

# University of East Anglia

## HEALTH AND SAFETY POLICY

This Statement of the Health and Safety Policy of the University is in three parts:

**Part A** is a general statement of policy;

**Part B** describes the organisation of health and safety responsibilities for carrying out the University's policy, and;

**Part C** deals with University policies and rules which form the top level of arrangements for implementing the policy.

**Appendix 1** provides an organisational diagram for the university's health and safety arrangements.

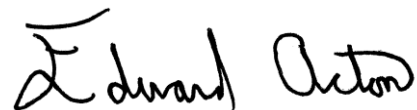
**Appendix 2** provides the terms of reference and membership for the bodies at the university that oversee the health and safety arrangements.

## **PART A: GENERAL STATEMENT OF HEALTH & SAFETY POLICY**

The University's policy is:

- to comply with the Health and Safety at Work etc. Act, 1974 and other relevant statutory requirements;
- to provide control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to provide safe work places and safe means of access and egress
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for those at work;
- to ensure all undertaking university work are competent to do their tasks, and to give them training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions;
- to seek continual improvement in its health and safety management systems and to match best practice standards within the university sector; and
- to review and revise this policy as necessary at regular intervals.

Issued on behalf of the  
Council of the University of  
East Anglia



Professor E Acton  
Vice Chancellor  
February 2012

## **PART B: ORGANISATION OF HEALTH AND SAFETY RESPONSIBILITIES IN THE UNIVERSITY**

Health and safety in the University is a concern not only of the University as a corporate body but also of all individual staff and students. Persons responsible for the work of employees or students of the University have a responsibility for health and safety. Whilst a senior member of the University's staff can delegate functions to others, he or she cannot delegate their responsibilities. Also, all staff have a legal obligation to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions. Staff must also co-operate with the University in ensuring compliance with its legal obligations.

The University expects all staff and students to take their responsibilities seriously and to co-operate with the health and safety measures which it adopts. In furtherance of this policy, the University will seek to encourage staff and students to participate in the formulation and implementation of safe working practices.

### **1. Executive Structure**

#### **1.1 Executive Responsibility**

The governing body responsible for safety in the University is the Council, which has established the University Health and Safety Executive (UHASE) to act on behalf of the Vice-Chancellor in all matters concerned with occupational health and safety. The Pro-Vice-Chancellors, Deans and other senior University Officers are responsible for ensuring that health and safety issues reported to them, as line managers, are addressed at the appropriate level.

In the day-to-day management of health and safety matters within the various schools, departments, divisions or centres of the University the executive responsibility lies with the senior manager. (e.g. in a School of Studies, it is the Head of School).

#### **1.2 University Health and Safety Executive**

The University has a University Health and Safety Executive, the function of which is to establish appropriate health and safety management arrangements in the University and to ensure implementation of these arrangements. The members of the University Health and Safety Executive are the Deans of the Faculties and the Registrar and Secretary.

The following specialist committees and group report to the University Health and Safety Executive:

- Biological Hazards & GM Committee
- Radiation Protection Safety Committee
- Human Tissues Committee
- Fire Safety Committee

#### **1.3 Consultative Committee**

The University has a Consultative Committee, the function of which is to consult with

staff on the University's health and safety management arrangements. This committee consists of a member of UHASE, the Director of Safety Services, the Occupational Health Adviser and staff safety representatives (one safety rep from each of the recognised Trade Unions).

#### **1.4 Safety Services**

The Director of Safety Services is responsible for the provision of a service which supplies professional advice on all matters of safety in the University and for auditing and monitoring the implementation of the University's health and safety policy in association with the University Health and Safety Executive. Independent advice will be given impartially to all members of the University.

#### **1.5 Occupational Health Service**

The Occupational Health Service is responsible for providing professional advice on occupational health matters, for providing recommendations on protecting and promoting health in the workplace and for providing appropriate health surveillance and clinical interventions in relation to work activities.

#### **1.6 Estates and Buildings Division**

The Director of Estates and Buildings is responsible for addressing health and safety issues relating to the fabric and fixed plant up to the service outlets in all University buildings, in common areas (i.e. areas not specifically assigned to the management of other Schools or departments), in plant rooms and for addressing health and safety issues relating to all external areas of the University's premises.

## **2. Individual Responsibilities**

### **2.1 All Employees**

All employees are responsible for:

1. Looking after their own work-related health and safety and the safety of others affected by their work activities;
2. Co-operating with the University by following safe working practices and carrying out their health and safety responsibilities as detailed in this and other University health and safety related policies and rules;
3. Reporting accidents, work-related ill-health, health and safety related incidents, hazards or inadequacies in health and safety procedures, in accordance with their School, departmental and University procedures;
4. Taking part in any health and safety training identified as necessary by the University, their School, their department, or line manager;
5. Using work equipment safely and in accordance with instructions or training;
6. Reporting any defects they discover in work equipment or the work premises;
7. Ensuring that activities, events or projects (including research projects) that they organise that involve employees, students, contractors, volunteers or other visitors to the University, are risk assessed as part of the planning stage and suitable control measures implemented;

8. Co-operating with health and safety investigations, monitoring and auditing;
9. Seeking advice if they do not feel competent to carry out their responsibilities.

In addition employees may be given specific health and safety related roles or responsibilities. These may be detailed in their department's health and safety management procedures, their job description or other University health and safety related policies and rules.

All employees are responsible for contributing to the health and safety education of students, whether this be through teaching activities, involving them in the safe design of research projects (or student events) or leading by example in exhibiting safe behaviours.

## **2.2 Line Managers**

All line managers are responsible for ensuring that:

1. The Health and Safety Policy is implemented in their area of responsibility;
2. Managers and employees under their control carry out their health and safety responsibilities;
3. All relevant health and safety information is communicated effectively to their employees;
4. Employees under their control are competent in health and safety, and capable of meeting their health and safety responsibilities;
5. Relevant health and safety policies, codes and rules are implemented in their area of control;
6. Risk assessments are carried out in their area of control, and the control measures recorded and implemented;
7. Employees are consulted on the outcome of risk assessments or changes to working practices that may affect their health and safety, and account is taken of their views;
8. Health and safety monitoring is undertaken in their area of control;
9. Health and safety issues identified via risk assessments or monitoring activities that cannot be addressed are raised with their line manager or Head of School;
10. The implementation and effectiveness of health and safety related policies, codes and rules in their area of responsibility are reviewed, and any issues fed back to their line manager or Head of School;
11. In managing and delegating work, consideration is given to the effect of work on health, so that management practices positively support the achievement of high standards of health.

## **2.3 Students**

Students are responsible for:

1. Looking after their own health and safety and the safety of others who may be affected by their actions whilst on the University's campus or undertaking activities under the University's supervision;
2. Following the University's and their School's health and safety policies, codes and rules, and any instructions given to them by a member of staff for their health and safety;
3. Co-operating and taking an active involvement in the establishment of any special arrangements that the university may have to put in place for ensuring the student's

- health and safety or the health and safety of others who may be affected by the student or what the student does;
4. Reporting academic or University premises related health and safety incidents or concerns (including accidents, ill-health, premises hazards) in accordance with their School and University procedures;
  5. Taking part in any health and safety training identified as necessary by the University, their School or their academic supervisor.

They must not intentionally interfere with or misuse anything provided for fire or health and safety protection.

NOTE: Students carrying out work for the University either under any form of employment contract or as part of training for employment will be treated as employees under this Policy.

## **2.4 Academic Supervisors, Lecturers and Principal Investigators**

Academic Supervisors, Lecturers and Principal Investigators (PIs) are responsible for:

1. Academic supervisors are responsible for health and safety management of research projects and other academic related activity. This includes ensuring that students understand the risks associated with academic activities and follow health and safety instructions. They must ensure that risks are assessed at the planning stage of research proposals, that costs of implementing risk control measures are taken account of in funding and that risks are kept under review throughout the project;
2. Ensuring student projects are adequately assessed:
  - a. for compliance with existing School procedures;
  - b. for risks to health and safety under the Management of Health & Safety at Work Regulations, or other regulations such as the COSHH Regulations and the Manual Handling Regulations. These regulations require a written risk assessment unless the risks are not significant;
  - c. for compliance with any university local rules (eg. relating to radiation, micro- organisms or genetic modification).
3. For student projects ensuring that:
  - a. any precautions which are necessary are agreed between the supervisor and student. In all but the most elementary circumstances they should be committed to a written protocol;
  - b. regular checks are carried out by the supervisor to see that the student is actually following the agreed procedures;
  - c. it has been made clear to students that:
    - i) alterations in method must be documented and discussed rather than casually introduced without the supervisor's knowledge;
    - i) the students also have legal responsibilities not to endanger themselves and others by their actions..

## **2.5 Heads of School**

Heads of School have overall responsibility for ensuring that their School complies with the University's health and safety requirements and has effective systems in place for the management of health and safety. They must:

1. Provide leadership on health and safety in their School;

2. Appoint a School Health and Safety Officer (and other specialist Officers as necessary) to advise and/or support them on health and safety related matters;
3. Ensure that their Health and Safety Officers have sufficient authority, competence and resources to undertake the role;
4. Ensure that there are appropriate School arrangements for implementing health and safety related policies and rules;
5. Ensure that there are appropriate Health and Safety arrangements established in any interdisciplinary arrangements (such as Centres or Institutes) set up with other Schools or organisations either within or without the university;
6. Ensure that appropriate arrangements are in place for the communication of health and safety issues to all employees, students, contractors and other visitors to their School;
7. Ensure that responsibilities and arrangements are agreed with the appropriate department, for the safety of contractors, employees from other departments (for example: cleaners) or others who may be put at risk by the School's activities;
8. Make sure that appropriate arrangements are in place for ensuring the health and safety competence and capability of the School's employees, visiting workers (including emeritus academics) and, where appropriate, students;
9. Ensure that health and safety is incorporated into the curriculum for subjects where there are significant risks associated with teaching and research activities;
10. Ensure that there are arrangements in place for managing significant risks arising from the School's activities that are not covered by the University's health and safety related policies and rules. Develop and review School health and safety codes for the management of specific risks and legal requirements that have a significant impact on the School;
11. Establish arrangements to ensure that the additional risks associated with staff or students working within the School outside of normal working hours, or in low occupancy buildings (or other work areas) during normal working hours, are assessed and reduced to an acceptable low level;
12. Establish arrangements to ensure that the additional risks associated with off campus work (such as fieldwork) are assessed and reduced to an acceptable low level;
13. Ensure that the work of contractors, employed by the School, and visiting workers is adequately supervised and controlled. And to require of contractors and visiting workers the same standards of health and safety as those demanded of the University's employees;
14. Ensure that suitable systems are in place for the regular monitoring and review of health and safety in the School;
15. Ensure that high standards of fire safety are maintained in the School;
16. Ensure that a sufficient number of fire wardens are appointed and to arrange with Safety Services an annual fire drill in all of the buildings occupied by their School;
17. Ensure that suitable health and safety arrangements are in place where employees or students are sent to work on the premises of another employer;
18. Provide reports on the School's health and safety performance to the Dean of their Faculty.

## **2.5 Directors of Divisions, Heads of Department and Heads of other non-School Spending Units**

Directors of Divisions, Heads of Department and Heads of other non-School Spending Units have overall responsibility for ensuring that their department complies with the University's health and safety requirements and has effective systems in place for the management of health and safety in accordance with the Code of Practice on Managing Health and Safety. They must:

1. Provide leadership on health and safety;
2. Appoint a Department Health and Safety Officer (and other specialist Officers as necessary) to advise and/or support them on health and safety related matters;
3. Ensure that Officers appointed have sufficient authority, competence and resources to undertake the role;
4. Ensure that there are appropriate department arrangements for implementing health and safety related policies and rules;
5. Ensuring that appropriate arrangements are in place for the communication of health and safety issues to all employees, contractors and other visitors to their department;
6. Ensure that responsibilities and arrangements are agreed with the appropriate department, for the safety of contractors, employees from other departments (for example: cleaners) or others who may be put at risk by the department's activities;
7. Make sure that appropriate arrangements are in place for ensuring the health and safety competence and capability of their employees;
8. Ensure that there are arrangements in place for managing significant risks arising from the department's activities that are not covered by the University's health and safety related policies and standards. Develop and review departmental health and safety standards for the management of specific risks and legal requirements that have a significant impact on the department;
9. Establish arrangements to ensure that the additional risks associated with work outside of normal working hours, or in low occupancy buildings (or other work areas) during normal working hours, are assessed and reduced to an acceptable low level;
10. Establish arrangements to ensure that the additional risks associated with off campus work are assessed and reduced to an acceptable low level;
11. Ensure that the work of contractors, employed by their department, is adequately supervised and controlled. And to require of contractors the same standards of health and safety as those demanded of the University's employees;
12. Ensure that suitable systems are in place for the regular monitoring and review of health and safety in the department, in accordance with the University's minimum requirements;
13. Ensure that high standards of fire safety are maintained in their department;
14. Ensure that a sufficient number of fire wardens are appointed and to arrange with Safety Services an annual fire drill in all of the buildings occupied by their staff;
15. Provide reports on the department's health and safety performance to the Registrar or the Dean of their Faculty, as appropriate.



# **PART C: UNIVERSITY'S POLICIES AND RULES FOR IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY**

## **1. General University Health and Safety Rules**

### **1.1 Health and Safety Signage**

All members of the university (staff and students) shall comply with the requirements of health and safety signage.

### **1.2 Accidents**

All accidents must be reported. The accident report form is available on the Safety Services intranet.

### **1.3 Radioactivity**

Approval from the Director of Safety Services is required before any arrangements are made for bringing radioactive substances or radioactive materials onto the campus or other university premises.

### **1.4 Fire**

When the fire alarm sounds in a building, all building occupants must leave the building and remain outside the building until permission is given to re-enter.

All fires which have required the use of a fire appliance must be reported to Safety Services whether or not damage or injury has been caused.

### **1.5 Travel overseas**

All members of the university undertaking overseas travel as part of their work or their academic studies shall undergo a travel risk assessment undertaken by a person qualified in travel medicine. Where such an assessment has not been carried out by the University Medical Centre then a copy of the assessment shall be forwarded for review by the Occupational Health Service before the travel takes place.

### **1.6 Smoking**

It is against the law for anyone to smoke in any buildings or in any vehicles used for University business.

### **1.7 Animals**

Domestic and pet animals, except for guide dogs and those approved for therapeutic purposes, are not allowed in University buildings.

### **1.8 The Broad**

Swimming and boating is prohibited in the Broad except in cases where this is necessary in the pursuance of approved research by one of the Schools of Studies

permitted to use the Broad for this purpose.

## **1.9 Building fabric**

No work shall be undertaken that involves drilling into, removing or disturbing the building fabric, e.g. surface coatings, ceilings, panels, removing blackboards, etc. without consulting the Estates and Buildings Division. This includes minor work such as drilling walls to erect shelving or running cabling.

## **2. University policies and rules**

Under this Health and Safety Policy, the university has established a set of policies and rules for addressing specific health and safety issues. These policies and rules are:

UEA Stress Policy

Fire Risk Management Policy

Evacuations of Persons with Disabilities Policy

UEA First Aid Policy

Latex Policy

Respiratory and Skin Sensitiser Policy

Health and Safety Training Strategy

Electrical Safety Rules

Safe Use of Display Screen Equipment Rules

Manual Handling Operations Rules

Genetic Modification Rules

Microbiological Safety Rules

Rules for Work with Carcinogens in Laboratories

Radiation Protection Rules

Rules for the Use of X-Ray Equipment

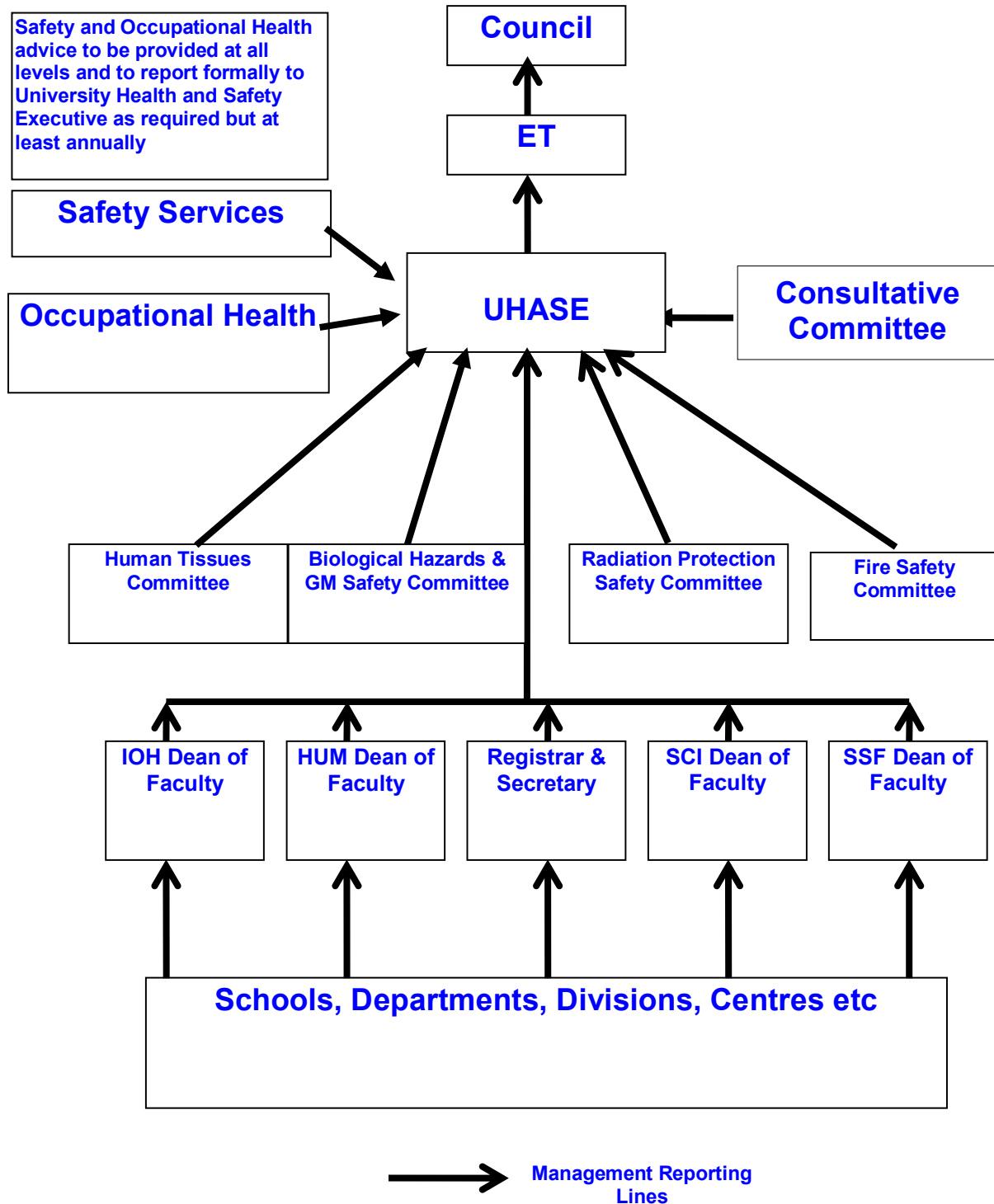
Laser Safety Rules

Rules for the use of Ultraviolet Radiation Sources in Laboratories

UEA Diving Rules

It is the duty of all employees and students to observe the parts of these policies and rules that are relevant to their own work as well as observing any additional local rules and regulations on health and safety published at School, Division or Department level.

APPENDIX 1: Organisational diagram of University Health and Safety Executive and Committees



## APPENDIX 2: Membership and terms of reference of University Health and Safety Executive and Committees

### **University Health and Safety Executive (UHASE)**

#### **Terms of Reference**

1. To take executive action on health and safety issues
2. To report to Council, via ET, with respect to health and safety matters at UEA.
3. To establish health and safety policies and rules of applicability across the University and to ensure consultation with staff representatives on these.
4. To ensure the implementation of University health and safety policies and rules.
5. To commission audits to determine the level of compliance and effectiveness of University health and safety policies and rules.
6. To ensure that there is an annual review of this Statement of Health and Safety Policy and the arrangements documented within it.

#### **Membership**

Chair - Lay member of Council  
Dean SCI  
Dean FOH  
Dean HUM  
Dean SSF  
The Registrar & Secretary

To provide professional advice, the following individuals may be required to attend all, or part of, the meetings of UHASE:

Director of Safety Services  
Occupational Health Adviser  
Director of Estates and Buildings Division  
Dean of Students  
Other Senior Managers depending on the business on the agenda.

## **Consultative Committee**

### **Terms of Reference**

To consult with Safety Representatives as required under Regulation 4A of the Safety Representatives and Safety Committees Regulations 1977, namely on:

- (a) the introduction of any measure at the workplace which may substantially affect the health and safety of the employees the safety representatives concerned represent;
- (b) UEA's arrangements for appointing or, as the case may be, nominating persons in accordance with regulations 6(1) and 7(1)(b) of the Management of Health and Safety at Work Regulations 1992;
- (c) any health and safety information required to be provided to the employees the safety representatives concerned represent by or under the relevant statutory provisions;
- (d) the planning and organisation of any health and safety training UEA is required to provide to the employees the safety representatives concerned represent by or under the relevant statutory provisions; and
- (e) the health and safety consequences for the employees the safety representatives concerned represent of the introduction (including the planning thereof) of new technologies into the workplace.

### **Membership**

A Dean or the Registrar & Secretary (Chair)  
A Safety Representative from UCU  
A Safety Representative from UNISON  
A Safety Representative from Unite the Union

### **With**

A Human Resources Manager  
Director of Safety Services  
Occupational Health Adviser

Other individuals may be invited to attend a meeting if their knowledge or input will benefit discussion of issues at that meeting.

## **Biohazards & GM Committee**

### **Terms of Reference**

1. To initiate, formulate and approve on behalf of UHASE, policies and procedures for managing biological and GM hazard risks directly associated with laboratory or field work for teaching and research
2. To arrange the review and approval of GM, CL 2 and CL3 projects as required under legislation.
3. To nominate, to Safety Executive, for appointment the University Biological Safety Officers (GM and Microbiological)

### **Membership**

Head of BIO (Chair)

BSO GM

BSO Microbiological

Science School Laboratory Managers

School of MED Representative

School of ENV Representative

School of CAP Representative

Union Representatives

Student Representative

To provide advice, attendance (but not membership) required by:

Director of Safety Services

Occupational Health Adviser

## **Radiation Protection Committee**

### **Terms of Reference**

1. To initiate, formulate and approve on behalf of UHASE, policies and procedures for managing radiation hazard risks.
2. To monitor and review arrangements for radiation protection at UEA.

### **Membership**

School Radiation Protection officers (currently from BIO, CAP and ENV – from whom a Chair is chosen)

School Laser Safety Officers

Union Representatives

To provide advice, attendance (but not membership) required by:

University Radiation Protection Adviser

Director of Safety Services

Occupational Health Adviser



## **Fire Safety Committee**

### **Terms of Reference**

1. To advise UHASE on policies and procedures for managing fire risk.
2. To monitor and review arrangements for fire safety at UEA and to advise the Safety Executive on matters requiring executive action.
3. To appoint, on behalf of the Safety Executive, Competent Persons to assist in ensuring that the University complies with its Fire Management Policy

### **Membership**

Chair – Director of Estates

Competent Person - Building Design

Competent Person - Fire Alarm and Fire Communication Systems

Competent Person - Fire Fighting Equipment

Access and Security Operations Manager

Assistant Director Facilities

Operations Manager, Estates

Accommodation Manager

Student Disability Co-ordinator

Safety Services Officers

Union Representatives

Student Representative

## **Human Tissue Committee**

### **Terms of Reference**

1. To initiate, formulate and approve on behalf of UHASE, policies and procedures for managing the use of human tissues in research or teaching.
2. To monitor and review arrangements for using human tissues in teaching and research at UEA.

### **Membership**

Chair - Dean of FOH  
Designated Individual (Anatomy)  
Designated Individual (Research)  
BSO Human Tissues  
School of BIO Representative  
School of MED Representative  
School of CAP Representative  
School of AHP Representative  
Union Representatives  
Student Representatives (U/G and P/G)

To provide advice, attendance (but not membership) may be required by:

Director of Safety Services  
Occupational Health Adviser