

Management of Health and Safety Code of Practice PART 2

1.0 Document Administration

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| Document Title | Management of Health and Safety Code of Practice PART2 |
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| Reason for development | Document amended to reflect the new college based approach to managing health and safety |
| Scope | All staff |
| Executive Summary | <p>This is a two part document and this must be read in conjunction with PART 1.</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> |
| Author /developer | Safety/Fire Safety Officer |
| Owner | Associate Director of Health, Safety & Wellbeing |
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| Document Dissemination / Communications Plan | This document will be communicated to all staff within the college or professional service by the Health and Safety Coordinator |
| Document Control | 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. |

2.0 Purpose

This document is the second part of a two part document, which will help to achieve compliance with the University's Health and Safety Policy; this part details the local level arrangement for managing health and safety.

3.0 Scope

This document 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.

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 Accommodation Details

The SA is primarily based within University House, sharing occupancy with Student Life and Student Union. The SA shared occupancy is at the Reception level, Ground Floor and 1st Floor. Student Administration also have shared occupancy with Finance on the 6th Floor, Maxwell Building and sole occupancy of the 3rd Floor Humphrey Booth House. Humphrey Booth House is shared occupancy with IT and Marketing and Student Recruitment.

5.2 Individual Responsibilities for Health and Safety

Paul Cartwright – Director of Student Administration

Kate Wynn – Administration Officer

5.3 Director of the SA – Paul Cartwright

The Director of the SA has ultimate responsibility for health and safety management within Student Administration. Specific responsibilities for health and safety are detailed in the University Health and Safety Policy.

5.4 Line Managers/Supervisors/Team Leaders

All Line Managers in the SA have specific responsibilities for health and safety as detailed in the University Health and Safety Policy,

5.5 Health and Safety Coordinators:

- Kate Wynn
- Jane Hopkinson (Deputy)

5.6 Employees

Student Administration currently consists of 58 employees (Including fixed term contracts). There is currently a small number of temporary/agency staff employed at various peak times of the year.

5.7 Management of Risk

The significant hazards are :-

- Event Management
- Manual Handling
- Use of small electrical appliances
- Lone working
- Display Screen Equipment
(link to form http://www.hr.salford.ac.uk/safety/dse_form/index.php)
- Transport Management
- Office Safety
- Electrical Testing
- First Aid
- Fire Safety & Emergencies
- Contact with students
- Cash Handling
- Pregnant workers

5.8 Local Risk Assessments

Risk assessment documentation is stored in Directorate Support Office, University House and found at <http://sa.salford.ac.uk/page/health-safety>

5.9 Local Safe Systems of Work

Written safe systems of work will be implemented and maintained to ensure our safety expectations are clearly communicated to all persons, to minimise risks.

Each safe system of work will be updated when the risk assessment is updated.

Staff who are required to work to safe systems of work will be provided with all the necessary information and training they need to enable them to work safely.

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.

Any member of staff required to lone work is required to contact the Directorate Support Office beforehand; they should then book in and out with the DSO if lone working during normal office hours, or the Maxwell Control Room (in accordance with Security procedures) if working outside of normal office hours.

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.

Links to the procedures we have in place for these can be accessed through the link in Section 7

6.0 Code of Practice Monitoring and Performance

The SA will be audited at predetermined intervals, based on their health and safety performance, as outlined in Part 1 of the Code of Practice.

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 SA.

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

[Risk Assessment](#) Code of Practice. Employers carry out an assessment of the significant risks to the health and safety of their employees or others who may be affected. Assessing and eliminating or reducing risks is the most effective way to provide a safe and healthy working environment. [Risk assessment proforma](#)

Risk Assessments Register:

[Bending to Low Storage](#)

[Dealing with potential violence](#)

[Lone Working](#)

[Lone Working on advice desk](#)

[Manual Handling](#)

[Office work](#)

[Pregnant Workers](#)

[Reaching for objects at height](#)

[Staff Student 1:1](#)

[Stress Risk Assessment](#)

[Use of Photocopier](#)

[Use of Shredders](#)

[Use of Small Electrical Appliance](#)

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