

**Health and Safety**

**Health and Safety Policy**

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**Version Control**

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| **Version** | **Date** | **Reason for Change** |
| 11.3 | February 2019 | Changes to University structure and re-desigation of senior management post holders |
| 11.4 | February 2020 | Change in Chair’s job title due to re-allocation of Committees |
| 11.5 | October 2021 | Removing of Appendix 1- Emergency Evacuation Procedures, change of titles to a number of positions, removal of the Healthy University Steering group, adding asbestos management and contractor control to the responsibilities of the Director of Environment and Estates, change to reflect the new Chair of Resources Committee as signatory. |
| 11.6 | February 2022 | Changes to deputising arrangements agreed by Committee, inclusion of the Terms of Reference of the Executive Health and Safety Statutory Obligation Review group, and removal of the Human Tissue Act (HTA) Designated Individual from the membership |
| 11.7 | February 2023 | Change of Chair position of University Health and Safety Committee, reporting line of the Health and Safety team and removal of Occupational Health Advisor. |

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1. **Policy Statement of the Board of Governors**
   1. The **Board of Governors of Cardiff Metropolitan University** realises that people, whether staff or students, are the key to the success of the University. Our future depends on a reputation, which must be one of quality and excellence as an academic establishment.
   2. The health, safety and well-being of staff and students is recognised as being essential to the success of the University.

# The Board of Governors therefore accepts the responsibility to provide a healthy and safe environment for all staff, students and others who will be affected by Cardiff Metropolitan University’s activities. Its policy is to achieve a high standard of health and safety on all the University premises.

1. **Scope of Policy**
   1. Cardiff Metropolitan University’s policy, produced in accordance with Section 2(3) of the Health and Safety at Work Act 1974 (HASAWA'74) is based on the Health and Safety Executive’s concept of successful health and safety management.
   2. The Policy incorporates the principles of the Universities Safety and Health Association’s Safety Management Audit System, including the organisation, planning, measurement, and review of safety performance.
   3. The University will take all reasonably practicable steps to fulfil its responsibilities and will adhere to the requirements of HASAWA’74 and all relevant statutory provisions, regulations, and code of practice.
   4. Cardiff Metropolitan University will publicise its commitment to the Policy and bring it to the attention of both existing and potential staff and to students of the University.
   5. All persons at the University have individual responsibilities for the following: -
      1. to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions;
      2. to co-operate with those persons who are responsible for health and safety to enable them to carry out their duties;
      3. to assess the risks in association with their roles within Cardiff Metropolitan University.

# Aims of Policy

* 1. The aims of the Policy are to: -
     1. keep under review all procedures, practices and systems relating to the health and safety of all persons working at or visiting the University premises;
     2. comply with all relevant health and safety statutory provisions, regulations and codes of practice;
     3. provide relevant information, training and supervision to enable all staff and students to recognise, understand and undertake their responsibilities under health and safety statutory provisions, regulations and codes of practice;
     4. monitor and review the effectiveness of the policy and revise it when appropriate with any revision brought to the attention of all staff and students;
     5. communicate and consult with workplace representatives and jointly promote safe and healthy working practices by all persons on the University premises.

# Joint Consultation and Participation

* 1. Communication and consultation are essential to the management of health and safety. Co-operation with safety representatives is in the best interests of the safety of all staff. In accordance with the HASAWA'74 (Section 2), Safety Representatives appointed by the locally recognised Trade Unions are consulted on matters relating to health and safety at work.
  2. Safety Representatives can participate in the objective of achieving a safe environment by encouraging co-operation between the employer and staff in promoting and developing essential measures to ensure the health and safety of staff and in checking the effectiveness of these measures.

# Organisation

* 1. As the employing body, the Higher Education Corporation has ultimate responsibility for the health and safety of persons at Cardiff Metropolitan University and for those who might be affected by the activities of the University.
  2. Under delegated arrangements from the Vice-Chancellor, the Chair of the Health and Safety Committee has the responsibility for ensuring the

compliance of the Policy in conjunction with Deans of Schools and Heads of Units.

* 1. In the interests of professional independence, the function of Health and Safety and related staff will operate under the jurisdiction of the Director of People Services.

# School/Unit Health and Safety Committees

* 1. Cardiff Metropolitan University’s School/Unit Health and Safety Committees have the objective of promoting co-operation between staff and students in instigating, developing and carrying out measures to ensure health and safety on the University premises.
  2. The Health and Safety Committees have an advisory and monitoring role and are established on a School and Unit basis. The Dean of School/ Director of Unit will serve as Committee Leader. Committees will include representation from Academic/Support Staff, Trade Unions and Students as is appropriate to reflect the structure of respective School/Unit.
  3. The Environment and Estates Health & Safety Committee will monitor common areas and premises outside the scope of the other Health and Safety Committees. Details are listed in Appendix 1 of this Policy.
  4. The Head of Health and Safety and the Deputy Head of Health and Safety will be available on request to provide advice and guidance to the Health and Safety Committees.
  5. The terms of reference of the School/Unit Health & Safety Committees are:-
     1. to monitor safety standards within their areas of responsibility by inspections and implementation of the University’s Health and Safety Audit System.
     2. to monitor compliance of the University’s Health & Safety Policy, Fire Safety Policy and Occupational Health Policy, statutory provisions, regulations and codes of practice;
     3. provide a local forum to consider reports from the University’s Safety Representatives, Director of People Services, Head of Health and Safety, Deputy Head of Health and Safety, and Enforcing Authorities.
     4. to examine accident reports and statistics, identifying and recommending remedial actions as appropriate;
     5. to disseminate health and safety information and encourage safe working practices;
     6. to produce a report once each term for presentation to the University’s Health and Safety Committee.

# The University Health and Safety Committee

* 1. Cardiff Metropolitan University's Health & Safety Committee has been established to consider all relevant aspects of health, safety and welfare in the working environment.
  2. The Committee’s minutes will be submitted to the Resources Committee for attention.
  3. The constitution of the Committee will be:-

Chief Officer (Resources) Chair

Director of People Services – Deputy Chair Director of Environment and Estates

Director of Commercial Services

Deans of Schools

Director of Library & Information Services

Director of Student Services

Director of Cardiff Met Sport

Director of Marketing and External Relations Director of PDR

Director of Global Engagement

Chief Executive of Students’ Union\* Technical Safety Representatives

Trade Union and Safety Representatives

\*Non-University employee representing the Cardiff Metropolitan University Student Union body

* 1. ***Members will only be permitted to nominate deputies to attend Committee meetings with prior approval of the Chair***
  2. The following will attend meetings of the Health and Safety Committee in advisory capacities;

The Head of Health and Safety, the Deputy Head of Health and Safety and any other relevant officer at the discretion of the Chair,

* 1. It should be noted that any future organisational changes affecting health and safety responsibilities will need to be reflected in the constitution of the University's Health and Safety Committee.
  2. The terms of reference of the Health and Safety Committee are: -
     1. to monitor and where necessary direct individuals to take

action to maintain, the effectiveness of the University's Health and Safety Policy;

* + 1. to monitor and where necessary direct individuals to take action to maintain, the effectiveness of the University’s Occupational Health Policy;
    2. to monitor and where necessary direct individuals to take action to maintain, the effectiveness of the University’s Fire Safety Policy;
    3. to receive and consider reports provided by Health and Safety School/Unit and other Health and Safety Committees and groups, including the Executive Health and Safety Statutory Obligations Review Group (Terms of Reference are detailed in Appendix 2).
    4. to analyse and interpret reports and legislation provided by enforcing authorities and examine accident and sickness absence statistics and trends.
    5. to keep under review the Safety and Health of persons at the University and advise Deans of Schools/ Director of Units accordingly.
  1. The Committee will meet at least once each term.

# Arrangements/Responsibilities

* 1. The size of Cardiff Metropolitan University, its organisational structure and diversity of its operations requires arrangements and responsibilities to be established on both a central and a School/Unit basis.
  2. In addition to the general health and safety duties placed on all persons at the University, certain individuals have specific responsibilities.
  3. The **Head of Health and Safety** is responsible for:-
     1. monitoring the effectiveness of the University's Health & Safety Policy and safety procedures and recommending amendments as necessary;
     2. advising the University’s Schools/Units of the requirements of existing and new legislation;
     3. attending and providing advice and reports to relevant committees on health and safety matters as required;
     4. making periodic inspections/audits of buildings and areas of the University in order to establish if health and safety legislation and policies are being complied with;
     5. investigation of major accidents or dangerous occurrences and preparing reports for the enforcing authorities;
     6. maintaining liaison with external authorities and specialist services;
     7. assisting School/Unit Health and Safety Committees and other sections of the University where necessary on the production and maintenance of health and safety policies and codes of safe working practices.
  4. The **Director of Environment and Estates** is responsible for: -
     1. The compliance with statutory tests and inspection regulations and maintaining the corresponding certificates, registers and records for the following plant and systems throughout the University.
        + Pressure systems
        + Lifting equipment
        + Lifts and hoists
        + Portable electrical apparatus
        + Fixed wiring installations
        + Fire alarm and firefighting equipment
        + Ventilation systems
        + Water systems.
        + Boilers and furnaces
     2. The application of a Permit to Work system when appropriate and control of contractors.
     3. The application of requirements of the Construction (Design and Management) Regulations 2015.
     4. The application of requirement of the control of Asbestos regulations 2012.
     5. Consideration of health and safety implications on any new or alterations of installations, plant or equipment to ensure compliance with Health and Safety Legislation and Codes of Practice.
     6. Ensuring relevant safety issues identified by audits or reports receive priority attention.
     7. Establishing and heading an Environment and Health and Safety Committee and implementing its terms of reference.
  5. The **Director of Environment and Estates** is also responsible for: -
     1. Establishing arrangements for the management of health and safety outside the scope of Schools/Units on a campus wide basis;
     2. ensuring arrangements are in being for: -
        + waste disposal of hazardous and controlled waste
        + testing of fire and intruder alarms
        + co-ordination of fire evacuation procedures
        + co-ordination of fire risk assessments
        + control of access onto the University premises
        + control of traffic on the University premises
  6. The **Deans of Schools/ Directors of Units** are responsible for health and safety within their School/Unit, and, in particular: -
     1. **Safety Management System** – each Dean/Director is responsible for developing and implementing an effective health and safety management system.
     2. **Policy** – each School/Unit must produce its own Health and Safety Policy in support of the University’s Policy.
     3. **Organisation** – each Dean/Director must ensure that responsibilities for health and safety are devolved successively through the School/Unit structure.
     4. **Health & Safety Committee** – each Dean/Director must establish a Health & Safety Committee appropriate to the size of their respective School/Unit.
     5. **Risk Assessments** – each School/Unit must assess the risks to health and safety of any person who may be affected by their activities. The risk assessments must take account of the main ways in which staff, students or others exposed to the risk could be harmed and the controls necessary to minimise the risks. Significant findings of the risk assessments must be recorded.
     6. **Plant and Equipment -** ensuring, in conjunction with the Director of Environment and Estates, that machinery, plant and equipment is suitable and meets the appropriate standards, is properly maintained in a safe condition and is tested and/or examined by competent persons when appropriate including statutory examination and testing of: -
        + Lifting apparatus
        + Pressure and steam systems
        + Portable electrical equipment
        + Fume cupboards and other ventilation equipment
        + Ensuring the provision, maintenance and use of appropriate and suitable protective equipment and clothing.
        + Consideration and investigation of health and safety implications before the introduction of any new machinery, plant, equipment, substance or materials.
        + Ensuring liaison with the Director of Environment and Estates, Health & Safety Advisors or other specialists as appropriate.
     7. **Health Protection** - coordinating, in conjunction with advice from the Head of Health and Safety, the School/Unit arrangements for:
        + First Aid cover
        + Safe use of hazardous substances
        + Ionising radiation and biological hazards
        + Noise reduction and hearing conservation
        + Display screen equipment
        + Manual handling assessments
        + The control of substances hazardous to health (C.O.S.H.H.)
        + New and expectant mothers at work

# Fire Precautions

* + - * Provide safe storage arrangements for flammable substances.
      * Ensuring that means of escape (fire exits) are kept clear.
* Co-ordinating emergency evacuation procedures including roll calls where applicable.
* Ensuring staff/students are made aware of relevant emergency evacuation procedures

# Health & Safety Committees

**-** Establishing and heading a School/Unit Health and Safety Monitoring Group and implementing its terms of reference including adopting the University’s Health and Safety Audit System.

- Providing a report\* on the status of local health and safety management arrangements to the University's Health and Safety Committee. Once each academic year, this report is to include a copy of the school/unit health & safety action plan.

**\* Director of Units that are not members of the University Health & Safety Committee will be required to provide a report to the Committee via the Deputy Head of Health and Safety on an at least annual basis.**

* + 1. Ensuring that relevant accidents are investigated, reported and that where necessary measures are taken to prevent recurrence

# Health & Safety Rules: Schools/Units

* 1. **Each School/Unit is responsible for: -**
     1. establishing and implementing safe systems and producing appropriate safety rules, copies of which are to be available for general use;
     2. segregating any broken glass, sharps and needles for disposal into appropriate, identified waste bins;
     3. prohibiting eating, drinking, smoking and the application of make up in laboratories and food preparation areas;
     4. exercising appropriate control over the use and disposal of solvents to minimise the risk of fire.

# Means of Escape

* + 1. All rooms, passages, corridors and stairways are to be unobstructed and all fire doors to be kept closed to ensure fire containment and effective evacuation. Practice evacuation drills are carried out at all university campuses on at least an annual basis.

# Fire Extinguishers

* + 1. Fire extinguishers are to be kept visible and not obstructed. Staff and students where appropriate should be trained in the use of extinguishers;
    2. any use of extinguisher, or fault identified is to be reported to Estates.

# Electricity

* + 1. All portable electrical apparatus has to be tested and be certificated. No electrical apparatus is to be brought into use without ensuring its safety. The Director of Environment and Estates should be notified to arrange testing and registration of University apparatus.
    2. It is recognised that on occasion it may be necessary for staff/student to use personal portable electrical apparatus on the University premises (e.g. domestic equipment in halls of residence). Where this is necessary, such apparatus is only to be brought in to use after a trained and competent person has conducted testing/inspection.

# Control of Substances Hazardous to Health (CoSHH)

* + 1. Each School/Unit will implement procedures to ensure compliance with the C.O.S.H.H. Regulations. They will undertake assessments of the use, storage and disposal of substances and establish safe systems to protect persons from adverse effects of the substances.

# Accident Reporting Procedures

* 1. The University's Accident Reporting Procedure complies with the requirements of the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 2013.
  2. It is the responsibility of Deans of Schools/ Directors of Units to ensure that accidents and dangerous occurrences are reported and copies of reports are forwarded promptly to the Senior Health and Safety Advisor, Llandaff Campus, Western Avenue, Cardiff.
  3. It is a legal requirement that all accidents causing major injuries to persons are notified to the Health & Safety Executive. Personal injuries not of major extent but necessitating the person being absent for seven or more days are to be reported to the Health and Safety Executive within ten days.
  4. In order for compliance of RIDDOR, each campus reception has to maintain a stock of University Accident Report Forms and a campus accident report book. These should be completed as soon as possible after the incident.
  5. Deans of Schools/ Directors of Units will, when directed by the Head of Health and Safety or the Deputy Head of Health and Safety, arrange an investigation into any accident or dangerous occurrence.
  6. Health and Safety Representatives may investigate accidents and make representations accordingly. Any investigation is only to be carried out where it is safe to do so.

# Training

* 1. Training is a statutory requirement and will need to be carried out continuously. All staff and students will be trained in safe working procedures for the work they are required to undertake.

# Traffic and Pedestrians

* 1. Traffic and Pedestrians are required to obey the University’s road and traffic signs. Access for emergency services is to be kept clear at all times. Staff and students’ private vehicles may only be parked in areas designated for parking and is done so at the owner's risk.

# Emergencies

12.1 An Emergency telephone line has been established. In an emergency situation assistance can be sought by dialing **2222** from any internal university telephone**.**

# Chair of Resources Committee David Warrender (Independent Governor)

# President and Vice-Chancellor Professor Cara Aitcheson

February 1993

October 1995 (Revised)

April 1999 (Revised)

January 2000 (Revised)

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April 2015 (Amended)

February 2019 (Amended)

February 2020 (Amended)

February 2021 (Amended)

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February 2022 (Amended)

February 2023 (Amended)

# APPENDIX 1

**Health and Safety Monitoring**

1. **Introduction**

This appendix identifies areas outside the scope of Schools/ Units which are monitored by means of inspections by the Environment and Estates’ Health and Safety Committee.

The inspections are to provide support for the management of health and safety. Heads of Schools/Units remain responsible for implementing health and safety management systems within their respective areas.

# Procedure

|  |  |
| --- | --- |
| Committee | AREAS TO BE MONITORED |
| Campus Services | Communal circulation areas (stairs/corridors)  Toilets and changing areas  Non specialist areas (lecture  theatres/seminar rooms and general classrooms)  Halls and common meeting rooms  Campus service offices and stores  Cleaning stores  Reprographic areas |
| Estates Maintenance | External grounds and hard surfaces External lighting  Boiler, plant and switch rooms  Lifts Ducts, voids and roof spaces Estates offices and workshops Decommissioned areas |

1. **Points of Clarification**
   1. Unless otherwise designated, in the University’s Health and Safety Policy, Centres of Expertise and Excellence will be the responsibility of the respective School/Unit.
   2. Health and Safety monitoring of Students’ Union premises is the responsibility of the Chief Executive of Cardiff Met Students’ Union.

**APPENDIX 2- Terms of Reference of Executive Health and Safety Statutory Obligations Review Group**

To provide executive oversight of health and safety risks associated with statutory obligations

Specifically:

1. To provide a strategic monitoring role of the effectiveness of the University’s Fire Safety Policy and Statutory Obligations Audit Programme;
2. To receive and consider reports provided by members of the Group
3. To receive and consider (via Director of Environment and Estates) significant issues raised by schools/units at Campus Liaison.
4. To receive, consider and oversee the completion of any necessary actions from both internal and external audits of Fire Safety and other statutory obligations at University premises and, where relevant, of residential designated/private partners
5. To analyse and interpret fire incident reports or other reports concerning safety related statutory obligations incidents;
6. To provide a Statutory Obligations Status Report to the University Health & Safety Committee, including recommendations where relevant to further enhance safety arrangements