

SCHOOL OF SOCIAL SCIENCES

HEALTH AND SAFETY POLICY

Version: June 2022
Date of Review: June 2024

How to Use this Policy

This policy is divided into four main sections:

1. The School of Social Sciences Health and Safety Policy Statement
2. Organisation and Structure of Health and Safety in the School of Social Sciences
3. Responsibilities of Supervisors and Line Managers
4. Duties of All School Staff

Further Information:

University Guidance: <http://www.healthandsafety.manchester.ac.uk/>

The Essential Guide

To help navigate through this policy, the list below highlights the essential sections that should be read by members of staff in advance of commencing work in the School. This list should be used when inducting new staff, but this does not negate the need to reference other relevant sections.

Information for ALL members of staff

- 4.1 Accidents and Near-Miss Incidents
- 4.3 Bomb Threats and serious incidents on campus
- 4.4 Children on University Premises
- 4.5 Contractors/Visitors
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Additional Information Specific to the Teaching/Training of Students

- 4.09 Doctoral Academy
- 4.13 Fieldwork
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4.24 Placements

Further Information:

University Guidance: <http://www.healthandsafety.manchester.ac.uk/>

Queries on content:

If an aspect of Health and Safety impacts upon your area of work and is not included in this Essential Guide, please contact the School's Safety Advisor (E-mail:

Heather.richards@manchester.ac.uk Tel: 0161 27 50851) to ensure inclusion in the next iteration of the document

1. THE SCHOOL OF SOCIAL SCIENCES HEALTH AND SAFETY POLICY STATEMENT

It is the policy of the School of Social Sciences, The University of Manchester to pursue the highest standards of health and safety in all its activities, not just minimum compliance with legal requirements, and to seek progressive and continuous improvement in safeguarding the health, safety and welfare of **all** staff, students, visitors and those affected by its activities. The staff of the School of Social Sciences will do all that is reasonably practicable to ensure that the requirements of current legislation and University health and safety policy are implemented.

The School of Social Sciences' primary functions are research and teaching, but these aims must be achieved, so far as is reasonably practicable, with no adverse effect on the health and safety of any member of staff, associate, student or visitor related to the University.

The School recognises that health and safety is a core management function that should be fully integrated into the management of its key activities and follows the use of sensible health & safety risk management for all its key activities. The School will ensure that adequate resources are provided to support this policy, which complements that of The University of Manchester:

<http://documents.manchester.ac.uk/display.aspx?DocID=654>

In particular, The School of Social Sciences will ensure as far as reasonably practicable:

- That managers/academic supervisors show leadership and commitment to managing health and safety on a day to day basis, at a strategic level, and lead by personal example.
- The encouragement and acknowledgement of good practice through a process of continuous improvement and compliance with all relevant legislation, guidance and codes of practice.
- The active management of the risks to staff, students, visitors, and others through the process of hazard identification, risk assessment, risk control, instruction, training, advice, guidance, monitoring and inspection. This health and safety policy document details the counter-measures that have been put in place to deal with these hazards.
- The implementation of a clear system of safety management procedures by which managers and academic supervisors are responsible for the assessment and control of risks advised and assisted by those who have been trained and are competent to conduct them.
- The provision and maintenance of a safe and healthy working environment in liaison with estates colleagues and others.
- The management and maintenance of all premises, equipment, and safe systems of work provided or under its control, or as specified in agreements with others, without risk to health and safety.
- Ensuring where it has control, that the workplace and any means of access and egress is maintained in a safe manner, and that there is liaison with the Estates Directorate about issues that are their responsibility, and where there is a joint responsibility.
- The provision of appropriate and relevant information such as codes of practice, instruction, guidance, training and supervision to ensure all staff and students are able to discharge their tasks and duties in a competent and safe manner.
- Staff, students and visitors are encouraged to set a high standard of health and safety at all times, be involved in decisions that affect their health and safety, and promote best practice.

The following should also be noted:

- Health and safety at work can only be achieved efficiently with the full co-operation of all concerned. This policy document has been produced for your guidance. **It is your responsibility to read it carefully and retain it for reference.** It cannot cover every aspect concerning health and safety matters: if a dangerous practice is not mentioned in the document, that omissions cannot be used as an excuse to remove liability from an individual.
- All matters of health and safety within the School of Social Sciences are the responsibility of the Head of School. All members of staff are required to ensure that this policy and all Health & Safety procedures, rules and regulations are adhered to. The Head of School will ensure that staff with line manager or supervisor responsibilities are provided with relevant local Health and Safety information.
- The School will carry out ongoing systematic building inspections of the School and foreseeable significant hazards identified.
- The School will keep appropriate records and risk assessments to comply with legislation and the University's records retention schedule and safety documentation.
- There shall be a health and safety management structure for the School (as set out in section 2 of this document)
- School Health and Safety Governance is via the School Health and Safety Committee:

Chair:

Head of School

Safety Advisors, acting on behalf of Head of School/Head of Service:

Head of School Operations
School Safety Advisor
Teaching & Learning Director
PGR Director
Social Responsibility Director
Research Director
Head of PG Administration
Head of UG Administration
Representative - Economics
Representative - Politics
Representative - Sociology
Representative - Philosophy
Representative – Social Anthropology
Representative – Social Statistics
Representative – Criminology
Representative – Law
Representative – Legal Advice Centre
Institute Manager - CMI
Institute Manager – SCI
Institute Manager – MCI
University Safety Coordinator
PGR/PGT student representation
UG student representation

- The School's Health and Safety Committee shall determine and co-ordinate the safety policy for the School, paying due regard to the relevant governing legislation, the recommendations of the relevant University health and safety policies and Safety Services.
- The School Health and Safety Committee shall meet three times a year, and if necessary and


appropriate, members will be called upon to deal with specific issues at short notice.

- School representatives attend the Faculty Buildings and Compliance User Group which meets at least monthly and covers the breadth of the activities within School buildings.
- Accidents, incidents and near misses must be reported to Safety Services and thoroughly investigated by the relevant health and safety personnel. It is the line manager's responsibility to ensure an investigation is undertaken, this could be carried out by local Safety Advisors. Line managers are to own recommendations and ensure they are followed through.
- Should members of the School be located permanently or temporarily in a building controlled by another School or Faculty they shall adopt the safety management structure of that School/Faculty.
- It is, by law, the duty of every person while at work to take reasonable care for the health and safety of themselves and of all other persons who may be affected by their acts or omissions. Employees of the University are required by statute to be concerned about safety, and to take all reasonable precautions and observe the safety practices of the institution. Failure to do so could lead to prosecution. While students are not legally bound in this way, failure to follow these rules can be regarded as a breach of University discipline.

This policy statement has been formally approved by the School of Social Sciences Senior Leadership Team. It has been brought to the attention of all staff and students by:

- Induction of new staff and students
- School staff/student bulletin
- Publication on the School of Social Sciences Intranet

Signed:

A handwritten signature in black ink, appearing to read 'Brian Heaphy', enclosed within a thin yellow rectangular border.

Professor Brian Heaphy – Head of School of Social Sciences

June 2022

2. Organisation, Control and Responsibilities

2.1 Organisation

The Head of School has overall responsibility for the health and safety of all staff, students, visitors and others that may be affected by the work of the School of Social Sciences. Day to day health and safety management in the School is undertaken in liaison with the Head of School by the Head of School Operations, the appointed University Safety Advisor, and local Safety Advisors. The responsibilities of the Head of School and Head of School Operations are as per the [University's Organisation for Health & Safety](#) and the arrangements outlined in [Chapter 31](#)

The School of Social Sciences comprises of the following sites:

Arthur Lewis Building
Crawford House (1st floor mezzanine)
Humanities Bridgeford Street (Ground & 2nd Floor)
178 Waterloo Place (full building)
188 Waterloo Place (full building)
Williamson Building (2nd, 3rd and 4th Floors)

The School's Safety Advisor (SSA) acts with the full authority of the Head of School in all health & safety matters relating to the sites identified above. Anyone found contravening the School's Safety Policy would be subject to the University's disciplinary mechanism.

Health & Safety matters constitutes a standing item of the School Policy and Resources Committee (SPRC). SPRC will meet every month and review the measures taken to ensure Health and safety of staff and students as part of its brief.

2.2 Competence

It is the School policy that all staff and students should be aware of the importance of health and safety in the life of the School. All staff and students must receive adequate information, instruction and training in safety procedures appropriate to their work, to ensure that they have the required training, knowledge, skills and experience to enable them to work safely.

2.3 Health & Safety Personnel

Listed below are those individuals with management or advisory health and safety roles in the School of Social Sciences. To seek advice and training or to raise concerns about health and safety the route of 'escalation' is as follows:

Line Manager → Safety Advisor → Head of School Operations → Head of School

Role	Name	Contact
(Chair) Head of School	Prof. Claire Alexander	claire.alexander@manchester.ac.uk 68047
Head of School Operations	Alison Wilson	Alison.wilson@manchester.ac.uk ; 54749
School Safety Advisor & DSE Assessor	Heather Richards	Heather.richards@manchester.ac.uk 50851
DSE Assessor	Donna White	Donna.white@manchester.ac.uk 53582
DSE Assessor	Jackie Horricks	Jackie.horricks@manchester.ac.uk 61262

University Guidance on the role of School/Local Safety Advisor can be found at:
<http://documents.manchester.ac.uk/display.aspx?DocID=13896>

2.4 Communications

In addition to the 'escalation' routes outlined above, communication routes across the School are as follows:

School Policy and Resources Committee (SPRC) meets every month and reviews the measures taken to ensure Health and safety of staff and students as part of its brief.

School Health and Safety Committees are attended by representatives from across the School to ensure messages around health and safety are disseminated School-wide.

The School Safety Advisor attends Faculty Compliance Committee, Faculty Preparedness Group/Building User Group and The Safety Advisor Network and disseminates H&S communications across the school via listserves, emails, H&S intranet, H&S Committee, and bulletins.

Health and Safety pages on School's intranet with relevant links and communications for both students and staff.

3. Responsibilities of Supervisors and Line Managers

It is the duty of supervisors and managers to ensure:

- The day-to-day health and safety of staff, students and visitors working with them and ensure that any member of staff, student or visitor in their care are safely evacuated from the building when an alarm sounds.
- That all new employees receive appropriate health and safety induction and training commensurate with their role, including completing the H&S induction checklist with their line manager, completing the training module THS1E: Online Health & Safety Induction, and that existing employees are appropriately updated and retrained as necessary.
- That all new employees receive a copy of, and comply with the content of, this School Health and Safety policy document as well as any local policies and procedures.
- That risk assessments have been prepared and approved for all work undertaken by staff, students and visitors they are responsible for. This includes ensuring that assessments are periodically reviewed, or when there are any significant changes, and that all their staff, students and visitors read them prior to undertaking work.
- That they facilitate and contribute to health and safety related inspections and audits as required and ensure investigations are undertaken.

University Health and Safety Arrangements: Chapter 11: Training and Competence
<http://documents.manchester.ac.uk/display.aspx?DocID=13892>

4. Guidance for all Staff and students

The following areas of guidance are designed to provide an outline of the duties and responsibilities of **all** personnel working in the School of Social Sciences. Where appropriate you should refer to the appendices within this policy document or to the links provided for additional information. The links provided are direct to the University Safety Services website and therefore provide the most accurate and up to date information.

Staff, students and visitors **must**:

- Take reasonable care for the health and safety of themselves and others affected by their acts or omissions.
- Cooperate with the School and others to enable them to fulfil their legal obligations.
- Use equipment and/or substances in accordance with any training or instruction given.
- Report any serious or imminent danger to their supervisor or a safety advisor.
- Report any shortcomings in health and safety procedures to their line manager or a safety advisor.
- Report any estates concerns to the estates helpdesk directly or their supervisor or a safety advisor
- Familiarise themselves with the emergency evacuation arrangements in each building they visit, by reading the appropriate signs and notify the school of any assistance they may require in an emergency
- On hearing the fire alarm, will promptly leave the building and make their way to the assembly

point, following any instructions given by staff or fire evacuation marshals

The following areas of this section are for reference and action as and when required:

4.1 Accidents and Near-Miss Incidents

Accidents

An accident is an event that involves personal injury. The Local Safety Advisor should be immediately informed after the casualty has received emergency treatment. Accidents should be recorded on a University Accident Report Form and returned immediately to Safety Services by email (with a copy to the School Safety Advisor).

Near-Miss Incidents

These are incidents which do not involve personal injury. If the incident requires immediate action to remove the risk of injury contact the Local Safety Advisor. Near-miss incidents should be recorded on a University Incident/Near-miss Report form and returned immediately to Health and Safety Services (with a copy to the School Safety Advisor).

Reporting and Investigations

All accidents, incidents and near-misses are investigated. The School Safety Advisor normally undertakes the initial investigation. The results of the investigation are recorded on the Accident or Incident/Near-miss Investigation Form and returned to Health and Safety Services (with a copy to the School Safety Advisor).

University Guidance on Accident, Incident and Near-Miss Reporting:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=12088>

University Accident, Incident and Near-Miss form:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10017>

University Accident and Incident Toolkit:

<http://www.healthandsafety.manchester.ac.uk/toolkits/accidents/>

4.2 Audits, Inspections, Reviews and HASMAP

Audits and Inspections

Regular audit/inspections are an effective mechanism to highlight areas of good practice and assist in the identification of areas that require improvement or present a significant risk.

The School will follow University Health and Safety Arrangements Chapter 12. Measuring Performance, Monitoring and Auditing:

http://documents.manchester.ac.uk/display.aspx?Doc_ID=13893

University Guidance in relation to Office Self-Inspection

Checklist: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15609>

Reviews

The School Health and Safety Policy will be reviewed every two years as a minimum requirement. School Safety Advisors have a responsibility to maintain local Health & Safety Policy Statements and will participate in reviews of local Health & Safety Policies every two years.

The School's Annual Monitoring Report (AMR) will be completed annually, and will require input from School Safety Advisor and approval by Head of School. The AMR will include performance objectives; the measuring, monitoring and auditing of which will enable the

achievement of continuous improvement in health and safety performance. School level objectives are monitored at local Health and Safety committees. A review of performance against objectives will be undertaken at the year-end as part of the AMR process. Gaps identified through the HASMAP process will inform future objectives.

HASMAP

School level self-assessments are undertaken using the Health and Safety Management Profile (HASMAP) self-assessment tool (SAT). Audits are undertaken by Safety Services to provide an independent assessment of a unit's health and safety performance. Lessons learned from an audit are shared locally across the faculty or university-wide with the expectation that managers assess their current practice and review their own health and safety performance.

University guidance on HASMAP audits is available:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/inspections/hasmap/>

4.3 Bomb Threats, Terrorism and Serious Incidents on Campus

Most telephones in the University can receive incoming calls, and therefore members of staff could conceivably receive a bomb threat.

What to do on receiving a call:

- Let the caller finish the message without interruption.
- Write down the message exactly as spoken.
- Note the time.
- Immediately notify the main security office on x69966 (0161 306 9966).
- If possible, ask the following questions:
 - Where is the bomb located?
 - What time is it due to explode?
 - Try to remember as much as possible about the caller's gender, age, accent, and state of mind.

Letter Bombs

If a suspicious letter or small package is received:

- Handle it with care, place in an unoccupied secure room or a locked drawer.
- Do not attempt to open it and do not immerse it in water.
- Keep people away.
- Notify the main security office on x69966 (0161 306 9966)

Bomb Threats via Email

If a bomb threat is received via email:

- Do not reply or forward the communication to anyone.
- Notify the main security office on x69966 (0161 306 9966)

Terrorist Threat/Serious incidents on campus

The university recognises that a terrorist threat and/or attack on campus is a live and realistic possibility. In the event of any serious incident or identification of suspicious activity staff should immediately notify the main security office on x69966 (0161 306 9966).

What to do in the event of a terrorist attack:

- **RUN** to a place of safety. If there is nowhere to go, then...

- **HIDE.** Do not confront. Turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Finally, and only then it is safe to do so...
- **TELL** the police (calling 999)

4.4 Children on University Premises

For a variety of reasons children are sometimes present in areas of the University other than the general public areas and where you would expect them to be invited as visitors. If you are responsible for a child, defined as someone under the age of 16 years, whilst they are on University premises you need to make sure that you are familiar with the appropriate University procedure.

Refer also to “4.34 Young People at Work”

University Guidance on the Procedure on Safeguarding Children on University Premises: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=9989> (this is due to be updated, so refer to Safety Services for the latest guidance)

4.5 Contractors/Visitors

Under the Health and Safety at Work Act 1974, the University has a duty of care for contractors and other visitors who may be affected by its activities or by the action of its staff, students, visitors and others.

Contractors engaged within the School should be advised of local fire precautions, the operation of fire alarms, escape routes, evacuation procedures and how to obtain assistance in the event of an accident. They should also be informed of any special hazards/situations present which they would not ordinarily be aware. Where possible, hazardous substances should be removed from the area they are to work in.

Similarly, contractors have a duty of care for all those affected by their activities and they should take steps to eliminate hazards such as fumes, hot working, trailing cables, obstructions or building materials left in walkways. They should inform Local Safety Advisors of any activity which could put staff, students and visitors at risk.

Estates can provide guidance on using approved contractors. If contractors are engaged locally by the school, then due diligence checks must be followed. For guidance on this refer to the contractors checklist: <https://documents.manchester.ac.uk/display.aspx?DocID=43020>

University Health and Safety Arrangements: Chapter 29: Construction H&S: <http://documents.manchester.ac.uk/display.aspx?DocID=19181>

University Policy on Permit to Work:

<https://www.estates.manchester.ac.uk/services/csu/permit-to-work/>

4.6 Dangerous and Infectious Diseases

In the event of an outbreak of dangerous and infectious diseases, the University will carry out operational and governance arrangements aligning to current government and NHS guidance as it did for Coronavirus in 2020/21. The situation will be monitored and where required [Emergency Management Plan procedure](#) will be implemented

4.7 Display Screen Equipment (DSE)

The University of Manchester is committed to complying with the Health and Safety (Display Screen Equipment) Regulations 1992 and recognises its responsibility to provide adequate information, instruction and training to display screen equipment users, their supervisors and managers, and to monitor the health of users.

New users of display screen equipment and those setting up or moving workstations or equipment must complete an on-line self-assessment form via Local Safety Advisors/Display Screen Assessors. Staff experiencing discomfort (e.g. sore eyes/wrist etc.) whilst using a workstation should also complete an on-line self-assessment. The School Safety Advisor and/or Display Screen Assessors will advise on the correct set-up and use of the workstations and make recommendations regarding the purchasing of any new equipment or furniture

Line managers must advise staff who work at home to complete the University's homeworking checklist (appendix 1 of the University's [Homeworking guidance](#)) and address any issues raised. Staff should also complete a DSE assessment for their home workstation:

School Online DSE Assessment (DSE)
<https://forms.office.com/e/z2Mxmne0Xu>

University Display Screen Equipment (DSE)
Toolkit: <http://www.healthandsafety.manchester.ac.uk/toolkits/dse/>

Home workers guidance from the HSE: [Managing home workers' health and safety - Overview - HSE](#).

4.8 Doctoral Academy

Following the move towards a central Doctoral Academy (DA), responsibility for managing health and safety for PGRs is shared between the DA and the Schools. There is a handbook that explains the arrangements of health and safety which is provided to the PGRs as part of their induction.

Broadly, the day-to-day responsibility of health and safety of the PGRs sits with the DA but the schools still retain some responsibilities as set out below:

- The management and secure storage of PEEPs
- Budgets for standard DSE equipment
- Carrying out of related accident / incident investigation

4.9 Driving at Work

The management of work-related driving must take into account the requirements of health and safety legislation and road traffic law.

The University Guidance on Driving at Work link below provides access to the University Health and Safety Arrangements: Chapter 21 - Driving at Work (Management of Work-Related Driving).

The School requires drivers to use Section 19 permits for vehicles which are university owned or hired with less than nine seats which they intend to use to transport students for fieldwork (i.e. MPVs, vans or cars). These are available via the School's Safety Advisor.

University Guidance on Driving at Work <http://www.healthandsafety.manchester.ac.uk/toolkits/driving/>

4.10 Electrical Safety

The Directorate of Estates is responsible for the safety of all fixed electrical installations across the campus up to and including the power socket outlets. The School is responsible for ensuring that all the equipment and electrical leads it provides are checked and safe.

Purchase and Installation

Those purchasing electrical equipment must ensure that it is electrically suited for the intended use

and as far as is reasonably practicable conforming to the appropriate British/CEN Standard. Staff are requested not to bring in any equipment purchased or from home and if they need to do so, please notify the SSA to arrange for it to be checked.

Safe Working Practice

- Care should be taken to prevent overloading of the mains power outlet circuits.
- Any adaptors should be of the fused and switched 4-socket strip type. Under no circumstances should strip adaptors be linked together as this can result in overload and overheating of cables and sockets, with the potential to cause a fire.
- Care should be taken to prevent trailing mains and other cables becoming a hazard. They must be shortened and tucked away or lifted above walkways.
- Equipment incorporating fans with inlets and outlets for air circulation must be installed in a way that does not obstruct these features.
- Equipment should always be used in strict accordance with the manufacturer's instructions.
- Apart from installations designed to be left on permanently, all equipment should be switched off after use at the appliance itself and at the wall socket at the end of the day.

Inspections and Testing

A regular and continuous programme of inspection and testing for all electrical equipment and installations within the School is in operation. Portable equipment is tested using a Portable Appliance Tester (PAT) System. Testing will be carried out at regular intervals. After a successful inspection and electrical test, each piece of equipment will be labelled and dated.

Any equipment that fails an inspection and electrical test must be labelled as "failed" and withdrawn from use immediately until remedial action is taken followed by re- testing. In between the official inspections and testing, users should regularly examine their equipment for signs of damage or deterioration both on the appliance and on the mains cable and plug. Checks should be made for faults such as damaged casing of the appliance or mains plug, worn or torn cable sheaths.

University Guidance on the Maintenance of electrical equipment by Schools/Directorates:
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=15604>

4.11 Emergency Contacts

First Aid - Please note that all Security staff are trained First Aiders. Tel: 0161 306 9966 (x69966). Details of locally based First Aid assistance, in addition to Security where relevant, are located in building reception areas.

Ambulance Assistance – Ring 9 999 using an internal telephone or 999 from a non- University telephone. **Note:** contact Security on x69966 (0161 306 9966) once you have called an ambulance to arrange access.

Fire – The building must be evacuated immediately by the nearest exit on hearing a continuous alarm. If you discover/suspect a fire and the alarm is not sounding press the nearest fire alarm point, usually located at exit. Once you have left the building you must go to the building assembly point, or a safe location and do not re-enter the building until directed.

SafeZone App

[SafeZone](#) can be used to 'Check in' on campus 24/7, call for first aid or emergency assistance, keep up to date on incidents on campus, and contact the COVID-19 helpline.

4.12 Equipment

Instruction and/or training must be obtained from/arranged by your line manager before using any piece of equipment for the first time. Report any suspected faults or defects with a piece of equipment to the person in charge of it or your line manager if you are unsure who this is. Always ensure that you leave communal equipment in the condition in which you would wish to find it.

University toolkit on equipment: [Equipment \(The University of Manchester\)](#)

4.13 Fieldwork

Fieldwork is any practical work carried out by staff or students for the purpose of teaching and/or research in places that are not under University control but where the University is responsible for the safety of its staff and students and others exposed to their activities.

Before any fieldwork of any description is undertaken a risk assessment must be completed by the supervising member of staff and approved by senior management (i.e. Head of Department) and potentially Head of School or delegate depending on the level of risk. A copy of the final risk assessment form must then be given to each person taking part in the fieldwork activity either directly or indirectly. All those participating in the activity must then sign that they have read and understand the risk assessments and that they accept the risks described.

Copies must be kept by relevant Safety Advisors and with each supervising member of staff. Risk assessments must be specific to the activity in question. When completing risk assessments the topics described in this section must be given due consideration but must not be considered comprehensive. Emergency telephone numbers and specific arrangements with the School/Faculty to handle problems and urgent issues must be specified within the assessment. There may be a requirement to provide 24 hour support to groups travelling outside the UK.

Any fieldwork carries some risk. It is important that hazards are considered and appropriate precautions decided upon before work commences. Each day, information should be left with a responsible person as to where an individual or party has gone and when return is expected.

In relation to risks assessments for undergraduate students on placements or conducting fieldwork abroad, refer to new guidance on '[Monitoring the Attendance and Wellbeing of Undergraduate Students Abroad](#)'

University guidance on Fieldwork, Field Trips and Business Travel
<http://documents.manchester.ac.uk/display.aspx?DocID=15496>
http://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/fieldwork/

4.14 Fieldwork Overseas

Supervisors need to consider when writing a risk assessment if it is acceptable to allow students to travel unaccompanied by a supervisor or fellow student to a field site. If this is acceptable, supervisors should ensure appropriate insurance to cover the student(s) has been arranged and 24 hour emergency contacts/information is available. The health and safety considerations involved in overseas work will depend on the country in which it is undertaken. An expedition to any remote area regardless of geographical region not just overseas will present many problems that necessitate detailed advanced planning.

The hazards involved in work in most European countries will differ little from those in the UK, although advance preparation will be required e.g. obtaining health insurance. It is important that hazards should be considered before undertaking work overseas and, where necessary, vaccinations and medicines obtained and first aid kit assembled. The University Occupational Health Service undertake pre-fieldwork medicals for staff and students undertaking fieldwork and can advise on all health aspects of trips.

All travel must be booked through KeyTravel. If an exception is needed this must be approved by

Head of School before any travel is booked.

4.15 Fire Safety

Fire is a major hazard which can affect all members of the University community, and it is important that every effort is made to prevent it occurring.

Line managers are responsible for providing fire safety inductions to all new staff, students and visitors as soon as they start/visit. This should involve showing them escape routes, informing how the alarm operates and the action to take on hearing the alarm.

Staff are responsible for their visitors and should advise and assist them in emergency evacuations.

It is advisable to include a safety briefing at the start of any event, especially if those present may not be aware of the building evacuation and safety procedures. All buildings have details of fire evacuation routes posted prominently; persons “in-charge” should familiarize themselves with the route and take into account the closest evacuation route may not be the same as entering the building. Staff should be aware of assembly points.

Staff in charge of large groups of people or for staff with groups of students, upon hearing an evacuation alarm, stop teaching or halt the event, instruct them all to leave by their nearest exit, and follow them out, ensuring that fire doors are closed as they exit the building are responsible for the orderly and prompt evacuation of the building by that group of people.

University Health & Safety Arrangements: Chapter 7: Fire Safety:

<http://documents.manchester.ac.uk/display.aspx?DocID=13925>

University toolkit on the management of fire safety:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/fire/>

4.16 First Aid

The School conducts a First Aid Needs Assessment which includes assessing the number of first-aiders required, training needs of those first-aiders appropriate to hazards present, numbers, locations and contents of first aid kits. The assessment findings are implemented and monitored. The School welcomes training staff for first aid and volunteers can do this by contacting the School Safety Advisor.

Details of First Aiders and their contact details can be accessed by a QR code displayed on First Aid Notices in all University buildings on all main corridors. [SafeZone](#) can also be used for first aid or emergency assistance.

University guidance on First Aid:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11031>

University First Aiders:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029>

4.17 Food Hygiene and Safety

The University arrangements [chapter 38: Food Safety and Food Hygiene](#) (part of the University's Health and Safety Policy) sets the policy on and the standard expected for food safety and hygiene.

It describes the roles and responsibilities of senior managers and staff involved in the procurement or provision of catering (including off campus, such as on fieldwork).

Procuring catering within the University (Hospitality and Events)

All catering should be provided by the University's catering operators. This will ensure that the relevant “due diligence” checks have been carried out in relation to food safety and hygiene.

[Taste Manchester](#) or [Chancellors Collection](#) are the **only caterers** permitted to deliver to Centrally Timetabled Rooms (where catering is allowed); Whitworth Hall, Whitworth Corridor, the Council Chamber, and all bookable foyers.

Food Safety and Hygiene

<http://www.healthandsafety.manchester.ac.uk/toolkits/foodsafetyfoodhygiene/>

4.18 Health & Safety Arrangements: Work Across Organisational Boundaries

The fundamental principle of health and safety management in the University is that responsibility for health and safety lies with the line manager/supervisor. That responsibility may be delegated to others, but accountability cannot. The University Health and Safety Arrangements Chapter 18 on Working Across Organisational Boundaries applies to those situations where staff and students work in areas beyond those normally occupied and controlled by their line manager.

University Health and Safety Arrangements: Chapter 18 Working Across Organisational Boundaries:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13897>

4.19 Health & Safety Induction & Training for New Staff

There are health and safety induction requirements for new, transferring or relocating staff, including those on temporary contracts and agency staff, and where staff move due to the physical relocation of their workplace, as people are more at risk when starting work or facing new situations.

On taking up their appointment, the employee must be advised by their line manager (or representative) of the arrangements that will enable them to work safely, and information about first aid assistance, fire safety and evacuation. This should include an introduction to relevant personnel with safety responsibilities.

All new staff, students and visitors in the School will receive an induction prior to starting work, programmes of study, and the event in relation to their visit. This induction will include familiarisation with buildings, systems and any health and safety issues likely to arise. Line Managers and supervisors of students/visitors are responsible for organising health and safety inductions specific to the activities to be undertaken.

At all induction briefings new staff will be directed to note and record the contact details of the main security office on x69966 (0161 306 9966) and staff should also be advised that Security's contact details appear on the back of their staff card, same with visitors to the university who are issued with temporary cards

The Learning and Organisational Development of the University has a dedicated Health and Safety Training Advisor who is able to assist both individuals and line managers to select and access the most appropriate health and safety related courses.

The Essential Guide within this policy document will provide the basis for health and safety induction of new staff, students and visitors

Compulsory Training

- The University's [Staff Health & Safety Induction Course](#) (THS1E) **MUST** be completed by all new members of staff.
- The [University's Induction Checklist](#) **MUST** also be completed and signed off by the new member of staff, their line manager and the local safety adviser.
- Under the University policy all staff are required to complete a [DSE \(Display Screen Equipment\) self-assessment](#) at the start of employment, or when you undergo any changes to your working environment, e.g. office moves, pregnancy. A DSE assessment and

compliance with the policy is also required if you have an agreement to work at home using your own IT equipment.

University Health and Safety Arrangements: Chapter 11: Training and Competence
<http://documents.manchester.ac.uk/display.aspx?DocID=13892>

University information on Health and Safety Training and Safety Toolkits:
<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/training/>

4.20 Homeworking

The University has a duty to protect the health, safety and welfare of their employees, which includes those who regularly work at home because of formally agreed arrangements, or are contracted to work at home. The University defines Homeworkers as “those people who regularly work at home because of formally agreed arrangements with their managers, or are contracted to work at home”.

University Guidance on Homeworking:

http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/work_off_campus/home_working/

Hybrid working

Hybrid working is a form of flexible working where staff work some of their working hours or days on campus and some of their time remotely (usually from their home). The contractual location of a hybrid worker remains the University. The [hybrid working principles](#) are effective from April 2021 and will be updated for academic year 2022-23.

4.21 Lone Working

Staff and postgraduate students must be aware of the potential hazards of working alone, and activity should generally be confined to office or library work. Undergraduate students are not allowed in the building outside normal hours.

- If you do follow someone into the building, as a courtesy and to avoid security being contacted please present your ID card.
- Inform someone else of your location and expected time of return (this is case you are injured e.g. slip on stairs).
- If possible, keep a mobile phone with you at all times.

The University arrangements indicate which activities must not be carried out by lone workers and provides information to assist when assessing risks to the lone worker.

University Health & Safety Arrangements: Chapter 10: Lone Working:

<http://documents.manchester.ac.uk/display.aspx?DocID=13891>

University Guidance on Lone Working:

<http://documents.manchester.ac.uk/display.aspx?DocID=13644>

University On-Campus Lone Worker Checklist:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13647>

University Example of a Risk Assessment for On-Campus Lone Working:

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=13650>

University Safety Toolkits on Lone Working:

http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/lone_working/

4.22 Manual Handling

Manual handling relates to the moving of items either by lifting, lowering, carrying, pushing or pulling and is one of the most common causes on injury at work. This should not be an issue for normal office work. If you should need an item of equipment or furniture moving then please contact the School Resource Office located in 4.044B Arthur Lewis Building or 3.51A Williamson Building.

University Guidance on Manual Handling:
http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/man_hand/

Health and Safety Executive (HSE) Guidance on Manual Handling:
<http://www.hse.gov.uk/msd/manualhandling.htm>

4.23 New and Expectant Mothers at Work

The phrase “New and Expectant Mothers” refers to someone who is pregnant, who has given birth within the previous six months or who is breast-feeding.

Employees are required to inform their line manager as soon as they are aware they are pregnant. If an employee chooses not to inform the manager until a later stage in their pregnancy this will be their responsibility as a personal risk assessment cannot be undertaken for a pregnant woman until this is known. Line managers will then complete an individual risk assessment together with the individual.

University Guidance on New and Expectant Mothers at Work: <https://documents.manchester.ac.uk/display.aspx?DocID=55052>

4.24 Personal Emergency Evacuation Plans (PEEPS)

The University has a duty to ensure that all those gaining access to buildings also have a safe means of egress in the event of an evacuation of the building being necessary. Anyone with permanent or temporary mobility difficulties, hearing or sight disabilities or any other conditions affecting their ability to evacuate in an emergency will need to have a risk assessment undertaken identifying the procedures to be put in place in case of an evacuation.

Questionnaires for staff, students and visitors to complete in relation to PEEPS are located via the main link University Guidance link on PEEPS (below).

University Guidance on Personal Emergency Evacuation Plans (PEEPS):
<http://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps/>

University Health and Safety Arrangements: Chapter 7: Fire Safety: Paragraphs 30-33 refer:
<http://documents.manchester.ac.uk/display.aspx?DocID=13925>

University Health and Safety Arrangements: Chapter 30 Evacuation of Disable People and PEEPS:
<http://documents.manchester.ac.uk/display.aspx?DocID=20207>

University Guidance on the Evacuation of Disabled Visitors: <http://documents.manchester.ac.uk/display.aspx?DocID=20479>

4.25 Placements

Placement is defined as “an integral part of a programme of study, which contributes to the programme’s learning outcomes but which normally takes place outside the University”. The School conducts due diligence health and safety checks on the placement provider and where required risk assessments are conducted to ensure the student’s health and safety during their placement.

UCEA Health and Safety Guidance for the Placement of Higher Education Students is provided via the University Guidance on Placements (HSS) link below.

University Guidance on Placements (Health and Safety Services):
http://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/placements/

University Health and Safety Arrangements: Chapter 16 Student Placements (Including Medical Placements Subject to Endorsements):
<http://documents.manchester.ac.uk/display.aspx?DocID=20204>

University Guidance on Placements – Checklists for Placement Learning (Teaching, Learning and Support Office):
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10453>

University Guidance on Placements – Principles and Guidance for Student Placements on Taught Programmes (Teaching, Learning and Support Office):
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10454>

4.26 Premises – Guidance on Occupying or Vacating Premises

The University Guidance provided in the link below relates to those health and safety related issues that need to be incorporated into the planning of occupying or vacating (including relocation) of premises.

University Guidance on Occupying or Vacating Premises:
<http://documents.manchester.ac.uk/display.aspx?DocID=12907>

University Guidance on Local Health and Safety Management:
http://www.healthandsafety.manchester.ac.uk/toolkits/safety_management/

4.26 Risk Assessments

Risk assessment is the process through which the decision about how to control risk is made, and a conclusion reached about the balance between weighing the risk of injury against the cost or sacrifice needed to control or reduce that risk. Line managers/supervisors must ensure that risk assessments are carried out and kept up to date for activities within their areas of responsibility.

The School demands a formal risk assessment of all activities which have the potential to cause harm, in accordance with the University's arrangements chapter and guidance regarding risk assessment. Risk Assessments are particularly important for off campus activities, and all staff and students involved with fieldwork must complete a full risk assessment or confirm with their line manager that the School's generic risk assessments covers their planned activities. A risk assessment must be in place for all members of SoSS travelling on UoM business.

Risk assessments are reviewed regularly and must be reviewed in the event of any potential changes to the hazards or control measure originally identified, or following any accidents or incidents and to meet any specific individual requirements

If you have any doubt about whether or not an activity requires a risk assessment to be undertaken, please consult with the School Safety Advisor in the first instance.

4.26.1 Generic Risk Assessments:

The School has implemented generic risk assessments that cover the low risk day to day activities for members of SoSS working on campus:

- [SoSS generic risk assessment \(C\) – Normal Office Work on Campus](#)
- [SoSS generic risk assessment \(D\) – On Campus Lone Working](#)
- [SoSS generic risk assessment \(E\) - Pregnant Workers or New Mothers](#)
- [SoSS generic risk assessment \(F\) - Events](#)

4.26.2 Travel Risk Assessments

It is compulsory, regardless of destination that all staff and students assess the risks associated with travel and a risk assessment is in place before any travel commences. When planning to travel away from the University - whether it is on University business such as a conference or meeting, or for research fieldwork – staff and students require a risk assessment and pre-travel approval.

It is highly recommended that staff and students register on the AIG Travel Assistance site before any trip takes place.

UK travel for staff:

The School of Social Sciences has a generic travel risk assessment that covers travel to UK destinations for low-risk off-campus activities:

[SoSS generic risk assessment \(A\) – Off-Campus Work in the UK during covid](#)

Staff must check plans are covered by the generic risk assessment, and complete the online [SoSS Pre-Travel Risk Assessment Declaration](#) before travel. If travel does not fall within the generic risk assessment, then a full risk assessment must be completed, outlining the specific risks anticipated and the measures to address them.

Overseas travel to low and moderate risk countries for staff:

The School of Social Sciences has a generic travel risk assessment that covers overseas business travel to low risk and moderate risk countries:

[SoSS generic risk assessment \(B\) – Overseas Business Travel](#)

Staff check their plans are covered by the generic risk assessment, and complete the online [SoSS Pre-Travel Risk Assessment Declaration](#) before travel. If travel does not fall within the generic risk assessment, then a full risk assessment must be completed, outlining the specific risks anticipated and the measures to address them.

Travel to High/Extreme Risk Countries for staff:

For countries listed on the University's high-risk countries, or where the University's Insurance Company AIG or the Foreign, Commonwealth and Development Office (FCDO) has advised against all travel, or all but essential travel, then a full risk assessment must be completed and approved by the Head of School and in some cases the Dean.

Travel for Postgraduate Student Fieldwork:

The Postgraduate research team have developed specific risk assessments that students can adapt for fieldwork depending on if you are conducting low risk/moderate risk fieldwork or high risk fieldwork:

For low risk/moderate fieldwork: fill in the "[Adapted Risk Assessment for Low to moderate Risk Fieldwork](#)"

For high risk fieldwork: fill in the [SoSS Template Student Full Risk Assessment for high risk Fieldwork activity](#).

University list of high risk counties:

<https://documents.manchester.ac.uk/display.aspx?DocID=42983>

University Guidance on Risk Assessments:

<http://www.healthandsafety.manchester.ac.uk/toolkits/ra/>

University Health and Safety Arrangements: Chapter 9 Health and Safety Risk management and

Risk Assessments – Key Principles:

<http://documents.manchester.ac.uk/display.aspx?DocID=13900>

University Guidance on the Role of Generic and Dynamic Risk Assessments:

<http://documents.manchester.ac.uk/display.aspx?DocID=10129>

AIG University Policies:

Business Travel

Student Travel – **University insurance covers students undertaking fieldwork or study placements, anything that is not a compulsory element of a programme is not covered.**

4.26.3 Risk Assessment Training:

- [TLCO300 Principles of Risk Assessment E Learning](#) - mandatory for line managers and recommended for all involved in risk assessments
- [TLCO210 Management of off-campus activities](#) - recommended for all involved in risk assessments for off-campus activities
- For more in-depth H&S training, the University also offers managers the [IOSH Managing Safely \(recommended for line managers\)](#)

4.28 School Health & Safety Committee

The University Health and Safety Policy Statement and Organisation, together with the Arrangements set out the principles of how health and safety is managed across the University. They are approved by the Board of Governors and satisfy a specific legal requirement. The School of Social Sciences Health & Safety Committee terms of reference (Appendix 3) covers the scope and remit of the committee to ensure health and safety is implemented and monitored across the School

Appendix 3 - Terms of Reference

University Health and Safety Policy

Statement: <http://documents.manchester.ac.uk/display.aspx?DocID=654>

University Health and Safety Arrangements: Chapter 14 School and Local Health and Safety

Committees: [http://documents.manchester.ac.uk/display.aspx? DocID=13895](http://documents.manchester.ac.uk/display.aspx?DocID=13895)

4.29 Slips, Trips and Falls

Slips, trips and falls are a common cause of accidents at work. They can occur on level surfaces, on steps or uneven surfaces. Whilst some cause embarrassment or minor injury, a significant number lead to very serious injury or death. The University's primary objective (and legal obligation) is to avoid or prevent circumstances where slips and trips are more likely to occur. Where this cannot be achieved, other measures can be considered and implemented.

Please note that the reporting of Hazards (such as spills or trailing cables), accidents and near-misses plays a crucial part in reducing future slips, trips and falls through ensuring that hazards can be addressed and/or removed.

University Guidance on Trips, Slips and fall:

<http://hlthsfty.cmsstage.manchester.ac.uk/toolkits/slipsandtrips/>

University Guidance on Preventing Slips, Trips and Falls:

<http://documents.manchester.ac.uk/display.aspx?DocID=19817>

University Strategy for Reducing Slips, Trips and fall (Estates and Facilities):

<http://documents.manchester.ac.uk/protected/display.aspx?DocID=19818>

University Accident, Incident, Near-Miss or Work-Related ill health form:
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10017>

4.30 Smoking and E-Cigs

The University aims to provide a clean, comfortable and healthy environment for staff and students. Under the provisions of the Health Act 2006 the University has a legal duty to ensure that the working environment is smoke-free. Therefore, all University work places and vehicles are designated as non-smoking.

It should be noted that the University Policy on smoking also covers the use of electronic cigarettes and defines them as cigarettes.

Smokers are not permitted to smoke within a five-metre radius of the entrance to a University building.

University Policy on the Prevention of Smoking on Campus:
<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=597>

4.31 University Safety, Health and Wellbeing Committee (HSWC or HSW, formerly SHE)

The University Safety Committee is the main decision-making body in relation to health and safety issues within the University, and is supported by a number of specialist Advisory Groups. In the main the Faculty reports any issues, as well as annual Health and Safety Monitoring Reports to HSWC through the Occupational Health, Safety and Training Advisory Group (OHSTAG).

University Meetings and Minutes (Health and Safety Services): [University Meetings and Minutes \(The University of Manchester\)](#)

4.32 Waste

All waste generated by the University must be disposed of correctly.

University Guidance on Waste:
<http://www.healthandsafety.manchester.ac.uk/toolkits/waste/>

University Guidance on Hazardous Waste (Estates and Facilities):
<https://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/hazardous/>

University Guidance on A-Z of Waste Types (Estates and Facilities):
<https://www.estates.manchester.ac.uk/services/operationalservices/envsvcs/waste/a-z/>

4.33 Wellbeing

The University is committed to providing a healthy working environment and improving the quality of working lives for all staff. Strategic responsibilities and the actions of the University, Management and Individuals can be found here: [Our strategy | Staff wellbeing | StaffNet | The University of Manchester](#)

Wellbeing resources can be found on StaffNet: <https://www.staffnet.manchester.ac.uk/wellbeing/>

4.34 Work Equipment Regulations 1998

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work

(whether exclusively or not). The regulations also cover equipment which people provide for their own use at work.

University Guidance on the Provision and Use of Work Equipment Regulations 1998 (PUWER):
<http://documents.manchester.ac.uk/display.aspx?DocID=15588>

University Guidance on Equipment:
<http://www.healthandsafety.manchester.ac.uk/toolkits/equipment/>

4.35 Work Experience

Work experience of students registered with the University is covered under the Placement Guidelines.

From time to time the University agrees to work experience placements of young people, normally of school age, for short periods of time. These periods of work experience are covered under guidance on Young People at Work.

5. MONITORING SAFETY POLICY

This policy will be monitored periodically by the Head of School in coordination with the Head of School Operations and School Safety Advisor to ensure it is effective in creating a safe and healthy working environment. This is done by:

- Regular review of accident and ill health reports from the School
- Regular review of housekeeping and safety awareness by periodic health and safety inspections
- Regular review and update, if necessary, of the safety policy documentation
- Regular monitoring and review of risk assessments
- Regular review of School's Annual Monitoring Report and H&S Objectives
- Accident and incident investigation
- Compliance with actions arising from investigations and inspections

The School makes an explicit commitment to improving health and safety performance and follows the university's Arrangements in Chapters 12 & 13 on measuring performance, monitoring and auditing via the School H&S Committee and its Annual Monitoring Report.

APPENDIX 1: Duties and Responsibilities of Safety Advisors

1. Senior managers are required to appoint in writing a School or Local Safety Advisor (SSA or LSA) to assist in the creation, development, implementation, monitoring and review of the local arrangements for safe working. Where appropriate because of the size and complexity of the managed unit, additional safety advisors with responsibilities for sub-units (e.g. divisional safety advisors) may need to be appointed.
2. The SSA/LSA will be a suitably senior member of the staff who may be appointed full time or part time, in accordance with the requirements of the school. The SSA/LSA is appointed by, and is responsible to, the Senior Manager.
3. The primary tasks will be to liaise between the School and the University Safety Co-ordinator and other safety co-ordinators and to advise the Head of School on safety matters. The effectiveness with which these functions are discharged and these duties performed will depend upon the support of the senior manager, and the extent to which other members of staff have a positive attitude to safety matters and, in particular, notify hazards in their work to the SSA.
4. The Senior Manager should make suitable arrangements to ensure that the SSA/LSA is provided with sufficient resource and support to carry out the work effectively, and for cover during periods of absence. This could include appointment of a deputy or instructions for urgent work to be forwarded to a named alternative person.
5. The following guidelines are intended to provide a flexible basis on which the Senior Manager and the SSA/LSA can allocate the work, but it should be clear that the SSA post is not one that carries responsibility for safety management; it is primarily to assist the managers by providing information, advice and support.
6. These must be adapted to suit the particular local circumstances and arrangements. A description of the agreed role should be part of the written appointment letter.
 - a) To disseminate information on safety matters within the school.
 - b) To advise on procedures to ensure the safety of operations within the school.
 - c) In conjunction with other members of staff and the Senior Manager, to carry out workplace inspections and other monitoring work (for example, checking that risk assessments are available and are kept up-to-date, and visually monitoring the presence and condition of safety equipment such as fire protection equipment, in accordance with current University guidance on workplace inspections), and to report any items seen to be missing or faulty so that prompt action may be taken to remedy that fault or deficiency.
 - d) To inform new members of the school, including students, of safety policy, codes and standards, as well as school safety arrangements and procedures, and to carry out that part of the agreed induction process which is specific to the school (using the induction check list).
 - e) To inform the University Safety Co-ordinator or Head of Safety Services of any special hazards in, or new hazards about to be introduced into the School.
 - f) To inform all members of the school, including students, of new developments with particular reference to any changes of policy or procedure.
 - g) To use best endeavours to ensure that accidents are reported promptly and investigated in accordance with University procedures and to report any case of non-compliance to the Head of Safety Services.
 - h) To co-ordinate school arrangements for emergency evacuation, in co-operation with the University Safety Co-ordinator(s).
 - i) To take an active role in the school health and safety committee
 - j) To maintain the school health and safety policy statement and to participate in preparing the school annual review.

University Guidance on the School and Local Safety Advisors in full:
<http://documents.manchester.ac.uk/display.aspx?DocID=13896>

APPENDIX 2: Emergency Contacts

First Aid - You will find a list of all First aiders by the stairwell on each floor a First Aider should be contact in the first instance during office. The Security office should be contact for first aid assistant outside of office hours - Tel: 0161 306 9966 (x69966).

Ambulance Assistance – Ring 9 999 using an internal telephone or 999 from a non- University telephone. **Note:** contact Security on x69966 (0161 306 9966) once you have called an ambulance to arrange access.

Fire – The building must be evacuated immediately by the nearest exit on hearing a continuous alarm. If you discover/suspect a fire and the alarm is not sounding press the nearest fire alarm point, usually located at exit. Once you have left the building you must go to the building assembly point, or a safe location and do not re-enter the building until directed. Staff should ensure that any student in their care leave the building quickly and safely.

University Guidance on Emergencies: <http://www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/emergencies/>

APPENDIX 3: - Terms of Reference

FACULTY OF HUMANITIES SCHOOL OF SOCIAL SCIENCES HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE

This document outlines the terms of reference of the School of Social Sciences Health & Safety Committee.

1. Scope of the Health & Safety Committee

The School of Social Sciences Health & Safety Committee covers the staff, students, visitors, activities, processes, and physical locations of the Economics, Sociology, Philosophy, Social Stats, Politics, Economics, Social Anthropology, Criminology, and Law, SoSS PS staff and the constituent Institutes and Centres that comprise the School of Social Sciences.

2. Frequency of meetings

The committee will meet at least three times per year and may, by agreement with members, meet more frequently as required.

3. Membership

The committee will include sufficient representation to cover the breadth of the School's activities as well as the breadth of the committee's remit. The committee membership will be:

- Head of School, (Chair)
- Head of School Operations
- School Safety Advisor
- Teaching & Learning Director
- Postgraduate Research Director
- Social Responsibility Director
- Research Director
- Representative(s) from Postgraduate Administration
- Representative(s) from Economics
- Representative(s) from Sociology
- Representative(s) from Social Anthropology
- Representative(s) from Social Stats
- Representative(s) from Philosophy
- Representative(s) from Politics
- Representative(s) from Criminology
- Representative(s) from Law
- Representative(s) from constituent Institutes and Centres (MCI, CMI, MICRA, LAC)
- Representative(s) from Safety Services
- Student representation PG and UG
- Others by invitation dependent on agenda items

4. Remit of the Committee

The remit of the School H&S Committee will be:

- To implement health and safety policy across the School for all staff and visitors.
- To monitor, review and share best practice across the School.
- To monitor activity and trends across the School with the delivery of statutory and University H&S requirements.
- To address and/or escalate specific health & safety issues within the scope of the committee.
- To offer reports/information to the HoS to provide assurance that the School is meeting its compliance obligations.
- To cascade information, actions, or issues from the School H&S Committee or specialist University advisors.
- To consider all issues regarding general occupational health, safety, and associated training, relevant to the School.

5. Standing items for inclusion on the Agenda

In addition to the agenda, minutes of the previous meeting, matters arising and any other business, standing items on the committee agenda will be as detailed in the example embedded below. It is appreciated that on occasion there will be nothing to report against these items.



HS Agenda.docx

6. Storage of Committee papers

Minutes of meetings, agendas and supporting papers will be retained for the lifetime of the committee plus 50 years in accordance with the University's Records Retention Policy.

7. Review of Terms of Reference

The Terms of Reference of the committee will normally be reviewed on annual basis at the first meeting of the academic session.

Document control box	
Policy / Procedure title:	SoSS H&S Policy
Lead contact email	heather.richards@manchester.ac.uk
Date approved:	June 2022
Approving body:	SoSS H&S Committee
Version:	2.0
Supersedes:	
Previous review dates:	
Next review date:	June 2024

[SoSS H&S Policy] Version amendment history		
Version	Date	Reason for change
1.0	September 2019	Original document incorporating School of Law following merge.
1.1	April 2020	Safety Advisor's contact details updated (Heather Richards maternity cover.
2.0	June 2022	H&S Policy updated as part of annual review
2.1	Feb 2024	2.3: H&S Personnel updated 4.8: Doctoral Academy arrangements added