

**Health and Safety Management – Organisational Arrangements Responsibilities
for Health and Safety**

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1.0 Introduction

The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 require the employer to identify the organisational arrangements for implementing its health and safety policy. This document forms part of the University's organisational arrangements for managing health, safety and welfare together with organizational arrangements required by the Regulatory Reform (Fire Safety) Order 2005. It is not exhaustive as some specific topics (e.g. Asbestos) have separate arrangements. The aim of this document is to ensure that employees and all other persons using or working on University premises, and/or who are affected by the University's undertakings are aware of their health and safety responsibilities.

2.0 General requirements

Everyone employed or studying with the University or working on its premises has a responsibility to work with due regard for the health and safety of themselves and those around them.

Where individuals have specific responsibilities for health and safety, those responsibilities will normally be included in their job descriptions (Appendix i).

The following individuals and groups have responsibilities for managing health, safety and welfare as outlined below. Note that for some individuals more than one section may apply:

3.0 Employees

- 3.1** Will make themselves familiar with the University's Health and Safety Policy.
- 3.2** Will at all times comply with the requirements of the University Policy and Procedures.
- 3.3** Will note that all employees have a statutory duty to safeguard their own and others' health and safety.
- 3.4** Will wear appropriate personal protective equipment and use appropriate safety equipment/devices at all prescribed times and in all prescribed places.

- 3.5** Will report in the approved fashion all accidents, incidents, diseases and dangerous occurrences whether persons are injured or not.
- 3.6** May make suggestions to their Line Manager, Head of Faculty/Unit, Union Safety Representative, Safety, Health and Wellbeing Team or to the Safety, Health and Wellbeing Committee for the improvement of health and safety within the University.
- 3.7** Will report immediately to their Line Manager or other University Manager as appropriate or convenient, any perceived health and safety hazards, and will seek advice and guidance on any matters of which they have doubts or concerns.
- 3.8** Will have regard to the fact that breaches of health and safety rules will be dealt with through the University's Disciplinary Procedure Policy and that any acts or omissions which place others at risk of serious injury will be considered as gross misconduct within the terms of that procedure, and may therefore lead to dismissal.
- 3.9** Will have regard to the fact that the role of the University's appointed Safety, Health and Wellbeing Advisers whether appointed as direct employees of the University or through a consultancy, is to offer advice and guidance in matters of health and safety. It is not their role to assume the duties and responsibilities assigned to staff.
- 3.10** Will be familiar with the actions to undertake in the event of a fire or on hearing the fire alarm.
- 3.11** Will know the procedures for summoning assistance in event of accident or ill-health and the procedures for accident reporting.

4.0 Court of Governors

The Court of Governors has strategic oversight of all matters related to health and safety and seek assurance that effective arrangements are in place and are working. The Court of Governors also has a responsibility to ensure commitment to the University's Health and Safety Policy, and to ensure the provision of safe and healthy working conditions.

The Court of Governors aims to reduce the frequency and severity of accidents and incidents by providing leadership in setting health and safety priorities.

The Court of Governors delegates this responsibility through the University's Line Management structure.

5.0 Vice Chancellor

- 5.1** Will ensure that there is both an effective policy and appropriate arrangements for health and safety within the University and, through them, that the requirements of all relevant health and safety legislation are met.
- 5.2** Will ensure that adequate resources are made available to support the effective working of the policy and procedures.
- 5.3** Will ensure that at least annually the effectiveness of the policy and procedures are appraised and ensure that any necessary changes are made.
- 5.4** Will ensure that all members of staff and students are aware of their duties with regard to health and safety and that they have received appropriate training.
- 5.5** Will ensure that an appropriate number of competent Health and Safety Professionals are appointed to advise on health and safety across the University and immediately related organisations.
- 5.6** Will secure the establishment of a University Safety Health and Wellbeing Committee and be represented at its meetings either in person or by a member of Senior Management (see Appendix).
- 5.7** Will ensure that suitable arrangements are in place for consultation with members of staff and students.

6.0 Senior Management

- 6.1** Will assist the Vice Chancellor in ensuring that there is both an effective policy and appropriate working arrangements for health and safety within the University.
- 6.2** May be required to represent the Vice Chancellor at University Safety, Health and Wellbeing Committee Meetings.
- 6.3** Will be responsible for ensuring that all policy and procedures are implemented including the general requirement for risk assessment, inspections, training and record keeping.
- 6.4** Will be pro-active in encouraging interest in managing health and safety effectively by demonstrating their personal concern and commitment and by encouraging their staff to do the same.
- 6.5** Will note any special responsibilities assigned to their roles, or the roles of those within their areas of responsibility (see *Appendix*).

- a. Director of Human Resources and Organisation Development and Wellbeing, as the line manager of the Head of Safety, Health and Wellbeing, has responsibility for:
- b.
 - i. the leadership of safety, health and wellbeing
 - ii. ensuring that the University's strategy incorporates health and safety objectives, and that health and safety is considered in the University's planning processes
 - iii. representing the professional health and safety advisory function at Senior Management level (HR Committee – a sub-committee of the Court of Governors), thus ensuring that health and safety is not overlooked in decision making.

7.0 Deans of Faculty

- 7.1** Will ensure compliance with the policy and procedures within their faculty and other areas of responsibility.
- 7.2** Put in place processes to ensure all activities are appropriately risk assessed and controls are implemented.
- 7.3** Will ensure that Faculty -specific health and safety arrangements, where required (e.g. disposal of sharps, clean-up of spills), are developed, publicised and implemented.
- 7.4** Will ensure that the lines of management with specific responsibilities for health and safety are clear and that all faculty members are made aware.
- 7.5** Will ensure that all faculty members are aware of hazard reporting procedures specific to their campus.
- 7.6** Will ensure that adequate cross-Faculty/Unit training is carried out including specific requirements such as forklift drivers, fire marshals etc as identified by risk assessment or statute.

Assess the health and safety impact of new projects at planning stages e.g. when proposing refurbishment of an area.
- 7.7** Will liaise with the University's Safety, Health and Wellbeing Team.

8.0 Heads of Department /Unit

- 8.1** Will ensure compliance with the policy and procedures within their area of responsibility.
- 8.2** Will ensure that suitable and sufficient risk assessments are undertaken for the areas and activities for which they are responsible; and will also ensure that suitable control measures are identified and implemented.
- 8.3** Will ensure the effective implementation and management of policy and procedures.
- 8.4** Will implement general health and safety arrangements effectively.
- 8.5** May nominate a Health and Safety Coordinator to liaise with the University Safety, Health and Wellbeing Adviser (s) in order to ensure health and safety issues and legal responsibilities are addressed effectively.
- 8.6** Are responsible for authorising Departmental/ Course/Unit Codes of Practice and any local rules after prior consultation with the applicable Health and Safety coordinator (where one has been appointed), and/or competent person, and trade union safety representative and for ensuring that these are implemented and communicated to members of staff and students.
- 8.7** Will ensure that health and safety is a minuted agenda item on a regular Faculty/Unit meeting.
- 8.8** Will attend or send suitable representation to local Safety, Health and Wellbeing Group meetings and the University Safety, Health and Wellbeing Committee meetings as required.
- 8.9** Attend safety inspections in their area of responsibility at appropriate intervals.
- 8.10** Will liaise with the University's Safety, Health and Wellbeing Team.
- 8.11** Will be pro-active in managing health and safety.

9.0 Line Managers

- 9.1** Must manage the risks to their staff, students and others who may be affected by the University's undertaking.

- 9.2** Have a general duty to manage the health, safety and welfare of their direct reports. They have a duty to ensure that those direct reports who have line management responsibility for others are effectively managing the health, safety and welfare of those direct reports.
- 9.3** Are responsible for ensuring the clear communication of relevant health and safety information throughout the management chain.
- 9.4** Must ensure that their staff are sufficiently competent, and are sufficiently well supervised, to ensure their own health and safety and that of others who may be affected by their actions or omissions.
- 9.5** Must ensure that they and their employees attend health and safety training, as per the Organisational Arrangements – Capabilities and Training for Health and Safety, and any other training identified as necessary in order to carry out their roles safely.
- 9.6** Where necessary, must ensure cooperation between individuals, groups and others to ensure the effective provision of health and safety for the areas and activities under their control.
- 9.7** Ensure risk assessments have been carried out, recorded and control measures are effectively implemented.
- 9.8** Will ensure that regular inspections are carried out within their areas of responsibility and that all actions identified are implemented appropriately and promptly.
- 9.9** Must ensure that the specialist health and safety responsibilities of their staff are emphasised and that adequate support is provided to those staff who have specialist health and safety responsibilities (e.g. for asbestos, biological safety etc).
- 9.10** Lead on investigations into accidents and other reports (e.g. near misses).
- 10.0 Academic Members of Staff**
- 10.1** Will ensure that suitable and sufficient risk assessments are undertaken for the areas and activities for which they are responsible; and will also ensure that suitable control measures are identified and implemented.

- 10.2** Will ensure that employees and students under their direction:
- 10.3** Are adequately trained and fully aware of any hazards in their work areas.
- 10.4** Know what to do in the event of a fire or of hearing the fire alarm.
- 10.5** Know the location of first aiders, first aid supplies and procedures for accident reporting.
- 10.6** Are adequately supervised at all times, particularly where inexperienced workers or students are concerned.
- 10.7** Will ensure that their students are adequately supervised when carrying out potentially hazardous activities as part of their course, including fieldwork and placements.
- 11.0** **Students**
- 11.1** Will ensure that they are aware of the University's health and safety, policy, procedures, and rules; understand them and conform to them at all times.
- 11.2** Will wear appropriate safety clothing and use appropriate safety equipment at all times when indicated that these are necessary.
- 11.3** Are not permitted to use any machinery, equipment, substance or safety device that has been provided at a place of work unless they are deemed competent to do so having received adequate training and instructions from the appropriate member of staff within their Faculty.
- 11.4** Will report all accidents and dangerous occurrences to a member of University staff, whether persons are injured or not.
- 11.5** Will report all hazards to a member of University staff.
- 11.6** Will have regard to the fact that breaches of health and safety rules by Students will be dealt with through the University's Disciplinary Procedure and that any acts or omissions which place others at risk of serious injury may result in suspension or expulsion.

11.7 Will be familiar with the actions to undertake in the event of a fire or on hearing the fire alarm and will promptly leave the premises and assemble at the relevant assembly point.

11.8 Will know the procedures for summoning assistance in event of accident or ill-health.

12.0 Duties of Visitors, Contractors and Others

12.1 Will ensure that they are aware of the relevant University's health and safety rules and procedures, understand them and conform to them at all times.

12.2 Will wear appropriate safety clothing and use appropriate safety equipment at all times when indicated that these are necessary.

12.3 Are not permitted to use any machinery, equipment, substance or safety device that has been provided at a place of work unless they are competent to do so or have received adequate training and instructions from their immediate manager/supervisor.

12.4 Will report all accidents to a member of University staff, whether persons are injured or not.

12.5 Will report all hazards to a member of University staff.

12.6 Will have regard to the fact that breaches of health and safety rules by Contractors or Visitors will be dealt with through the Senior Management Team and that any acts or omissions which place others at risk of serious injury may result in removal from site and/or immediate termination of Contract and/or legal proceedings.

12.7 Will leave the site clean and safe.

13.0 Duties of the Safety, Health and Wellbeing Advisers

13.1 Will recommend and communicate University Health and Safety Policy and Procedures.

13.2 Will advise on all areas of health and safety relating to the University and its undertakings.

- 13.3** Will, in conjunction with HRODW colleagues, arrange appropriate training and advise on individual requirements.
- 13.4** Will manage the recording and investigation of accidents, occupational diseases and dangerous occurrences and liaise with the HSE if required.
- 13.5** Will ensure that all legislative requirements in terms of certificates, licenses and consents are complied with in the areas of health and safety; and will ensure that the University is aware of and benefits from sector and best practice initiatives.
- 13.6** Will implement a University-wide programme of health and safety audits.
- 13.7** Will maintain effective working relationships with appropriate regulatory authorities and emergency services and other stakeholders such as insurers, customers and legal advisers as appropriate.
- 13.8** Have the authority to prevent any activity, process or equipment being used where it presents an imminent and significant risk to health and safety.
- 13.9** Will liaise with the University's appointed occupational health provider.
- 13.10** Will assess the risks arising from fire and recommend suitable risk control measures.
- 13.11** Will assess the requirement for adequate first aid cover and arrange for appropriate training of first aiders.
- 13.12** Will assess the requirement for specialist health and safety advisors and advise management accordingly.
- 13.13** Will, from time to time, report to senior management on the effectiveness of the health, safety and welfare arrangements.
- 14.0** **Safety Representatives**
- 14.1** Recognised Trade Unions may appoint Safety Representatives to perform the functions and activities as specified in the Health and Safety at Work etc Act 1974, and the Safety Representative and Safety Committee Regulations 1977.

- 14.2** Safety Representatives are required to represent all members of the University at local Safety Health and Wellbeing Groups and at University Safety Health and Wellbeing Committee Meetings unless the University is notified in writing to the contrary.
- 14.3** Notification of non-union member representation requires the election of non-union Representatives of Employee Safety under the Health and Safety (Consultation with Employees) Regulations 1996. This process is managed by the Director of Human Resources and Organisation Development and Wellbeing.
- 14.4** Notification of the names of Safety Representatives when appointed must be made in writing to the Director of Human Resources and Organisation Development and Wellbeing and to the Head of Safety, Health and Wellbeing by an official of the trade union concerned. The appointment of a Safety Representative will only be accepted by the University where such formal notification is made, and where the Court of Governors formally recognises the Union.
- 14.5** The University recognises the value of working with Safety Representatives, and the University and the recognised unions will work together within the standards outlined in the HSE publication “Consulting workers on health and safety”. This will include the University making provision to allow Safety Representatives to carry out their functions of: investigation, making representation, inspection, consultation, receipt of information from inspecting authorities, and meeting attendance.
- 14.6** The University will liaise with the relevant Safety Representatives over any changes which may have a significant effect on the health, safety or welfare of employees or students within the University.
- 14.7** It is recognised that some specialist training is a requirement for Safety Representatives and the Human Resources and Organisation Development and Wellbeing Department should be kept aware of any staffing issues to ensure that Safety representatives receive support in terms of finance, coverage and basic provisions (such as access to a computer, etc.).
- 15.0** **Review and revision**
- These Organisational Arrangements are subject to review and revision. That review shall be initiated by the Safety, Health and Wellbeing Team, and shall take place whenever there is a significant change in the organisation that may affect their effectiveness or within five years of date of the last review.
- Date of issue:** 22 March 2012
- Date Reviewed: 14 July 2015
- Date Reviewed: 11 May 2017

16.0 Appendix: Organisational Arrangements - Staff with special responsibilities for Health and Safety

The following employees have special responsibilities for the management of health and safety matters as specified in the job descriptions for those positions.

- The Registrar of the University
- The Director of Human Resources Organisation Development and Wellbeing
 - The Head of Safety Health and Wellbeing
 - All of the Safety, Health and Wellbeing Team
- The Director of Organisation Development and Wellbeing
 - The Head of Student Support and Wellbeing
 - Senior Counsellor
- The Head of Employability and Learning Support
 - Learning Support Manager
- The Director of Estates Planning and Services
 - All managers within Estates Planning and Services
- The Director of Finance
- Deans of Faculty
- Heads of Department
 - Principal Investigators
 - Supervisors
- Technician Managers
 - Technicians

NB: These positions will be updated to reflect any changes in University structure

<https://myintranet.westminster.ac.uk/my-journey/health-and-wellbeing/health-and-safety-policies-and-guidance/safety-health-and-wellbeing-policies-and-guidance-list>

<http://orgcharts.wmin.ac.uk/positions/uow.htm>

References

Leadership and management of health and safety in higher education institutions – USHA / UCEA September 2015.