

# HEALTH AND SAFETY

Working together to ensure a safe and healthy environment for everyone



### **POLICY STATEMENT**

### Our Commitment to Health and Safety

The University of Exeter proudly commits to ensuring the health, safety and welfare of all staff, students, visitors and contractors. People are our most important asset and we are ensuring that all necessary arrangements are in place to protect our staff, students and visitors.

The University has set itself the aim to firmly establish itself within the top ten universities in the UK and its education and research strategies are designed to achieve this ambition. We recognise and value the contribution made by our employees and by working together, we strive to ensure the work we do sustains a safe and healthy environment for everyone.

The Council of the University is charged with ultimate responsibility for health and safety and is committed to ensuring that this responsibility is effectively discharged throughout the University. The Council has delegated responsibility to the Vice-Chancellor who has appointed a team to disseminate safety instruction throughout the organisation. Through these devolved duties all staff have a role in creating and sustaining a healthy and positive working environment.

We have adopted a health and safety management system that sets clear direction for us to follow to ensure that excellent standards are implemented and maintained. We will ensure that all staff are competent in managing their own safety and that of others.

### FOREWORD BY THE VICE-CHANCELLOR

Health and safety is about getting it right for everyone; preventing any work related accidents and ill-health whilst ensuring we create and maintain a positive health and wellbeing culture.

We know that to be at our safest, protecting our health and wellbeing must be part of what we do and not an addition. We also aim to ensure that our standards of safety add value to our work.

We have a strong moral obligation to our highly respected staff and will do all that is reasonably practicable to ensure the safety and health of everyone using our campuses. We also have a strong desire here at the University of Exeter to be the best at what we do – this extends to health and safety management and we will lead the way to manage safety openly, in consultation with staff, to ensure that together we create the best working and studying environment for the people we serve.

The Council delegates responsibility for health and safety to me, but ultimately it falls to us all to ensure we put safety at the heart of what we do; we all have a role in safety, health and wellbeing. It is particularly important to me that managers and all senior staff lead health and safety and do as much as they can to demonstrate their commitment to safety on a daily basis.

I look forward to receiving your support and cooperation to deliver the University Health and Safety Policy.

Shu Snin

Professor Sir Steve Smith
Chief Executive and Vice-Chancellor

### HEALTH AND SAFETY MANAGEMENT STRUCTURE

Everyone has a role to play in managing safety at the University. There is a University Health and Safety Committee which reports to Council. Colleges and Professional Services also have meetings in place to discuss and take action on safety issues.

### Vice-Chancellor's Executive Group (VCEG)

Will take exception reports from the Assistant Director HR (Safety, Health and Wellbeing) when required to ensure that operational safety issues can be raised as required.

### University Health and Safety Committee

Acts on behalf of the Council, as the statutory consultation group for health and safety; agrees policy and standards; monitors University safety performance; and provides an annual report to Council. It meets every term.

#### Council

As the Employer, has ultimate responsibility for health and safety and delegates' executive responsibility for all aspects of health and safety to the Vice-Chancellor. A member of Council is nominated to sit on the University Consultative Health and Safety Committee

### Vice Chancellor/ Chief Executive

Ensures that suitable and sufficient arrangements are in place for the effective planning, organisation, control measurement and review of all health and safety and is accountable to the Council for the overall implementation of the Health and Safety Policy.

### **Deputy Registrar and HR Director**

In addition to the Director of Professional Services remit they will ensure that competen persons are appointed to advise the University on all matters of safety, health and wellbeing. They directly manages the Assistant Director HR (Head of Safety, Health and Wellbeing) and ensures that Council and VCEG are updated annually on compliance and by exception when required.

### Registrar and University Secretary

Is responsible for ensuring that the University health and safety policy and standards are implemented within each Professional Service and that adequate systems and processes are in place to maintain compliance. They will ensure that suitable and sufficient actions are taken to address non-compliances and equally, proactive steps are taken to support health and wellbeing at work. Is the Chair of the University Consultative Health and Safety Committee and oversees that high standards of safety, health and wellbeing are being implemented in the operations by the PVC's.

### **Deputy Vice-Chancellors**

Are responsible for championing the highest standards of safety, health and wellbeing.

#### Provost

Is responsible for ensuring that the University health and safety policy and standards are implemented by PYC's and that adequate systems and processes are in place to maintain combliance.

#### **Director of Professional Services**

Responsible for the safety, health and wellbeing of the people within in their management chain. They will ensure a safety, health and wellbeing coordinator / champion is appointed and report each term to the University Consultative Health and Safety Committee. They are responsible for ensuring that the University Health and Safety Policy and the University Health and Edward Williams and Edward Safety Policy will ensure that suitable and sufficient actions are taken to address non-compliances and equally, proactive steps are taken to support health and wellbeing at work.

#### **Director of College Services**

In addition to the Director of Professional Services duties, they will ensure that College Registrars and Head of Services are supported to coordinate safety, health and wellbeing actions within the Colleges.

#### **Pro-Vice Chancellors (PVC)**

Responsible for the safety, health and wellbeing of the people in their College. The PVC is the Chair of the College Health and Safety Committee and reports to the University Health and Safety Committee each term. They are responsible for ensuring that the University Health and Safety Policy and standards are implemented within the College and that adequate systems and processes are in place to maintain compliance. They will ensure that suitable and sufficient actions are taken to address non-compliances and equally, proactive steps are taken to support health and wellbeing at work.

#### College and Professional Services Health and Safety Committee Meetings, or equivalent

Monitor the performance of safety within the Colleges/Professional Services on a regular basis and agree actions to improve.

#### Head of Service

Will support the Head of College Service to ensure that all relevant safety, health and wellbeing standards and processes are in place.

### College Registrar and Secretary

Will support the PVC to ensure that all relevant safety, health and wellbeing standards and processes are in place. They will ensure that all academic and professional services staff working within the College are supported to achieve the highest standards of safety. They are supported with advice by a Health and Safety Advisor from the central Safety, health and wellbeing service.

#### Head of Disciplines

Support the PYC to ensure that manager in all areas are striving for the highest standards of safety, health and wellbein, and awareness of good practice is high amongst students and academic colleagues. Support academic and professional services staff to carry out their work in the safest way.

#### Safety, Health and Wellbeing Service

Responsible for writing, consulting and gaining approval of the Health and Safety Policy an underpinning Standards. They arrange and deliver training and carry out policy monitoring and audit. They give competent advice to managers and employees when required. Team members provide business partner support to Colleges and Services to provide data, ensure actions are completed and improvements are made.

#### Contractors

Are responsible for ensuring that they comply with all safety standards requested of them.

#### Heads of Department, Managers and Supervisors

(All employees with line management responsibilities) are responsible for managing the health, safety and welfar of those they supervise. They will ensur that: all relevant safety standards are implemented effectively; staff attend training; local induction and any action required within the team or service are taken forwards.

#### Students

Will ensure that they actively embrace all safety arrangements put in place to protect them and follow all relevant rules and standards in place. Students are encouraged to report incidents and hazards in the same way as staff.

### Health and Safety Union Representatives

Represent all staff in matters of Health and Safety.

#### All Employees

All Employees are responsible fo

- taking reasonable care of themselves and others:
- reporting incidents, accidents
  and ill healths.
- reporting hazards and suggesting improvements:
- familiarising themselves with safety standards and; systems and reporting if not understoo
- not misusing anything provided in the interests of health and safety:
- cooperating with the University by carrying out duties set out in the standards:
- attending any training provided by the University

### ARRANGEMENTS FOR HEALTH AND SAFETY

### Policy and Standards

The University of Exeter has one overarching policy for health and safety which sets out how health and safety will be managed and by whom. The Health and Safety Policy includes our commitment to fire safety which is managed within the same management structure.

The University Health and Safety Policy is consulted on with all employees through the agreed consultation process.

In addition, the University has a set of safety standards. The standards set out what safety arrangements are required and how each standard will be measured to ensure each area is performing.

The University Consultative Health and Safety Committee acts within the remit agreed by Council to approve the health and safety standards. Consultative Health and Safety Representatives act on behalf of staff at the University Health and Safety Committee and are part of the policy and standards consultation process.

All current health and safety standards can be found at: www.exeter.ac.uk/ staff/wellbeing/safety

## Implementation of Policy and Standards

Once approved, University health and safety standards are cascaded throughout the Colleges and Professional Services.

Colleges and Professional Services are responsible for ensuring that all relevant standards are fully implemented. In some cases there may be a need to agree how a specific standard will be implemented. Advice can be sought from the Safety, Health and Wellbeing team whenever required and the agreed process will be approved at the local Safety Committee or equivalent.

Standards are short documents that give information and instruction on what is required. Standards also include links to tools such as risk assessment templates and guidelines for further information. Managers may ask staff to carry out tasks to support them in the implementation of the standards; however these staff must be trained to do this.



There is a person assigned from the University Safety, Health and Wellbeing Service (or associated departments such as Campus Services) to lead on every safety standard. These advisors provide a business partner role to Colleges and Services, this role includes providing safety data, ensuring any actions are completed and be available to provide competent advice as required.

### Training and Support

Employees are required to complete the online Health and Safety Induction course within the first 3 months of starting work at the University. Completion of this training is checked by the manager in the probation process. The University Consultative Health and Safety Committee recieve a report each term on current rates of completion and the People Development Service send a monthly report to all Heads of Service. Employees will also be given a local induction by their manager or supervisor which will cover the specific arrangements in place to manage safety within their work area.

In addition staff may be required to attend other more specific safety training that is relevant to their role. This will depend on the hazards within the job. All health and safety training is available to book on Trent. Managers will ensure that all staff attend training required for the role. All employees are required to refresh their knowledge on safety, health and wellbeing by completing the mandatory Refresh online training module.

### Monitoring and Auditing the Effectiveness of the Health and Safety Policy and Standards

The Safety, Health and Wellbeing Service carry out a programme to monitor the effectiveness of the safety standards within Colleges and Service are implementing them. Any actions identified following this monitoring are reported to and are monitored by the University Health and Safety Consultative Committee. Colleges and Professional Services are responsible for completing their own actions.

In addition to the monitoring of standards, the Health and Safety Committee undertake Health and Safety Walkabout Inspections which are carried out on an annual programme. Teams from the Health and Safety Committee carry out these Walkabout Inspections of buildings or departments and identify best practice and any areas for improvement. Any actions arising from these walkabouts are monitored at the Health and Safety Committee. Any actions are passed to the relevant manager and actions are monitored at the Health and Safety Committee until complete.



### HEALTH AND SAFETY STANDARDS — MORE DETAIL

### A: University-wide Standards

A lead from the Safety, Health and Wellbeing Service is assigned to each safety topic to ensure that all aspects of safety are taken forwards. The University Health and Safety Standards set out the University rules for the management of each safety topic www.exeter.ac.uk/staff/wellbeing/safety





### MONITORING THE EFFECTIVENESS OF THIS POLICY

The University Health and Safety Policy will be monitored annually and results will be reported to the Council and the Health and Safety Committee. Specifically the topic lead for the Health and Safety Policy will measure and report to the Health and Safety Committee on the following criteria:

- The number of times the University Health and Safety Committee has taken place and acted within its terms of reference.
- The number of up-to-date safety standards in place compared to the number required (% complete and in date)
- The number of new staff who have completed the university introduction to health and safety induction
- From a sample of new starters across Colleges and Professional Services, identify how many staff have received a local induction which includes information and instruction on local health and safety arrangements, rules and standards
- The number of staff who have worked at the University for over three years who have completed the Health and Safety refresher training.
- Results will be presented to the Colleges/Professional Services via the Health and Safety Committee. All actions will be monitored until complete
- An improvement plan is in place and there is evidence to demonstrate that improvements have been made in accordance with this annual plan

### **EMERGENCY INFORMATION FOR STAFF**

#### **Exeter Campuses:**

For emergencies: Campus Services Helpdesk 01392 724552 For non emergencies: via www.exeter.ac.uk/campushelp Estate Patrol Emergencies 01392 72 2222 (ext. 2222) For other inquiries 01392 723999 (ext. 3999) anytime 24/7

### Penryn Campuses:

Campus Services Helpdesk 01326 370400 (ext. 2704), Radio: 401

Campus Security on 01326 251400 (ext. 1400) during the day or 07768 557779 at night. RILD – during normal working hours call 3113 from any internal phone, from an external phone call 01392 403113

Out of hours – Call switchboard (0) from any internal phone and ask for the shift engineer or bleep 257

KSpa – please call security from any internal phone on 2999 for all emergencies except fire when you should call 4444

#### **Fire**

On discovering a fire:

- Sound the alarm
- Call the Fire Service by dialling (9)**999** (be prepared to give them the address of the building)
- Summon help and if possible (and without taking personal risk and only if trained to do so) attack the fire with available equipment

On hearing the fire alarm:

If appropriate and without taking personal risks, check adjacent rooms to warn any occupants who may not have heard the alarm or who may need assistance.

If you have a designated role in an emergency (e.g. fire marshal) carry out that role, otherwise:-

- Leave the building by the nearest available exit and go to the assembly point
- Close doors behind you, unless this will hinder escape
- Do not linger to collect personal belongings
- Do not use lifts
- If you have mobile communications equipment, notify Estate Patrol (if they are not already on the scene)

#### Gas

If you suspect a gas leak within a building:

- Turn off the gas supply if possible
- Do not operate electrical switches or fire alarms or create any sources of ignition
- Open the windows
- Contact Campus Services Helpdesk or Estate Patrol/Campus Security

#### **Asbestos**

Never attempt to drill or tamper with University buildings (walls, floors, etc). In the event of discovering asbestos/suspected asbestos contact Campus Services Helpdesk and Estate Patrol immediately.

### **Suspicious Packages**

- Do not touch the package
- Remove all persons from the area
- Contact Estate Patrol/Campus Security immediately

### **Security Issues**

#### **Exeter Campuses:**

In cases of serious or imminent danger, contact the police on (9)999 immediately and also ring the Estate Patrol security team on their emergency number: ext. 2222, (01392 722222).

For non-emergency security and parking matters contact the Estate Patrol security team on ext. 3999, (01392 723999).

#### Penryn Campuses:

Campus Services Helpdesk: 01326 370400 (ext. 2704), Radio: 401; or Campus Security: 01326 251400 (ext. 1400) during the day or 07768 557779 at night or call Exeter Estate Patrol.

RILD – during normal working hours call 3113 from any internal phone, from an external phone call 01392 403113.

Out of hours – Call switchboard (0) from any internal phone and ask for the shift engineer or bleep 257.

KSpa – please call security from any internal phone on 2999 for all emergencies except fire when you should call 4444.

### First Aid

Posters are displayed in all buildings in the common areas which list the trained first aiders close by. A list of all first aiders is also available on the website www.exeter.ac.uk/staff/wellbeing/safety

In the event of a significant injury call an ambulance immediately on (9)999 and then contact a first aider.

Exeter Campuses: Please also inform the Estate Patrol security team on ext. 3999 (01392 723999), or on their emergency number, ext. 2222, (01392 722222).

Cornwall Campuses: Please also inform Campus Security on 01326 251400 (ext. 1400) during the day or 07768 557779 at night.

### **Incident Reporting**

Report all incidents, accidents and ill-health using the University incident reporting form which can be found at: www.exeter.ac.uk/staff/wellbeing/safety Incident reporting at RILD and KSpa should be completed using the NHS Trust Datix system.

### Reporting a Hazard

Contact the Campus Services Helpdesk: www.exeter.ac.uk/campushelp or contact the Safety, Health and Wellbeing team via safety@exeter.ac.uk

### HEALTH AND SAFETY UNION REPRESENTATIVES

The University supports Health and Safety Union Representatives by arranging for allocated time to be spent on health and safety duties. All staff have access to discuss safety matters with their local union representative. The contact details for the Health and Safety Union Representatives can be found at <a href="https://www.exeter.ac.uk/staff/employment/union">www.exeter.ac.uk/staff/employment/union</a>



For further information or to talk to one of the team about health and safety at work please contact the main desk on **01392 725347**, email **safety@exeter.ac.uk** or visit the website:

www.exeter.ac.uk/staff/wellbeing/safety