





This policy is approved by the Board of Trustees and overseen by the University Health and Safety Committee. It is reviewed every three years or in response to changes in legislation affecting the statutory health and safety obligations of the University or following any major accident or emergency indicating a shortfall in its suitability or effectiveness.

The University at no time expects anyone acting on its behalf to put themselves into a situation that represents serious or imminent danger to life or health, although recognises that there are risks including health risks associated with some of its activities and seeks to implement controls to remove or mitigate them.

The management of Health and Safety will be linked to the University's strategic objectives; and the University will ensure that the management of Health and Safety arrangements reflect the health and safety risk profile of the University.

The University will use both leading and lagging health and safety performance indicators to measure the effectiveness of the health and safety management arrangements.

Leading performance indicators will be based upon:

- Compliance with departmental safety inspection requirements.
- The number of non-conformances identified in the annual health and safety audit.
- Percentage of employees with a health and safety training and

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- b. Ensure that health and safety concerns can be raised by any member of staff and will be dealt with in an open, fair and transparent way.
- c. Ensure that accidents are investigated promptly and where preventative precautions are necessary, they are allocated and implemented within appropriate timeframes.
- d. Ensure that sufficient numbers of first aiders and fire marshals are designated and trained to comply with the University emergency response arrangements.
- e. Consult with the Health and Safety team to agree on the health and safety competency and development needs for all staff within the department and liaise with Human Resources to ensure the necessary training is available to support these requirements.
- f. Ensure that all new employees complete their mandatory health and safety induction training within the required timeframe and receive any necessary additional departmental or role-specific health and safety information and training.
- g. Assess the health and safety impact of changes to the department at the initial planning stages.
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- ix. Ensure that work equipment under their control is maintained in safe working condition, complies with any statutory examination and testing requirements and that operators receive the necessary information, instruction and training to use the equipment safely.
 - x. Keep the relevant director informed about the management of health and safety risks within their sphere of operations and any barriers preventing them from achieving the level of control required by University policies and procedures.
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- i. Provide advice on the interpretation of health and safety legislation and best practice.
 - ii. ii.



Trades Union Safety Representatives shall be entitled to exercise the full range of their legal duties, including:

- i. To investigate potential hazards and dangerous occurrences at the workplace and to investigate the causes of accidents at the workplace.
- ii. To investigate complaints from any employee they represent, relating to their health, safety or welfare at work
- iii. Make representations to the University on matters affecting the health, safety or welfare at work of the employees at the workplace.
- iv. To carry out inspections of the workplace:
 1. after providing reasonable notice in writing; or
 2. to determine the causes of a reportable accident or dangerous occurrence, or an over three-day injury, where it is safe to do so
- v. To inspect and take copies of any document, Safety Representatives and Safety Committee meetings.
- vi. To attend JNCC meetings and monthly H&S catch-ups in their capacity as safety representatives.

All University employees are required by Section 7 of the Health and Safety at Work Act (1974) to take reasonable care of themselves, and others affected by their acts or omissions. Employees are further required to cooperate with their employer concerning health and safety matters, to work following information, training and equipment provided and to report any hazardous defects in plant and equipment or shortcomings in the existing health and safety arrangements to a responsible person without delay.



The Vice-Chancellor is the principal officer of the University and is responsible to the Board of Trustees for the organisation and conduct of the business of the University. The University's Pro Vice-Chancellors, Directors and Senior Managers implement the Health and Safety Policy throughout their operational remits in accordance with the planning arrangements and responsibilities appended to this policy.

The University is required to register as 'higher risk buildings' any of its residential buildings that have 8 floors or more (including ground floor) or that are over 18 metres in height. Under this legislation certain roles and responsibilities are required to be fulfilled and notified to the building safety regulator. The University has allocated the following roles to the relevant buildings that require registration under this Act:

Eleanor Rosa House	UPP (Duncan House) Ltd	UPP Estates
Garden Halls	UPP (Cartwright Gardens) Ltd	UPP Estates
Bonham Carter and Warwickshire House	University of London	Exec Director of Estates
College Hall	University of London	Exec Director of Estates

The objectives of the University health and safety management arrangements are to:

- i. Link health and safety management to the University's strategic objectives
- ii. Ensure the management arrangements reflect the health and safety risk profile of the University.
- iii. Clearly define the responsibilities and accountabilities of all University employees
- iv. Establish effective communication and consultation on health and safety.
- v. Develop health and safety competency across the University to support effective delivery of health and safety management.
- vi. Integrate health and safety management into the University's planning processes.
- vii. Ensure sufficient resources are allocated for the effective management of health and safety risks.



The University will use both leading and lagging health and safety performance indicators to measure the effectiveness of the health and safety management arrangements.

- Compliance with departmental safety inspection requirements.
- The number of non-conformances identified in the annual health and safety audit.
- Percentage of employees with a health and safety training and development plan.
- Percentage of employees with up to date DSE risk assessments.

- The number of reportable accidents.
- Frequency and severity analysis of reported accidents.
- Loss incurred as a consequence of work-related accidents and ill-health.

The University shall ensure it has access to competent advice regarding its



- Consultation and Communication will also take place at monthly catchups with the H&S team and Safety representatives and through the H&S working group which is held quarterly.
- Trade Union safety representatives are entitled to attend the part of a meeting that deals with a health and safety matter affecting any employees that they represent, and a member of the University Health and Safety team can also be invited to attend if required.
- Information on health and safety management arrangements will be provided to employees via the staff intranet pages, and queries can be submitted via a dedicated health and safety email account, healthandsafety@london.ac.uk

The University shall establish robust plans for responding to emergencies, including:

- i. Injury or ill health in the workplace.
- ii. Outbreak of fire.
- iii. An unexpected loss of essential services, including power, lighting, heating and water supply.
- iv. Civil unrest and terrorist actions.
- v. An outbreak of a contagious disease in a hall of residence.
- vi. An emergency involving a University employee or student whilst working abroad.

- i. An accident is an unexpected event that causes injury or damage to property or could easily have done so (near-miss events). All accidents should be reported, including near-miss events, as this will help the University identify shortfalls in health and safety management and avoid repetitions.
- ii. Information and guidance on reporting accidents and the procedure for investigating accidents are provided on the staff intranet pages. All reports should be made on the Mirashare system and initially investigated by the department that occupies the building or part of a building where the accident occurred or employs the staff involved in the accident.
- iii. Students and other visitors' accidents on University premises are investigated by their host department, hall manager or Institution building manager.
- iv. Subcontractors' working on University premises are responsible for investigating accidents involving their staff: They must notify the University Health and Safety Team of any accident on UoL



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Issue Number	Date	Changes Made	Author	Approved By
2	23/06/2021	Second issue	TF360	