

# Astron University

**Estates & Capital Development Department**

**Health and Safety Policy**

This policy should be read in conjunction with the University Health and Safety Policy.

## Statement of General Policy

Estates & Capital Development Department recognises its duty to comply with the *Health and Safety at Work etc. Act 1974* and will:

1. Provide adequate resources to maintain health and safety.
2. Carry out risk assessments and review them when necessary.
3. Provide and maintain systems of work that are, so far as is reasonably practicable, safe and without risk to health.
4. Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, that are, so far as is reasonably practicable, safe and without risk to health.
5. Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
6. Carry out health surveillance, where required.
7. Ensure that all machinery, plant and equipment is maintained in a safe condition, as far as is reasonably practicable.
8. Make adequate provision and arrangements for welfare facilities at work.
9. Keep the workplace safe and ensure that access and egress are safe and without risk, so far as is reasonably practicable.
10. Monitor safety performance to maintain agreed standards.

The duties of employees are to:

1. Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
2. Co-operate with others in the University to fulfil our statutory duties.
3. Not interfere with, misuse or wilfully damage anything provided in the interest of health and safety.
4. Adhere to safe working practices, instructions and procedures.

To ensure that this policy is effective, we will:

1. Review it annually, or on significant changes in our department.
2. Make any such changes known to employees.
3. Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.

Signed:  A. Charters Position: Director of Capital Development

Dated: 18<sup>th</sup> August 2011 Next Review Date: 17<sup>th</sup> August 2012

## Organisation and Responsibilities

### Responsibilities

#### Director of Capital Development

Overall and ultimate responsibility for health and safety within Estates and Capital Development Department is that of the Director of Capital Development. In particular, this is to ensure that:

- the allocation of resources is adequate for effective implementation of the health and safety policy;
- where legislation requires the formal appointment of competent persons to manage specific safety matters, that this is undertaken.
- managers, supervisors, employees and contractors are aware of their responsibilities through appropriate delegation;
- health and safety performance is regularly reviewed at departmental management and safety meetings;
- appropriate corrective actions are authorised to ensure compliance with the health and safety policy; and
- the policy is reviewed annually or as necessary.

#### Head of Estates Projects / Head of Estates Engineering

The Head of Estates Projects & Head of Estates Engineering will provide direction in relation to occupational health and safety by:

- ensuring that management systems provide for the effective monitoring and reporting of health and safety performance and to advise the Director of resource requirements;
- monitoring significant health and safety failures and keeping abreast of the outcome of any investigations into the causes;
- ensuring that health and safety implications are considered during the decision making process; and
- ensuring that health and safety risk management systems are in place and remain effective.

#### Line Managers/Section Heads/Supervising Officers/Supervisors

All other Managers and Supervisors will:

- be responsible for the implementation of the departmental health and safety policy;
- be responsible for the management and maintenance of premises and resources used by their team(s) including plant and equipment;
- ensure that risk assessments are undertaken and safe systems of work are implemented;
- enforce Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) requirements;
- ensure that staff are adequately trained for the tasks they perform;
- investigate and report on accidents and incidents including near-misses;
- ensuring contractors comply with relevant codes of practice, permits to work, risk assessments and method statements;
- ensure that appropriate health and safety information, instruction, training and supervision is provided to staff and others under their control.

### Maintenance Health and Safety Supervisor

The Maintenance Health and Safety Supervisor is appointed, in the context of this policy to:

- develop and maintain the maintenance section's safety policies, procedures and guidance documents;
- monitor and report upon the section's compliance with departmental health and safety policy;
- monitor the performance of maintenance activities and take action to prevent danger where necessary;
- advise, circulate and maintain a current list of legislation under which the section operates;
- identify changes in legislation and guidance affecting the work of the section and advise managers accordingly;
- provide guidance and assistance to members of the department and to liaise with the University's Safety Office where necessary;
- advise managers on training requirements; organising and arranging training where appropriate including tool box talks.

### All staff

All employees have a legal obligation to take reasonable care for their own health and safety and that of others whom may be affected by their actions or omissions. Specifically, departmental staff are expected to:

- comply with University and departmental procedures and health and safety rules;
- comply with PPE & RPE requirements;
- attend training courses identified as necessary to comply with health and safety procedures and rules;
- behave in a responsible and trustworthy manner;
- identify and report defects and other health and safety concerns;
- report accidents and near-miss incidents to their supervisor;
- suggest improvements in procedures and systems of work;
- participate in the development of risk assessments and safe operating procedures;
- co-operate with the University and departmental management on health and safety matters.

### Additional Responsibilities

The following named individuals carry additional responsibilities for specific risk areas:

Name(s)	Risk Area	Legislative Requirement
<b>Graham Faulks / Ian Oldacre</b>	Health and Safety Assistance	Management of Health and Safety at Work Regulations 1999 (Regulation 7).
<b>Graham Faulks</b>	Asbestos	Control of Asbestos Regulations 2006 (Regulation 4).
<b>Graham Faulks</b>	Legionella	The Control of Legionella Bacteria in Water Systems (ACOP – L8).
<b>Trevor Owens / Mark Wykes</b>	High-Voltage Electrical	Electricity at Work Regulations 1989 (Regulation 16).
<b>Graham Faulks</b>	Lifting Operations and Provision and Use of Work Equipment	Lifting Operations and Lifting Operations Regulations 1998 & Provision and Use of Work Equipment Regulations 1998
<b>Graham Faulks</b>	Gas systems including pressured systems	Pressure Systems Safety Regulations 2000
<b>Vaughan Townsend</b>	Piped Medical Gas Systems	Industrial Gas Cylinder Manifolds & Distribution Pipework/Pipelines (excluding acetylene). Revision 3: 2005

## Organisation

### Consultation with Employees

Estates and Capital Development Department will in accordance with the Health and Safety (Consultation with Employees) Regulations 1996, consult employees with regard to:

- the introduction of any measure which may substantially affect the health, safety and welfare of employees, for example the introduction of new equipment or new systems of work;
- the arrangements for appointing competent health and safety advisers and persons including those responsible for the implementation of emergency procedures;
- the provision of health and safety information on risks and dangers arising from work, measures to reduce those risks and what employees should do if they are exposed to a risk;
- the planning and organisation of safety training; and
- the health and safety consequences of introducing new technology.

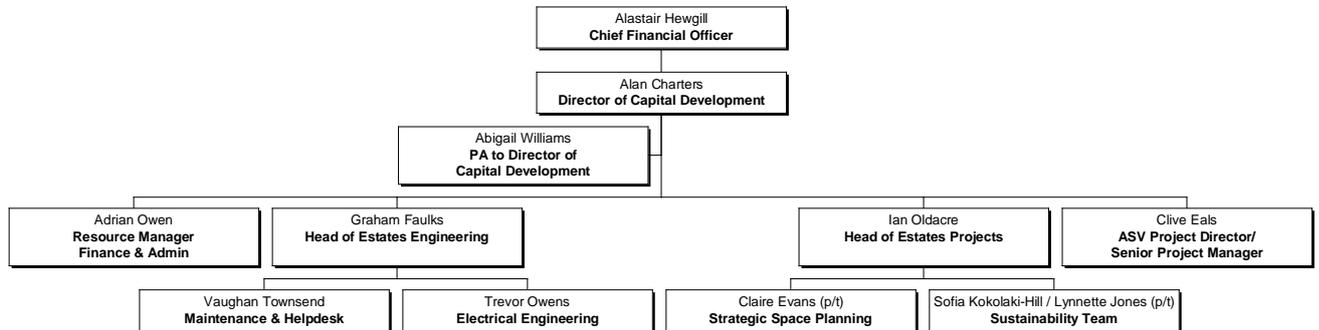
### Monitoring Health and Safety Arrangements

Section Managers will make arrangements for monitoring the health and safety policy and management arrangements within their area(s) of responsibility through a programme of regular inspections and safety tours. The frequency of inspections and safety tours will be relative to the level of risk. Findings from the inspections and safety tours must be formally recorded. Safety Representatives should be invited to participate in the inspection.

A safety audit of departmental activities will be undertaken on a biennial basis by means of an objective and systematic review of safety management systems. The audit will be undertaken by a team whose membership is to be decided.

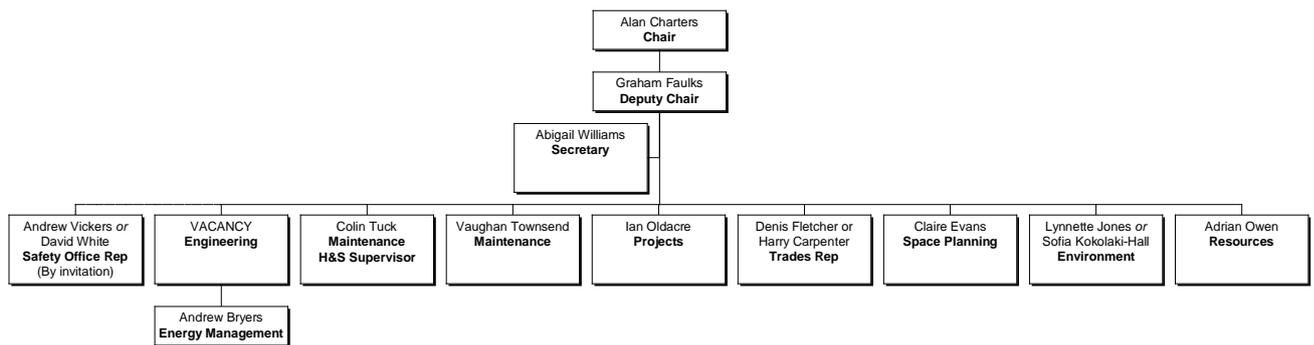
### Managerial Organisation

#### Estates and Capital Development Department Management Structure



### Health and Safety Organisation

#### Estates & Capital Development H&S Forum Structure



## Health and Safety Arrangements

### a) Accident Reporting

All work related accidents and incidents (including near-misses) must be reported to ECD management. Details must be recorded on the University's Accident and Incident Reporting Form which is available at: <http://www1.aston.ac.uk/staff/safety/accident-reporting/>.

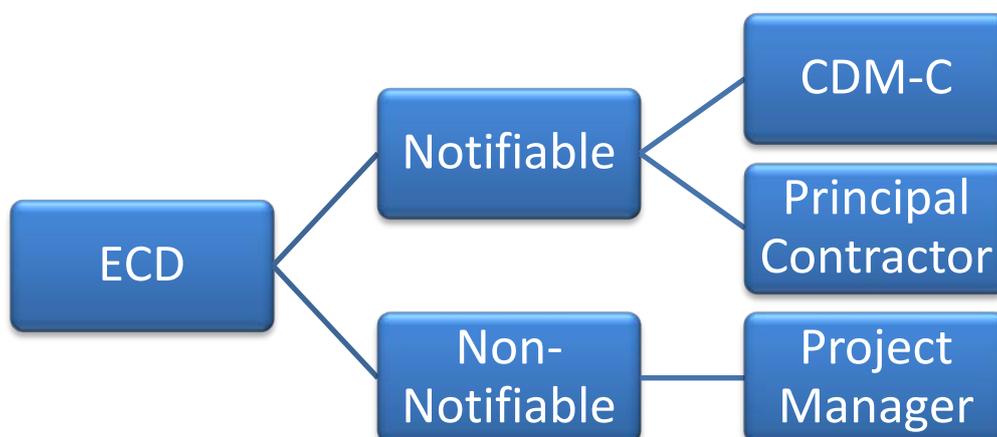
The Accident and Incident Reporting Form allows for the capturing of basic accident investigation measures. This is where details of the cause of the accident or incident can be identified along with immediate actions and longer term actions to prevent a reoccurrence.

### b) Contractor Safety

Contractors Safety arrangements are detailed within the 'Safety Code of Practice for Contractors' which must be adhered to at all times. ECD personnel who are responsible for either supervising or project managing contractors must ensure that they are familiar with the Code of Practice and that it is being adhered to by contractors under their control. The current Code of Practice can be accessed at:

<http://www1.aston.ac.uk/EasySiteWeb/GatewayLink.aspx?allid=89838>.

For clarity, the following diagram identifies the division of responsibilities for construction works covered by the Construction, Design and Management Regulations 2007 (CDM) and undertaken by or on behalf of Aston University:



#### Definitions:

Construction	The carrying out of any building, civil engineering or engineering construction work. (a full definition can be found within the CDM Regulations).
Notifiable	Construction work lasting more than 30 working days or involving more than 500 person days (eg 50 people working for over 10 days).
Non-Notifiable	Construction work not meeting the 'notifiable' criteria above.
CDM-C	CDM Co-ordinator

Consideration must be made to non-construction contractors eg Service Engineers, Caterers, Couriers, etc whom we also owe a duty of care.

**c) Display Screen Equipment (DSE)**

Due to the nature of the operations of ECD department, a large proportion of activities require the use of DSE. Procedures are in place to ensure possible ill health effects are identified and controlled by process of risk assessment and the provision of training. Further details can be found on the Safety Office webpage's at: <http://www1.aston.ac.uk/staff/safety/staff-area/guidance/display-screen-equipment/>.

**d) Driving at Work**

Some jobs may necessitate driving for work purposes (excluding commuting to and from home to a normal place of work). Road Traffic legislation will take precedence over any work procedures however; ECD Management will identify risks and seek to reduce them by all reasonably practical means.

**e) Electrical Safety**

Electrical equipment must be visually inspected before use for obvious defects. Equipment with loose wiring, damaged plugs or cable/flex, damaged casings should be immediately taken out of service and appropriately marked to prevent further use until repaired or replaced. Repairs to electrical equipment must only be undertaken by those deemed competent to do so. Portable and fixed electrical equipment is subject to statutory testing and maintenance by a competent person. Staff should not bring any personal electrical equipment into the building for use unless it has been checked and approved by ECD Management. Further information on Portable Appliance Testing (PAT) can be found on the ECD webpage's at: <http://www1.aston.ac.uk/staff/estates/contractors/pat-testing/>.

Portable electric fan heaters are not permitted for use on campus.

**f) Fire Safety Arrangements**

Signage detailing the University's fire evacuation procedures are displayed throughout campus buildings. All staff are required to attend training in 'Fire Safety Awareness'. Refresher training will be provided at set intervals. The current fire evacuation arrangements can be found on the Safety Office webpage's at: <http://www1.aston.ac.uk/staff/safety/>.

Certain ECD staff may be required to take on additional responsibilities in the event of a campus fire emergency; for which, additional training will be provided. These responsibilities will form a part of the University's Emergency Management Plan.

**g) First Aid Arrangements**

A list of First Aiders and their contact details can be found on the Safety Office webpage's at: <http://www1.aston.ac.uk/staff/safety/staff-area/emergency-arrangements/first-aid/first-aiders/>. In addition, all of the Campus Services Department's Security Officers are First Aid trained and can be contacted in an emergency by dialling 222 or 2222 from Student Residences, or externally on 0121 359 2922.

Staff are to be encouraged to establish the name and location of the First Aider nearest to their normal place of work.

First Aid provision within ECD Department will be established through the completion of a 'First Aid Risk Assessment'.

**h) Food Safety**

Catering@Aston Department provide catering facilities on campus for staff and students in addition to internal catering for meetings and events, etc. Catering staff hold appropriate food hygiene qualifications and food premises are subject to external auditing. Details of food

hygiene and insurances must be checked by the person responsible for organising any external catering.

Staff are permitted to prepare snack items of food and drink for their own consumption in selected areas using appropriate equipment provided by the University. General food hygiene should be observed.

**i) Hazardous Substances and Materials**

Some tasks will necessitate the use of hazardous substances and materials. Suitable and sufficient risk assessments must be undertaken for all hazardous substances and non-approved substances and materials must not be used until assessed. Appropriate controls will be implemented to ensure the safe use, handling, storage, transportation and disposal of all hazardous substances and materials used or produced by ECD Department.

Licensed Disposal companies will be utilised and disposal certificates obtained where required. These are to be reviewed at regular intervals or whenever the operation, substance or Regulations change.

**j) Health and Safety Consultation**

Arrangements for effective consultation with employees exist through the ECD Health and Safety Forum. Membership of this Forum can be found on the organogram on page 5. The ECD Health and Safety Forum operates within a defined Terms of Reference which can be provided upon request to the Director of Capital Development.

**k) Home Working**

A member of staff is considered to be a homeworker when they are required to work from home as part of their normal contractual hours permanently or temporarily. Such tasks must be thoroughly assessed by ECD Management to ensure safety of the member of staff and appropriate practical control measures will be implemented. Members of staff who are considered to be homeworkers will be protected by the same health and safety legislation as non-homeworkers and as such, their place of work will also be subject to the same legislation. This may include a risk assessment of the workplace/home.

**l) Lone Workers**

Some work tasks may require employees to work alone for short or extended periods of time. Wherever possible, this time will be kept to a minimum and arrangements will be implemented to ensure lone workers have regular contact with their manager or supervisor and are provided with appropriate and practicable means to maintain contact. Tasks involving lone working must be identified in advance and subject to thorough risk assessment. Control measures to reduce risks must be implemented by managers and supervisors.

**m) Manual Handling**

Manual handling (MH) activities are commonplace within ECD. MH refers to lifting, carrying, pushing, pulling or the movement of any load by physical effect and these activities must be thoroughly risk assessed. Control measures must be implemented to reduce the risk of injury and ill-health. Staff may be required to attend specific training in manual handling techniques.

**n) New and Expectant Mothers**

ECD Department is committed to ensuring a safe environment for all new and expectant mothers throughout employment and will ensure appropriate arrangements are in place regardless of the type of work carried out by the individual. Expectant mothers should inform their manager and Human Resources Department as soon as they are aware they are pregnant to ensure that preventative measures can be identified and implemented immediately to ensure the health, safety and welfare of the individual and unborn/new child.

ECD Management will undertake an assessment of the risk from work activities to all female staff of child-bearing age in accordance with the Management of Health and Safety at Work Regulations 1999 (as amended).

**o) Occupational Health**

The University currently outsources the provision of an Occupational Health Service. Further information and details of the referral process is available from Human Resources Department.

**p) Personal Protective Equipment (PPE)**

Some tasks will necessitate the wearing of PPE including head, hand, foot or eye protection as well as protective clothing and Respiratory Protective Equipment (RPE). All tasks will be thoroughly risk assessed and PPE will only be provided as a 'last resort' when controlling or reducing risks cannot be undertaken in other ways. Staff required to wear PPE will receive this free of charge, will be provided with appropriate training, information and instruction in its limitation, use and care.

**q) Risk Assessment and Safe Working Practices**

ECD Managers and Supervisors will ensure that all tasks are subject to a risk assessment and that where a significant hazard exists, a thorough risk assessment is undertaken and a Safe Working Practice (SWP) developed. Risk Assessments will be reviewed at regular intervals.

Where reasonably practicable, risk assessments will be undertaken by a group with members' representative of employees and management.

Safe Working Practices will be trained out to all employees who may be affected by the risk.

ECD Managers and Supervisors responsible for the engaging of third party contractors will ensure that tasks and activities undertaken by those third party contractors are subject to risk assessment, and where appropriate; lead to the development of Method Statements. The ECD Manager/Supervisor will assess the risk assessment to confirm its suitability and sufficiency and will monitor compliance throughout the task or activity.

**r) Safety Footwear**

To guard against foot and toe injuries, some activities or work areas have been designated as requiring staff to wear safety footwear. A standard range of safety footwear will be provided. Where a member of staff requires footwear outside of the standard range for medical reasons and referral to the University's Occupational Health Service may be required.

**s) Smoking**

The University operates a smoking policy within its campus buildings. The policy document can be found on the Human Resources Department's webpage's at:  
<http://www1.aston.ac.uk/staff/hr/policy-procedures/health-safety/smoking/>.

**t) Stress**

The University recognises the increasing pressures that exist in everyday life and in modern work situations. Further details on how the University supports staff to help reduce and prevent them suffering from excessive pressure can be found in its Policy for the Prevention and Management of Work Related Stress which is available at:  
<http://www1.aston.ac.uk/staff/hr/policy-procedures/wellbeing/stressinworkplace/>.

**u) Training**

All staff regardless of position, length of service or role will be provided with appropriate health and safety training. Training needs will be determined by a combination of training needs analysis, the risk assessment process, Performance Development Review's or ongoing self improvement. Safety related training will be provided at the University's expense and inside of contracted working hours unless by prior arrangement.

Managers and Supervisors will ensure that staff under their control have sufficient competency to safely carry out assigned tasks and activities. Supervision at an appropriate level will be provided.

**v) Violence at Work**

In exceptional circumstances some ECD Department staff may find themselves in a position where they experience bullying, harassment, intimidation and/or violence at work. Whilst these are rare occurrences, there are a number of possible situations which may arise and the procedure for dealing with such incidents can be found on the Human Resources Department's webpage's at: <http://www1.aston.ac.uk/staff/equalops/policies/harassmentpolicy/>. ECD Management will take all appropriate actions necessary to identify possible situations and reduce the risks, and will not tolerate such acts against its staff.

**w) Work Equipment and Machinery Safety**

All work equipment and machinery has safe operating methods that must be strictly adhered to. Staff operating machinery must ensure they operate the equipment in accordance with training provided and take all necessary precautions to ensure safety of themselves and others by may be affected by their acts or omissions. Risk assessments will be conducted for equipment and machinery and Safe Working Practices (SWP's) developed. Scheduled maintenance and where appropriate, testing, will be arranged as required.

**x) Young Persons\***

ECD Department will not employ any young person (whether paid or otherwise) to take part in tasks deemed as high risk by the process of risk assessment. Where young persons are employed, a thorough risk assessment will be undertaken and a member of staff nominated to supervise the young person.

\*A young person is an individual who is over school leaving age but less than 18 years of age.

**y) Workplace Risk Areas**

- Asbestos
- Chemicals
- Confined spaces
- Display screen equipment (VDUs)
- Electricity
- Excavation
- Falling objects/collapsing structures
- Fire and explosion
- Gas Leaks
- Lasers
- Machinery (including guarding)
- Magnetic Fields
- Manual handling
- Noise
- Pressure systems
- Radiation
- Slips, trips and falls
- Stress
- Substances hazardous to health (including dust, fume, etc)
- Temperatures (Heat & Cold Stress)
- Transport (including carrying dangerous substances, and pedestrians in the workplace)
- Vibration
- Violence to staff
- Water Leaks/Flooding
- Work equipment
- Work-related upper limb disorders
- Working alone
- Working at heights
- Working environment