

## Management of Health and Safety Code of Practice PART 1

### 1.0 Document Administration

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<b>Document Category</b>	Code of practice
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<b>Reason for development</b>	Document amended to reflect the new college based approach to managing health and safety
<b>Scope</b>	All staff
<b>Executive Summary</b>	<p>This is a two part document and this must be read in conjunction with PART 2.</p> <p>It details the health and safety management system within the college or professional service to which it relates. It is intended to guide readers to the locations of the supporting health and safety arrangements and systems and act as a “sign post”.</p>
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<b>Owner</b>	Associate Director of Health, Safety & Wellbeing
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<b>Document Dissemination / Communications Plan</b>	This document will be available to all staff within the SA webpage <a href="http://sa.salford.ac.uk/page/health-safety">http://sa.salford.ac.uk/page/health-safety</a>
<b>Document Control</b>	<b>All printed versions of this document are classified as uncontrolled. A controlled version is available from the University Policy Gateway on the University of Salford website. If you really need this document print double-sided. Save money and the environment.</b>

## 2.0 Purpose

### Statement of Commitment

We are committed to providing a safe and healthy working environment for both our employees and all others affected by our activities, in accordance with the Health and Safety at Work Act 1974, supporting regulations, the University Health and Safety Policy and current best practice.

The Student Administration Directorate is actively committed to:

- Compliance with both the spirit and letter of Health and Safety Legislation;
- Maintenance of safe working arrangements and a healthy environment throughout the University;
- Provision of appropriate resources, information, instruction and training;
- Encouraging everyone to actively participate and contribute to the continuous improvement of health and safety standards.

This Code of Practice will help to achieve compliance with the University's Health and Safety Policy

## 3.0 Scope

This is a two part document, which supports the University's Health and Safety Policy by detailing the local arrangements for managing health and safety with the college or professional service.

**Part 1** applies to the SA approach to managing common health and safety issues. It includes many links to the main University Health, Safety & Wellbeing site, which contains corporate information about managing health and safety.

**Part 2** provides specific detail of the safety management at a more local level, i.e. departmental level.

Both parts must be completed to ensure a comprehensive health and safety management system exists.

It applies to all staff as it provides information about how they can access essential health and safety information

It is designed to be modified to reflect the detailed arrangements

## 4.0 Governance and Management

The detailed responsibilities for managing health and safety across the University can be found in the University Health and Safety Policy.

This document is owned by the Director of the SA. It should be approved at the local executive or similar forum and signed by the appropriate Director.

In practice the document will be assembled by the Health and Safety Coordinator for the SA.

## **5.0 Code of Practice Statements / Content**

Individual members of staff are required to consult this document to determine where to find essential health and safety information, risk assessments and procedures for the area they work in.

### **5.1 Risk Assessment**

All reasonably practicable measures will be employed to eliminate risks. Where this is not possible, precautions will be introduced to ensure the risk is adequately controlled.

Any control measures identified during the assessment will be communicated to all relevant persons through written safe systems of work and appropriate training.

All our risk assessments will be updated annually, or more frequently if the task/environment changes; a significant proportion of new staff are introduced to the risks; or the needs of the staff change, e.g. young persons or disabled.

Where health surveillance is identified as a control measure, the Line Manager will consult the Health, Safety & Wellbeing Department for advice.

Risk assessments will be conducted and recorded in accordance with the University's Code of Practice for Risk Assessment, a link to this documentation can be found in Section 7.

A list of our current risk assessments and their location is available in Part 2 of this document.

### **5.2 Accident and Near Miss Recording and Reporting**

All accidents are recorded to Health, Safety & Wellbeing by an electronic or paper accident form, a copy of which is forwarded to the Health and Safety Coordinator. Following an accident the Health and Safety Coordinator undertakes an initial investigation, prior to issue of a further accident investigation form from Health, Safety & Wellbeing. Where corrective action is required to prevent recurrence, the Health and Safety Coordinator will contact the relevant persons to initiate action.

Links to the site for reporting accidents and near misses can be found in Section 7.

### **5.3 Display Screen Equipment**

Workstation assessments are carried out for all employees required to use a workstation. This also applies to any employee working from home.

The Health and Safety Coordinator supplies each member of staff with a workstation assessment form annually, for prompt completion and return. The Health and Safety Coordinator will discuss any specific needs of the individual and either: provide advice directly, or in consultation with the Health, Safety & Wellbeing Department; in addition, the Health and Safety Coordinator makes staff aware of the eyesight screening service available.

Links to the Code of Practice, the DSE assessment site and also information about eyesight tests can be found in Section 7.

## 5.4 Office Safety

In addition to workstation assessments, offices are subjected to a general risk assessment to ensure the working environment remains safe.

## 5.5 Stress

Activities that have the potential to cause stress are assessed in the same way other physical risks are assessed. The University has adopted an organisational assessment approach to assessing and managing the risks from work related stress. This has enabled a minimum set of management standards to be developed, which if implemented prevent workplace stress.

Links to the Policy and Code of Practice for the Recognition and Management of Stress, which detail the management standards, can be found in Section 7.

All staff are made aware that they can contact either their line manager, Human Resource Management or Health, Safety & Wellbeing if they need to discuss a stress related issue. All staff are made aware of the support available throughout the University and are assured that any concerns will be dealt with in a sensitive and confidential manner.

An Employee Assistant Programme is provided to offer support employees who need it.

A link to this EAP can be found in Section 7.

## 5.6 Local Transport Arrangements

Where employees are required to use their own vehicle, they are required to provide a copy of their business insurance documents and driving licence annually to the Transport Administrator at 'sid-administration.salford.ac.uk'

A list of authorised drivers is maintained by the Transport Administrator. Each member of staff signs the list to ensure they understand whether they are authorised to drive or not. In addition, the Transport Administrator informs each authorised driver that it is their responsibility to inform the Transport Administrator of any changes, e.g. disqualification from driving, etc.

Where employees are required to drive specialist vehicles, e.g. minibuses, mowing machines, etc., additional training is provided.

Further details can be found in the Local Transport Management Document for the SID via the link in Section 7.

The University Policy for Managing the Use of Vehicles, and the local approach, can be accessed via the link in Section 7.

## 5.7 Electrical Testing

All portable electrical appliances are subject to a portable appliance test at intervals determined by the Policy for Electrical Testing.

A link the Policy can be found in Section 7.

All unsafe electrical appliances are withdrawn from use and either repaired or disposed of as required.

The Estates & Property Service Section undertakes testing of appliances with the SID.

### **5.8 Lone Working/Personal Safety**

Lone working is only permitted following a thorough risk assessment that identifies suitable controls are in place and that the risk to the individual is low.

All staff who may be subject to aggressive or violent behaviour are provided with appropriate training to enable them to identify potentially dangerous situations and take the most appropriate action.

A link to the Lone Working Procedure and Two Person Rule can be found in Section 7.

### **5.9 Chemicals**

Where chemicals are used, a COSHH Assessment is undertaken and a written safe system of work provided.

If personal protective equipment is required to assist with controlling the risks, this will be provided in accordance with the appropriate BSEN standard. Issue of equipment is recorded; the equipment is inspected at regular intervals; and replacement provided as necessary.

If Health Screening is identified as a result of the assessment, the Health, Safety & Wellbeing Department are consulted for further help.

A link to the Chemical Safety Code of Practice and Proforma for risk assessment can be found in Section 7.

### **5.10 Work Equipment/Machinery**

The SID ensures that all staff are sufficiently trained to use the equipment or machinery required for their work. Where appropriate, training is regularly refreshed and skills kept up to date.

When new staff are inducted to the College/Professional Service, we identify what equipment they may/may not use and what training is required. A link to this record can be found in Section 7.

### **5.11 Manual Handling**

Where manual handling tasks can be eliminated, all the necessary action is taken to remove the risk. All employees required to move or handle loads are provided with manual handling training through the Health and Safety Coordinator.

A link to the Code of Practice and Assessment Proforma for Manual Handling can be found in Section 7.

### **5.12 First Aid**

The University maintains the number of HSE approved "First Aid at Work" trained personnel as outlined in the First Aid Policy.

A link to the Policy can be found in Section 7.

Names of First aiders are can be obtained by phoning Maxwell Security on 53333.

### **5.13 Sickness Absence Recording and Referral**

All periods of sickness are recorded on the University SAP System. Line Managers are responsible for monitoring sickness absence levels and manage the sickness absence in accordance with the University Sickness Absence Policy.

A link to the Policy can be found in Section 7.

### **5.14 Contractors**

Contractors will be selected and managed in accordance with the University Policy for Controlling Contractors. Where necessary, further advice is sought from the Health, Safety & Wellbeing Department.

Any School or Division that intends to carry out work that makes contact with or interferes with University Estate (building structure of any kind, water, gas or electricity) must have prior approval from the Estates & Property Services Division.

A link to the Policy for Controlling Contractors can be found in Section 7.

### **5.15 Mechanisms for Reporting Problems/Hazards**

Everyone is actively encouraged to take ownership of health and safety and report health and safety hazards or problems to their line manager or the Health and Safety Coordinator.

A link for reporting building faults to Estates & Property Service can be found in Section 7.

### **5.16 Consultation Mechanisms – communication with employees**

Policy updates will be communicated to all employees within the SID and every member of staff will be given the opportunity to participate in the review process by submitting their comments to their Line Manager. This information will be communicated to the Director of SID through the appropriate Senior Management Team Meeting.

Consultation on all other Health and Safety matters will be undertaken through:

Senior Management Team Meetings, Team Meetings, Monthly/Fortnightly One to Ones, Team Briefings, email communications and website communications.

Formal communication mechanisms exist in the form of the Health and Safety Advisory Group, chaired by the Deputy Vice Chancellor, Registrar and Secretary. Links to details of the group and the minutes can be found in Section 7.

### **5.17 Training**

Training will be identified as an outcome of staff appraisals, risk assessments, service plans/annual objectives, and at the request of the individual member of staff.

Training will be considered essential in all cases where the need is identified as a control measure of a risk assessment.

It is the University Policy to support all other training requests wherever possible.

Training plans and individual records on training will be maintained by SID Consultant Trainers, the SID Administration Team and Human Resources Development.

Completion of the Health and Safety Induction Training is mandatory for new starters and staff are allowed time to complete the online training.

A link to the training can be found in Section 7.

## **6.0 Code of Practice Monitoring and Performance**

Each College or Professional Service will be audited at predetermined intervals, based on their health and safety performance, against this document.

In addition to the audit arranged by the Health, Safety & Wellbeing Department, the Health and Safety Coordinator will undertake specific health and safety reviews on an annual basis.

The results of the review will be communicated to the Director of SID via the appropriate Local Executive Meeting.

Line Managers will undertake inspections of their area of responsibility and take action to rectify any problems they identify on a regular basis

### **6.1 Performance Indicators**

The results of the audits will be reported by Health, Safety & Wellbeing as a Key Performance Indicator to the Health and Safety Advisory Group and the Executive.

### **6.2 Record keeping requirements**

This document must be kept up to date to reflect the current health and safety practices within the College or Professional Service.

## **7.0 Related Documentation**

[Risk Assessment COP and Proforma](#)

[Accident & Near Miss Reporting](#)

[DSE COP and Eyesight Test Information](#)

[DSE Online Assessment](#)

[Office Safety Sample Risk Assessment](#)

[Policy & COP for Recognition and Management of Stress](#)

[Management and Use of Vehicles Policy](#)

[Employee Assistance Programme](#)

[Portable Appliance Safety Policy](#)



[Lone Working & Two Person Rule](#)

[Chemical Safety COP and COSHH Assessment Proforma](#)

[Manual Handling COP and Assessment Proforma](#)

[Sickness Absence Policy](#)

[Management of Contractors](#)

[Reporting Faults to Estates & Property Services](#)

[Workplace Inspection Proforma](#)

[Health and Safety Advisory Group](#)

[New Starter Induction](#)

[SID specific Policies & Procedures](#)

[SID Staff Induction](#)

[Fire Policy - Managing the risk](#)

[Fire Risk Information Code of Practice - FRIP](#)

[Fire Strategy Code of Practice](#)

[Fire Evacuation Plan for Humphrey Booth House](#)

[Fire Evacuation Plans for all buildings](#)

The location of all Student Administration (SA) documents is

<http://sa.salford.ac.uk/page/health-safety>

## **8.0 Training and Support for the Procedure**

The Health and Safety Coordinator responsible for assembling this document will be supported by Health, Safety & Wellbeing

## **9.0 Appendices**