any defects relating to the premises in which they are located are raised immediately with the Estates and Facilities Directorate;
- 2.7.12 ensure appropriate health and safety (including fire safety) training is provided;
- 2.7.13 support the reporting of all accidents, incidents and work related ill health episodes through the QMUL reporting channels;
- 2.7.14 ensure appropriate remedial action is taken following accident and incident investigations;
- 2.7.15 prepare and achieve annual health and safety objectives which are relevant to the Faculty, School, Institute or Directorate for which they have responsibility; and
- 2.7.16 identify what levels of health and safety (including fire safety) competency and expertise are required within their risk profile and ensure that sufficient resources are allocated to attain these needs.

2.8 *Director of Health and Safety*

The role of the Director of Health and Safety (including Fire Safety) is to lead the Health and Safety Directorate in assisting 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 and other relevant legislation. In undertaking this role the Director of Health and Safety shall:

- 2.8.1 support the provision of expert advice on safety matters to all areas within QMUL;
- 2.8.2 develop standards and procedures on health and safety (including fire safety), preparing framework and management documents, procedures and guidance notes as appropriate;
- 2.8.3 audit health and safety compliance within all areas of QMUL, including the review of the health and safety performance of individual Executive Deans, Heads of Schools, Directors and Managers/PI's;
- 2.8.4 put in place systems to monitor whether all accidents and near misses are investigated;
- 2.8.5 liaise with statutory authorities where necessary;
- 2.8.6 facilitate (and participate where necessary) in the running of a comprehensive health and safety (including fire safety) training and competence programme, providing management with advice on specialist training needs; and
- 2.8.7 advise (in conjunction with the Estates and Facilities Directorate) on environmental monitoring and environmental issues effecting QMUL.

2.9 *Health and Safety Directorate*

The Health and Safety Directorate consists of competent, specialist health and safety advisors who assist the Director of Health and Safety in the provision of advice to QMUL staff. The Health and Safety Directorate shall:

- 2.9.1 develop QMUL policies and procedures, guidance notes and supporting systems and tools;
- 2.9.2 review health and safety (including fire safety) performance across QMUL;
- 2.9.3 provide competent health and safety (including fire safety) advice at all levels of QMUL;
- 2.9.4 advise QMUL management in good health and safety (including fire safety) practices;
- 2.9.5 investigate accidents and incidents;
- 2.9.6 provide a comprehensive and appropriate portfolio of health, safety and fire safety training, using external providers where required;
- 2.9.7 inspect hazardous areas;
- 2.9.8 carry out risk-based management audits of health and safety;
- 2.9.9 support staff in carrying out risk assessments and where appropriate, carry out risk assessments ;
- 2.9.10 work with the Occupational Health Service in implementation of health surveillance (where required by statute);
- 2.9.11 provide reports to [] to assist with legal compliance;
- 2.9.12 work with the Estates and Facilities Directorate on environmental monitoring and environmental issues effecting QMUL.

2.10 *Managers and Academic / Research Supervisors*

Managers and Academic / 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 which they or their staff or students are carrying out. Managers and Academic / Supervisors shall:

- 2.10.1 ensure that their staff are properly trained to carry out their work in a safe way;
- 2.10.2 ensure that their staff have the correct equipment, materials and facilities to carry out their role;
- 2.10.3 obtain and pass on appropriate health and safety (including fire safety) information and instruction;
- 2.10.4 ensure that their staff follow safe work practices;
- 2.10.5 identify possible hazards in the workplace, carrying out comprehensive risk assessments and ensuring that suitable corrective action is taken where deficiencies are identified;
- 2.10.6 carry out safety monitoring checks, where necessary;
- 2.10.7 ensure that all accidents are reported promptly and investigated thoroughly through the correct channels; and
- 2.10.8 ensure that visitors are made aware of relevant health and safety procedures.

2.11 *School, Institute and Directorate Safety Co-ordinators*

The School, Institute or Directorate Safety Co-ordinators will be the member of staff concerned with the day-to-day health and safety matters within their school, institute or directorate. The Safety 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-ordinators will be appointed by the Institute Director/ Head of School or Directorate and their primary task will be to advise the Head of Department on health and safety matters and to liaise between their 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:

- 2.11.1 be a member of the school, institute or directorate health and safety group and, where appropriate, emergency team;
- 2.11.2 be fully familiar with the Health and Safety Policy and 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;
- 2.11.3 ensure, liaising with the Health and Safety Directorate, that the first aid provision in the department is adequate;
- 2.11.4 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;
- 2.11.5 liaise with the Health and Safety Directorate in matters concerning health, safety and emergency procedures in the department;
- 2.11.6 ensure that health and safety reports and information are disseminated to appropriate members of staff and students in the department;
- 2.11.7 ensure that dangerous occurrences and accidents are reported to the Health and Safety Directorate on the appropriate forms;
- 2.11.8 advise and assist in the preparation of an annual review of departmental health and safety procedures and performance to identify unsafe or unhealthy conditions or work practices and ensure that suitable and sufficient risk assessments are carried out and recorded.
- 2.11.9 advise and assist in ensuring that all plant and equipment their areas is maintained in a safe condition;
- 2.11.10 ensure that staff and students are have access to information, instruction, training and supervision to avoid risks to their health and safety;
- 2.11.11 assist in ensuring that records of safety training, including fire safety training, are kept for each member of staff and student;
- 2.11.12 advise and assist in ensuring that, where necessary, that statutory health and safety records are maintained;
- 2.11.13 advise and assist in ensuring that a high standard of housekeeping is maintained in the department;
- 2.11.14 advise and assist in ensuring that appropriate personal protective clothing and equipment is available and used; and

2.11.15 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 Health and Safety Directorate.

2.12 *All employees*

All employees shall:

2.12.1 take reasonable care of their own health and safety at work;

2.12.2 follow all health and safety (including fire safety) measures put in place by QMUL;

2.12.3 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);

2.12.4 immediately report anything which might present a danger to either themselves or anybody else; and

2.12.5 to the extent that an employee instructs or issues tasks to another individual or group of individuals, then whether a designated manager or not, they bear some responsible for the health and safety of those they have instructed.

2.13 *Students*

All QMUL students shall:

2.13.1 follow the Health and Safety Policy and comply with any Health and Safety instructions given;

2.13.2 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 QMUL staff or third parties;

2.13.3 whilst in residence in QMUL property, comply with all fire, safety and security procedures as set out in the conditions of residence;

2.13.4 not interfere with anything provided in the interests of health and safety (including fire safety);

2.13.5 use personal protective equipment as instructed;

2.13.6 maintain tools and equipment in good condition, reporting any defects to their supervisor/tutor; and

2.13.7 report all accidents and illnesses to their supervisor immediately.

3. **Health and Safety Arrangements**

3.1 *Cooperation*

- 3.1.1 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.
- 3.1.2 At all levels, managers can show their commitment by example and in their everyday decisions by:
 - 3.1.2.1 holding regular meeting with employees to discuss work activities and associated health, safety and fire safety issues;
 - 3.1.2.2 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;
 - 3.1.2.3 ensuring that work related discussions with employees include health, safety and fire safety issues relating to work activities;
 - 3.1.2.4 ensuring that all accidents are reported; and
 - 3.1.2.5 praising employees when they have complied with safe working practices.
- 3.1.3 Formal co-operation can be achieved by the use of HSAG, which includes representation from all categories of staff as well as appointed union representatives.

3.2 *Monitoring the Health and Safety Policy*

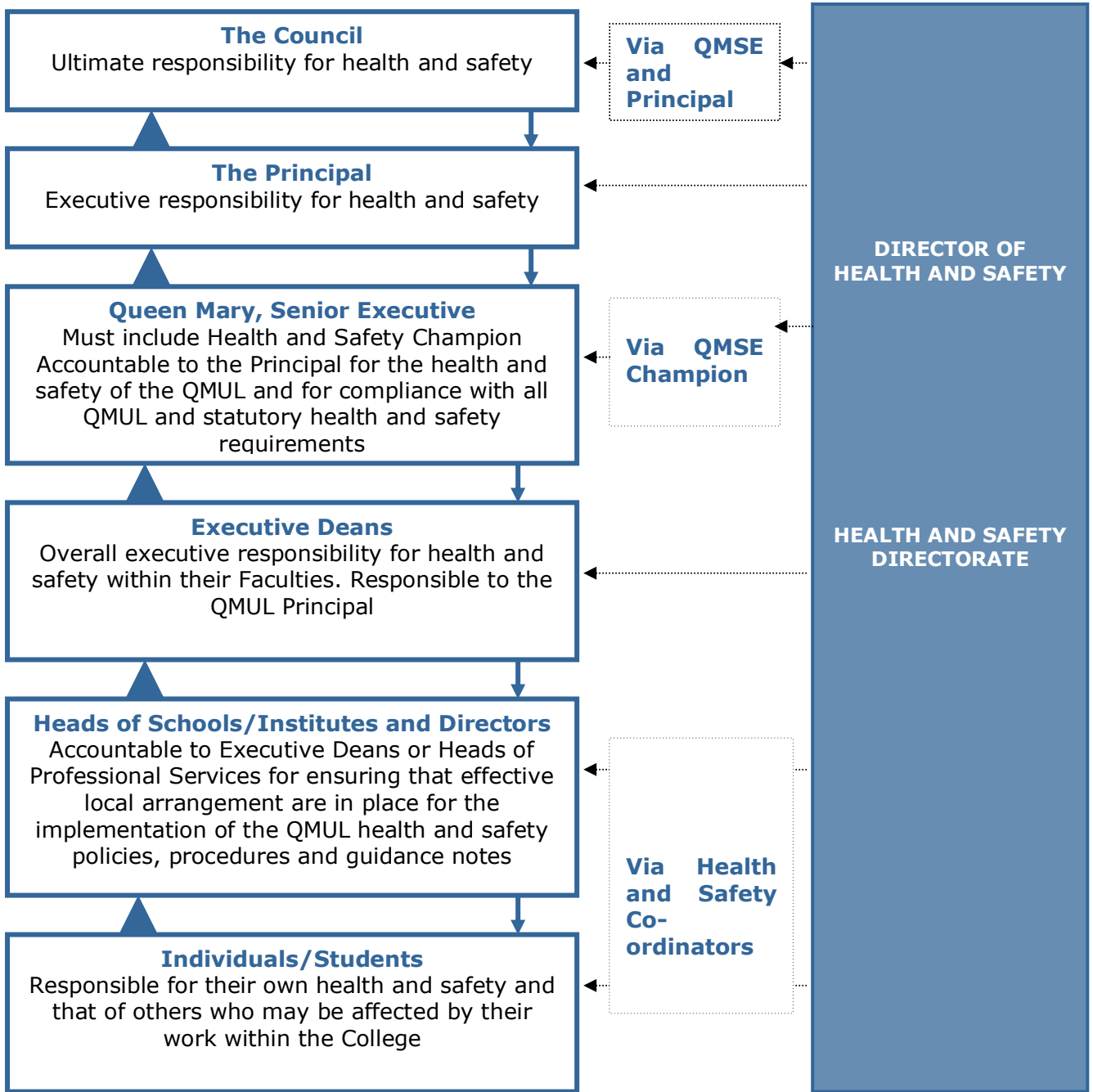
- 3.2.1 Executive Deans, Heads of Schools, Directors and Managers/Supervisors must periodically check that the health and safety precautions in place are suitable, that systems are working and that risk control measures are both effective and maintained. They are also encouraged to utilise both active and reactive monitoring, where possible:
 - 3.2.1.1 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 is required by law) and if such standards are effective in keeping people safe and healthy (audits, inspections, risk assessment reviews, training etc.); and
 - 3.2.1.2 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).

3.3 *Auditing the Health and Safety Policy*

- 3.3.1 Auditing is a valuable tool and 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.
- 3.3.2 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.

- 3.3.3 Audits will be carried out to consider whether 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.
- 3.3.4 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.

4. **Appendix 1 – QMUL Health and Safety Management Structure**



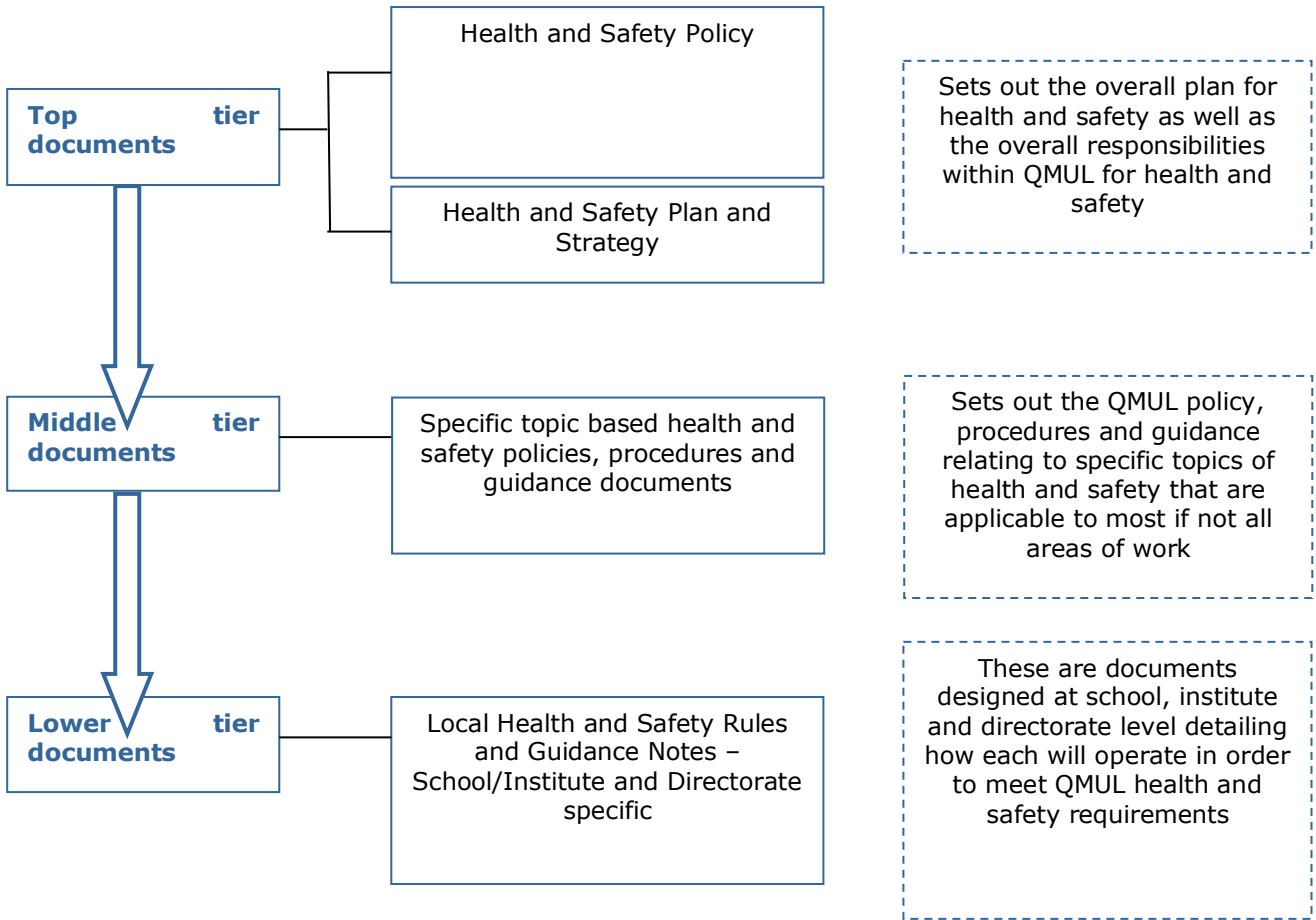
KEY

Line Management (delegation) ↓

Reporting Line (accountability) ▲

Advice and support

Appendix 2- QMUL Health and Safety Documentation Structure



5. **Appendix 3 – QMUL Health and Safety Advisory Group Structure**

Health and Safety Group Structure

General

The primary means for communication and consultation on health, safety and fire safety issues between management and staff and student representatives is through QMUL'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.

Structure – QMUL Wide

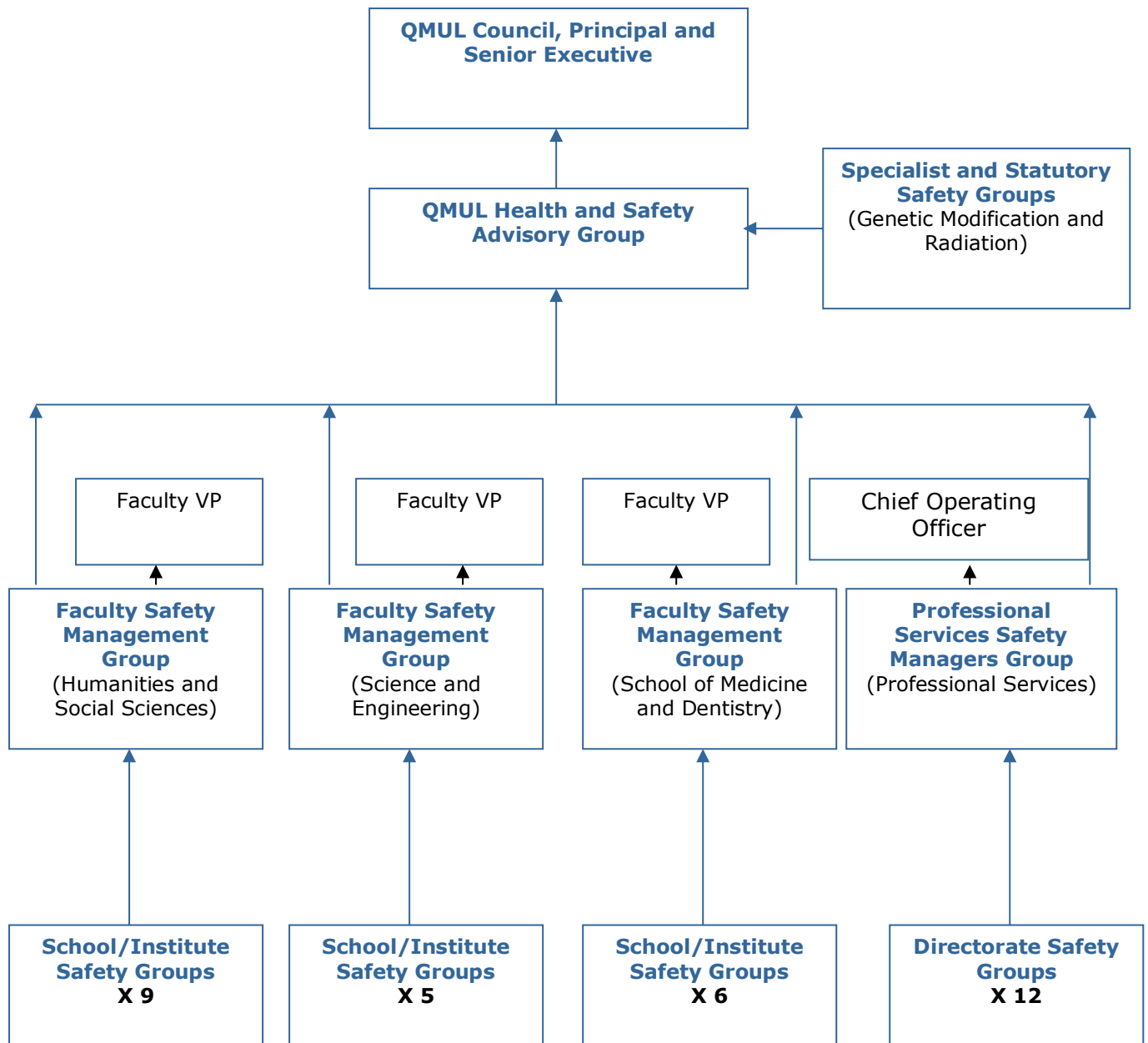
HSAG is the senior health and safety group, which is chaired by the QMSE Health and Safety Champion and reports directly to the Senior Executive and then the Principal and Council. Its membership includes representation from each Faculty as well as the key support and professional services. In addition the HSAG also has representation from each of the recognised 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 QMUL, 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 agendas. QMSE receives regular reports and papers on health, safety and fire safety matters from the Health and Safety Champion via the Director of Health and Safety.



6. **Document Control**

Initial Data

Author: Zarah Laing
 Position: Director of Health and Safety



Approved by: Health and Safety Advisory Group
 Date: 29 June 2017

Status: Version 4 – Live
 Date of Issue: March 2018

Version No.	Date of alteration and re-issue	Details of changes	Changes made by
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 HSAG 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
5	June 2017	The Policy re-drafted.	Zarah Laing, Director of H&S Submitted to HSAG June 2017 and Signed by the Principal 28 th Feb 2018.