

Directorate for the Student Experience
February 2024
International Development Division
Health and Safety Policy

Statement of Policy

As Director of International Development, I am responsible and committed to providing and maintaining a healthy and safe working environment for staff, students, visitors, contractors and anyone else who may be affected by our activities. The International Development Division (IDD) has made detailed arrangements for communicating and implementing this Health and Safety Policy as outlined in the Sections entitled "Organisation and Arrangements" and is committed to the prevention of injury and ill health in the workplace.

In order to achieve this aim, IDD has the following key objectives:

1. To comply with Health and Safety legislation, the University of Manchester Health and Safety Policy, relevant Codes of Practice and Guidance Notes.
2. To identify hazards to which staff, students, contractors and visitors might be exposed, to assess risks and implement control measures.
3. To ensure that staff, students and visitors are adequately informed of the risks to which they may be exposed and where appropriate receive information, instruction, training and supervision.
4. To ensure that this Policy and risk assessments are reviewed annually.
5. The Senior Management Team will regularly monitor and review the effectiveness of Health and Safety arrangements and controls by means of annual inspections and audits with the aim to improve processes.
6. To ensure that all new members of staff receive a Health and Safety induction.
7. To ensure that those individuals given responsibility regarding Health and Safety within IDD have adequate training, resources and facilities to carry out their duties in a competent manner.
8. To work beyond legal minimum compliance and to continually strive for Health and Safety improvements, and to provide the necessary resources to achieve this where necessary.
9. To ensure Health and Safety is an integral part of business processes and plans.

Staff are encouraged to contribute fully in developing and maintaining a safe and healthy working environment and should raise any concerns with their Line Manager, or myself.

I have access to competent Health and Safety advice from the Directorate Health and Safety Officer, University's Safety Services team or through specialist advisers where necessary and I acknowledge the importance and contribution of Trade Union representation.

All staff have a responsibility to ensure their own Health and Safety and the Health and Safety of others who may be affected by their actions, and are required to comply with this policy.

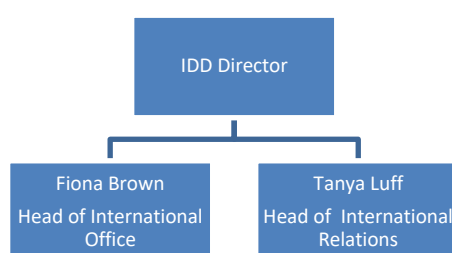
Richard Cotton, Director – International Development
February 2024

ORGANISATION

This policy details the Health and Safety management system within IDD, and should be read in conjunction with the Directorate Health and Safety Statement of Policy. This Policy details the local arrangements for managing Health and Safety within IDD to achieve compliance with the University's Health and Safety Policy.

This document is owned by the Director of International Development, Richard Cotton. It is approved by the local Senior Management Team. Individual members of staff are required to consult this document to determine where to find essential Health and Safety information and procedures for the area they work in.

The Director for the Student Experience has delegated the management of Health and Safety to the Director of IDD who is supported by the IDD Senior Executive Team.



All staff with management and supervisory duties for staff, students and visitors have a particular duty to ensure the Health and Safety of people under their supervision. This is carried out through staff inductions, one-to-one meetings, team meetings and training for Student Ambassadors.

Key roles to support the management of Health and Safety within IDD have been identified and their responsibilities are outlined in Appendix 1.

ROLES AND RESPONSIBILITIES FOR ALL STAFF

The Director for the Student Experience, Dr. Simon Merrywest has overall responsibility for ensuring the Health, Safety and Welfare of all those affected by the work undertaken in the Directorate for the Student Experience. He delegates this responsibility to Division Directors who then delegate through their direct reports.

It is crucial to understand however that although elements of Health and Safety work can and must be delegated, the manager remains answerable and accountable for those tasks. He or she cannot abdicate responsibility.

Delegation must be accompanied by empowerment to do the work (including the appropriate authority, resource, responsibility, communication to others expected to co-operate with the delegatee). In some cases, training may be required.

Directors know their responsibilities for managing health and safety, legal requirements and the risks profile of their Division and how they are controlled. They will:

- Implement the Health and Safety Policy within their area and monitor Health and Safety performance.
- Implement the Health, Safety and Risk Plan for their area of responsibility and appoint persons to deliver the necessary Health and Safety functions.

- Provide all necessary assistance during the Health and Safety inspection and audit process and use results to develop action plans.
- Identify any Health and safety training needs within their area of operation and strive for continual Health and Safety improvements through proactive management.

All members of staff know their own responsibilities for health and safety and who are the key people with responsibilities in their Division. They will:

- Cooperate with management in relation to Health and Safety.
- Comply with the relevant Health and Safety policies within their area of operation.
- Report any accidents and near misses to their Line Manager/Supervisor.
- Report any hazardous situations to their Line Manager/Supervisor.
- Cooperate with the Performance and Development Review (P&DR) process and assist in identifying Health and Safety training requirements.
- Attend Health and Safety training that has been identified by their Line Manager/Supervisor.
- Take reasonable care of themselves and anyone else who may be affected by their actions.
- Not interfere with anything that is provided for the Health, Safety and Welfare of those within the workplace.
- Wear personal protective equipment (PPE) when provided.
- Ensure that they are familiar with the emergency evacuation arrangements for the buildings that they work in.
- Assess their own workstation (if appropriate).
- Work in accordance with safe operating methods and procedures.

Line Managers and Supervisors know their responsibilities for managing health and safety, understand the risks associated with the work they are responsible for and what they need to do to control them. They know what they need to do to ensure competence and capability of employees under their control and what they need to do to monitor health and safety. They will:

- Implement relevant Health and Safety policies and procedures.
- Ensure that staff are aware of emergency procedures including fire evacuations (routes, tests and assembly points), accident reporting and accessing first aid.
- Ensure accidents and near misses are reported in a timely manner and investigated accordingly.
- Ensure that defects to premises, equipment and machinery are reported and follow up action is taken in a timely manner.
- Liaise with contractors and other third parties to ensure that they are aware of any significant hazards to which they might be exposed.
- Ensure that adequate first aid arrangements are in place.
- Ensure that inspections are carried out within the work area.
- Ensure that risk assessments are carried out for all significant activities within their area of control, and that control measures are implemented.
- Ensure that where identified by risk assessment, personal protective equipment (PPE) is provided and worn.
- Ensure that COSHH assessments, Display Screen Equipment assessments and local safety inductions are carried out.
- Consult and inform staff in relation to hazards and other Health and Safety matters.
- Identify Health and Safety training requirements through the Performance and Development Review (P&DR) process.

All students who interface with the Division know their own responsibilities for health and safety and who are the key people with responsibilities in the Division. They will:

- Attend Health and Safety induction where it is identified as necessary.
- Cooperate with Health and Safety procedures.
- Comply with the relevant Health and Safety policies.
- Report any accidents and near misses.
- Report any hazardous situations.
- Take reasonable care of themselves and anyone else who may be affected by their actions.
- Not interfere with anything that is provided for the Health, Safety and Welfare.
- Ensure that they are familiar with the emergency evacuation arrangements for the buildings that they use.

ARRANGEMENTS

IDD has approximately 50 employees who work across the University campus, mainly in Crawford House but also in the Atrium (on the first floor of University Place), offices on third floor of University Place and W3.7 in the Samuel Alexander Building. Staff also work in venues external to the University which are highlighted in the table below.

IDD Areas	Details
International Office	Colleagues are based within the Crawford House, and work in a variety of venues overseas including exhibitions, agents offices and undertaking school and university visits.
International Relations	Any locations, other than the Crawford House University Place and Samuel Alexander Building within the University or externally are considered as part of the individual event based assessments. Where visits or study periods are carried out at partner institutions abroad then relevant local arrangements will apply.

The Division will work in close cooperation with other areas of The University of Manchester e.g. Estates and Facilities, Human Resources, Disability Support Office, Occupational Health, Safety Services and will exchange Health and Safety information relating to hazards and risk associated with its work.

Accident, Incident and Near Miss Reporting

It is important, and a legal requirement, that all accidents that take place whilst you are at work are reported. We encourage you to also report any ‘near misses’ so we can make any necessary adjustments to prevent an accident occurring. You must:

- Report any accidents and near misses to your Line Manager or Supervisor as soon as possible.
- Complete an accident or near miss form within 3 days and send to Safety Services. These are available from your Line Manager, Supervisor or Safety Services website <http://www.healthandsafety.manchester.ac.uk/>.
- Support the investigation process (if required) to prevent recurrence of the accident or near miss.

Accidents and near misses will be investigated locally. Accident statistics and resulting actions and recommendations from investigations will also be discussed locally. The Division's Senior Management Team will monitor and review accidents, and identify patterns and trends.

Chemicals

IDD will adhere to the Control of Substances Hazardous to Health (COSHH) regulations (where appropriate) and ensure that risk assessments are completed for all substances used.

Only approved chemicals may be purchased from approved suppliers identified through the procurement office. They will be stored securely, clearly marked and only issued to staff who are trained in their correct and safe use. COSHH assessments will be available to all members of staff and where necessary, PPE (Personal Protective Equipment) will be provided prior to use.

Local consumables such as toner cartridges should be used in accordance with the manufacturer's recommendations.

Working with young people (under 18)

IDD will adhere to the University's Child Protection Policy¹ and guidance on safeguarding children and young people under 18 on campus and will not allow access to non-public areas of operation without a specific risk assessment being completed.

Teams organising events for young people (under 18) on campus, in halls of residence or at external venues will produce a risk assessment to be validated by the Heads of Section, on behalf of the Director, before the event can proceed. A copy of the risk assessment will be sent to the visiting organisations and, where appropriate to their parents, before the visits occur.

Depending on the nature of their work, some staff will also be required to undertake a DBS check.

Communication and Consultation

IDD has a number of established mechanisms for internal communication to support Directorate communications in relation to Health and Safety policy, legislation, training, best practice and awareness raising as follows:

- **Division Group Email**

Urgent messages are communicated to all staff in the Division via group email:

IDD-STAFF@LISTSERV.MANCHESTER.AC.UK and

- **Shared Drive**

All Health and Safety policy and procedure documents are stored on the Shared Drives

<G:\SRAID\Common\Health and Safety> to which all staff have access. Each team also have their own folders, with the relevant risk assessments for their area (see below). IDD H&S Committee also has a folder on the shared drive where agendas and minutes are kept <G:\SRAID\Common\Health and Safety\IDDHealth and Safety Committee>

- **1:1 Meetings**

¹ The University's safeguarding policy can be found at the following link <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4287>

Senior Managers have Health and Safety standing agenda items at 1:1 meetings covering Health and Safety communications, complaints, accidents, incidents and their investigation and outcomes.

- **Team Briefings**

Monthly or bi-monthly face-to-face or Teams/Zoom meetings are held with all staff to cascade Division updates and news including Health and Safety as appropriate.

- **Personal and Development Reviews**

All staff are offered an annual Personal and Development Reviews and include Health and Safety discussions as part of the process, where awareness of local policies are reviewed and training needs identified.

- **University Safety Circulars**

All University Safety Circulars are distributed by the Directorate Health and Safety Officer to the Directors and the IDD Safety Adviser. These are then circulated as deemed appropriate to the area.

- **Health and Safety Committee**

IDD Health and Safety committee meets quarterly to discuss and raise local issues.

- **Noticeboard**

Any relevant information on Health and Safety will be placed on the designated public places across the Campuses. where and will be checked and updated by the Safety Adviser, twice a year as a minimum.

- **DSE Health and Safety Forum**

Safety Advisers attend meetings of the DSE Health and Safety Forum three times a year.

Display Screen Equipment

New staff are asked to complete a Display Screen Equipment self-assessment as part of their induction. Existing staff are encouraged to repeat the self-assessment every 2-3 years for both office and home-working locations, or when there has been any change to their work station (e.g., office move, or new equipment).

IDD has access to trained Display Screen Equipment Assessors who will provide advice and guidance.

On hybrid working, staff are asked to follow [University guidance on home/hybrid working](#)

Driving at Work

IDD is committed to reducing risk to staff who drive as part of their work/activities, whether in the UK or overseas, and will comply with the University's arrangements for the management of work related Driving. This is supported by local risk assessments.

Any staff driving for work, and using their personal car, are required to have business insurance on their car.

All staff will be directed to the University's Guidance on Driving at Work which is provided in the links section at the end of the document.

Electrical Safety

The Directorate of Estates and Facilities is responsible for maintaining basic electrical installations. All electrical equipment is PAT tested annually by an approved contractor and this is arranged by Estates and Facilities. All new electrical equipment (in warranty) will not be PAT tested before use, but should be included on the schedule for the following year. All staff are responsible for ensuring equipment is available to be tested by the contractor.

All electrical items must be visually inspected before use, and any faults reported.

Fire

IDD will adhere to the University's Fire Safety Policy. The arrangements for the implementation of the University's Fire Safety Policy provides specific guidance on responsibilities within the Directorate. Fire evacuation marshals are identified and trained within local areas and processes for the identification of Personal Emergency Evacuation Plans (PEEPs) are in place. All staff and students receive information about evacuations and fire safety as part of their induction. Fire evacuation practices take place annually and are coordinated by Safety Services.

The fire alarm for Crawford House is tested every Wednesday at 11.45am

The fire alarm for University Place is tested every Tuesday at 9am (Block A) and every Friday at 9am (Block B)

The fire alarm for Samuel Alexander Building is tested every Thursday at 12.50pm

Any problems with the audibility of the alarm, or the absence of weekly test should be reported to the Estates Helpdesk (Tel: 52424).

In the event of a fire all staff should:

- Be aware of their responsibility to take reasonable care of their own Health and Safety, and that of others affected by their actions or inactions.
- Note the essential information on the "Fire Action Notices" placed on all exit routes, about what the fire safety arrangements are in each building, and when the alarm is tested.
- Respond promptly to all activations of the fire alarm (except the weekly tests at the designated time), and not wait to be moved on by an Evacuation Marshal or other person. This is particularly important for people working out of hours, and alone.
- Staff with groups of students should stop their activity, instruct them all to leave, and follow them out, ensuring doors are closed as they exit the building.
- On the weekly fire alarm test (carried out by Estates & Facilities staff), check that the alarm test is clearly audible in their work area(s) and report any problems with audibility.
- Ensure good housekeeping standards are maintained in areas they occupy, and arrange for routine maintenance of any equipment or machinery they are responsible for.
- Report complaints about inadequate room temperatures to the Estates Helpdesk and avoid the use of unchecked portable heaters
- Properly dispose of their own combustible waste materials and report any accumulations that are not being removed, or which obstruct fire exit doors or corridors (on Estates Helpdesk, or to House Services staff).

Further information relating to Fire arrangements can be found in the links section at the end of the document.

First Aid

IDD will liaise with the Directorate Health and Safety Officer to assess first aid requirements to ensure adequate provision is identified in line with University procedures. In addition all Security staff are fully trained first aiders and

carry a defibrillator in their vehicles. First Aid notices are displayed on corridors and in communal areas. Defibrillators are available across campus and locations highlighted on campus maps.

First Aid Boxes

All First Aiders have access to a first aid box, in Crawford House there is a box in the kitchen on the second floor, in University Place in the kitchen on floor 3). In Samuel Alexander first aid boxes are in A6 & behind the student reception in South Foyer (there are also first aid kits in S3.36 and W1.10). It is the responsibility of the local Safety Adviser to ensure that First Aid boxes have appropriate amounts of relevant first aid materials and they are checked twice a year, as a minimum. To order new supplies, please speak to IDD H&S Advisor.

All Security Staff are First Aid trained and can be contacted via the number on the back of your staff card (0161 3069966)

Health and Safety Committees

- The Director represents IDD at the Directorate's Health, Safety and Risk Committee. If unable to attend a representative will be nominated from the Senior Management Team.
- The IDD Senior Executive Team (SET) meets on a regular basis at which Health and Safety is an agenda item.

The Division Health and Safety committee meets at least four times per year, at which time the Health and Safety committee minutes from each operational area within the Division will be received and reviewed. Membership of the committee will be reviewed annually, with vacating members replaced as quickly as possible by other staff from the Division. See Appendix 2 for a current list of members.

Health and Safety Induction

The induction process plays an important role in conveying the responsibility to individual staff members and students for Health and Safety. Health and Safety is included in the induction of all new and transferring staff, where an induction checklist is completed and stored locally. New staff complete the full induction checklist and staff transferring within the Division complete an adapted checklist where the Line Manager identifies any new or additional risks associated with the change of role or location, and ensures that they are controlled appropriately. Inductions will take place on day one or as soon as reasonably practicable.

Completed staff inductions are recorded by the Division Office Administrator. This is monitored by the Directorate Office and reported to Staff Learning and Development

The Division is in the process of creating a location for all IDD Health and Safety inductions to be stored (estimated completion date June 2024)

Lone Working/Out of Hours and Personal Safety

In many situations e.g. typical office work, the risks of lone working are no greater than being alone at home, and can take place without additional precautions or with minor adjustments to working practices. No manual handling activities, working at height or use of specialist machinery should be undertaken under these circumstances. However, if a risk is present lone working should be risk assessed by the Line Manager.

Comprehensive arrangements and guidance are available from the Safety Services webpage, including an 'On Campus Lone Working Checklist'.

The Division is in the process of considering an appropriate approach for lone working situations pertinent to IDD (estimated completion June 2024).

Manual Handling

As outlined in the Manual Handling Operations Regulations 1992, the risks to employees from manual handling activities are managed by:

- Avoiding hazardous manual handling operations so far as is reasonably practicable;
- Creating a suitable and sufficient risk assessment of the risk of injury from any hazardous manual handling operations that cannot be avoided;
- Reducing the risk of injury from those operations as far as is reasonably practicable.

Risk assessments will be completed by trained members of staff for work activities involving manual handling that pose a significant risk. Staff identified (through the training matrix) will receive additional specific manual handling risk assessment training which is refreshed periodically. Manual handling trainers have been identified and trained where necessary, and can assist in the production of manual handling risk assessments.

If Manual handling is part of a role, then staff should book onto the current TLCO 510 Manual Handling online course via Learning and Development.

Working online/online events and activities

Appropriate consideration will be made for staff wellbeing when undertaking online events and activities to ensure adequate screen breaks are built into programmes and account taken of any out-of-hours working using similar principles to those applied when staff are travelling.

Monitoring and Review

The Director is responsible for monitoring Health and Safety performance and management, including ensuring the completion of annual self-inspections, submission of Division risk register, reviewing accident statistics and recommendations for action following investigations, setting goals and objectives through the Annual Monitoring exercise and developing and implementing action plans to address any remedial measures.

Directors review accident and incident data quarterly with the DSE Health and Safety Officer to consider any legislation changes and trends. There is an analysis of incidents to ensure arrangements are being followed, and to inform the identification of any additional training requirements within the team.

Accident reports and investigations are reviewed regularly to identify if reporting is effective and information effectively captured in a timely manner.

A quarterly review of accidents and incidents is presented to the Health and Safety Committee and any wider lessons learnt are identified and implemented.

Occupational Health and Wellbeing

Managers have a duty to support the occupational health and wellbeing of staff. Where they are able, individual staff members also have a responsibility to make Line Managers aware of any occupational health and wellbeing concerns eg pregnant workers or those with pre-existing medical conditions. As a minimum, Line Managers should incorporate a discussion concerning occupational health and wellbeing into the Personal and Development Review process.

Office Safety

In addition to Display Screen Equipment assessments, offices are subjected to a general risk assessment to ensure the working environment remains safe. Office self-inspections take place on an annual basis (see Appendix 3 for information) . The main office areas are located as follows: Crawford House 2nd floor (East end); University Place 3rd floor offices, the Atrium (2nd floor University Place and W3.7 in the Samuel Alexander Building.

PEEPs (Personal Emergency Evacuation Plan)

An impairment or injury may affect a person's ability to respond to an emergency situation, it is therefore necessary to review each individual situation to identify if a PEEP is needed to ensure that a timely and safe evacuation is possible. Line Managers are responsible for the identification of staff, students and regular visitors (where appropriate) who require a PEEP. The Directorate Health and Safety Officer can provide specialist advice for the generation of the PEEP. All new members of staff within IDD are inducted and the requirement for a PEEP is assessed at induction.

Personal Protective Equipment (PPE)

Where personal protective equipment has been identified as a control measure through the process of risk assessment, arrangements are in place for its procurement, training staff how to use it correctly, store it and replace it as well as report and defects of concerns. Managers have responsibility for ensuring that PPE is used and managed appropriately.

Reporting Faults

Health and Safety is a shared responsibility. Staff within IDD are asked to report faults in line with Health and Safety induction; in general estates faults should be reported to the [Estates helpdesk](#) and IT faults via the [IT helpdesk](#); advice on reporting any other faults can be directed to the IDD Office Co-ordinator.

Risk Assessments

Risk assessments will be carried out by Line Managers and Supervisors with support from the Safety Adviser/Risk Assessor in consultation with the staff carrying out the task.

To ensure that activities have been risk assessed, Line Managers and Supervisors validate the risk assessments in their area. The level of detail in the risk assessment will be commensurate with the level of risk.

No new activity should be implemented without a validated risk assessment. Where necessary an action plan may be required to reduce the risks identified to an acceptable level.

Risk assessments will be completed using the University Risk Assessment Template or the relevant Travel Risk assessment.

Risk assessments are stored electronically on the shared drive, which all staff have access to:

For IO travelling staff on the International Office Teams/Sharepoint site under Documents/Risk Assessments (accessible by all members of International Office staff): [Risk Assessments](#)

For PIP travelling staff: on PIP TEAMS area under General>Staff Travel; [Staff Travel](#)

For travelling other members of staff e.g. E&M team, under the relevant location for the interview visit or in the folder associated with the outward travel;

For hosted inward visits under the relevant folder for the activity and will be shared with staff, visitors and contractors to ensure they are aware of the risks to which they may be exposed, usually in the Country Folder on the Sharepoint site under “inward visits”

General templates for inward visits are stored on the shared Gdrive under Z:\sraid\IDD\International Relations\International Collaboration\General IR\Visits - overview and documents\Visit Planning\Risk Assessments 2021-22.

Risk assessments will be reviewed at least annually and will be communicated through team meetings and local Health and Safety Committees. Injury, ill health or occurrence of incidents will also prompt a review of risk assessments where control measures are not being implemented or are thought to be insufficient, as will any change in legislation.

Risk Management

IDD's Health and Safety hazards are primarily, but not limited to:

- **International Relations (IR) Team:** Large scale events involving new students and, in some cases, friends and family; work off site at Manchester Airport and in the city more widely. Responsibility for and supervision of student ambassador helpers. International travel. Local travel, national travel, work with visitors to the University. Inward visits by sponsors, partner organisations and, on an ad hoc basis, applicants and their friends and supporters. The Placements and International Programmes Office is additionally responsible for International outward visits/study periods and placements by undergraduate students and some staff. Staff follow the general protocols for travel used by all staff in the IR office; students follow protocols and procedures as outlined on GoAbroad.manchester.ac.uk and via the My Placement System. Staff and students coming to Manchester on programmes managed by the Placements and International Programmes Office are catered for under University guidance.
- **International Office (IO):** Local travel, national travel, work with teachers, agents and other influencers, work with visitors including prospective candidates and applicants to the University. The IO team incurs additional risks associated with travel to and local travel within a wide variety of international destinations and venues and in extensive online engagement out-of-hours. A statement of mitigated risks is prepared for each overseas visit.

The Division Risk Register is reviewed and updated every six months by the Director and Senior Management Team and then submitted to the Director for the Student Experience.

Sickness and Absence Monitoring

Line Managers are responsible for monitoring the sickness absence levels of staff in accordance with University Policy. Where appropriate, referrals will be made to Occupational Health for assessment and/or support. All periods of sickness are recorded by the person who is declaring the absence on the [MyView](#)

Where ill health is the cause of absence, line managers consider any requirements for review of risk assessments or make reasonable adjustments where necessary.

Where members of staff are absent due to stress, advice is sought on individual cases from the HR Partner.

Training

During the Health & Safety induction, staff will be signposted to health and safety training appropriate to their role as identified in the [health and safety training matrix](#). Health and Safety training participation and completion will be reviewed in one-to-one meetings with line managers and as part of the PDR process.

Visitors and Contractors

All staff are responsible for ensuring visitors and contractors are made aware of relevant safety arrangements such as emergency evacuations, accident reporting procedures, first aid availability and any hazards to which they might reasonably be exposed to during the course of their visit.

The Division will be informed by Estates and Facilities before any work commences and contractors arrive on site, and contractors will make the Division aware of any hazards arising from their work.

Working away from the University

For staff required to work away from the University (including overseas) during the course of their duties, risk assessments will be put in place where appropriate and a statement of mitigated risks will be prepared for each overseas visit. Travel overseas will not take place without being authorised by a Senior Manager, and will be carried out in accordance with the risk assessment policy, travel and safety guidelines and emergency procedures for staff. Details of the International Development Risk assessment policy including travel and safety guidelines and emergency procedures, can be found in **Appendix 4**.

DIVISION LINKS

IDD Health & Safety Committee Papers : [G:\SRAID\Common\Committees and Working Groups\Health and Safety](#)

IDD Health & Safety Policy: [G:\SRAID\Common\Health and Safety\IDDHealth](#) and Safety [Committee](#)

Health & Safety induction: <http://www.healthandsafety.manchester.ac.uk/toolkits/induction/>

IDD Risk Assessments: [\\ds.man.ac.uk\csistgdrive\SRAID\Common\Health and Safety\Risk Assessments](#)

DIRECTORATE LINKS (DSE)

<http://www.dse.manchester.ac.uk/our-directorate/thedirectorateoffice/wellbeing-health-and-safety/>

UNIVERSITY LINKS

[University's Health and Safety Policy](#)

[University Accident, Incident and Near Miss Reporting](#)

[University's Child Protection Policy](#)

[University Information and Guidance on the Use of Display Screen Equipment](#)

University Guidance on Driving at Work

[University's Fire Arrangements](#)

[University's Procedure for First Aid at Work](#)

[University's Lone Working Arrangements and Guidance](#)

University's PEEPs Information and Guidance

University's Risk Assessment Arrangements,

Guidance and the role of Generic and Dynamic Risk Assessments

University Safety Services

University's Sickness Absence Policy and Procedure

University's Stress at Work Policy

Travel Advice

[Transporting of a person in a medical emergency](#)

Appendix 1: Key roles to support the management of Health and Safety within IDD have been identified as follows:

Safety Advisers			
Amy Foster	Directorate Office, first floor Crawford House	Amy.Foster@manchester.ac.uk	Via teams

Fire Evacuation Marshals	
Sarah Hartley (redone July 2019)	1 st Floor Crawford House
Sarah Gumusgoz	1 st Floor Crawford House
David Garcia (Completed June 2018)	
Paula Arnison	1 st Floor Crawford House
Stephanie Nixon (expressed interest in being FM- sent training Feb 24)	University Place
Hannah Wood (expressed interest in being FM- sent training Feb 24)	University Place
Helen Lusty (expressed interest in being FM- sent training Feb 24)	2 nd Floor Crawford House
Diana Kurkul (completed February 2024)	2 nd Floor Crawford House
Tanya Luff	2 nd Floor Crawford House

Amy Foster (completed February 2024)	1 st Floor Crawford House
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First Aiders			
Name	Location	Certificate	Telephone Number
Hannah Wood	University Place	Expressed interest in being first aider- training to be completed	
Amy Jones	Samuel Alexander Building	Expressed interest in being first aider- training to be completed	
Tanya Luff	Crawford House	Expressed interest in being first aider- training to be completed	

Display Screen Equipment Assessors	
DSE (Display Screen Equipment) assessors are still necessary for following up with individuals who raise concerns or issues during a survey related to office working	
Sarah Gumusgoz (interim)	1 st Floor Crawford House

Manual Handling Trainers	
David Garcia (International Relations)	2 nd floor Crawford House

Risk Assessors	
Tanya Luff, International Relations (Inward visits)	2 nd floor Crawford House

Stephanie Nixon, International Programmes Office	University Place
Fiona Brown, International Office (all officers undertake risk assessment for overseas visits)	2 nd floor Crawford House
Amy Foster Division Office	1 st floor Crawford House

High Risk Assessors	
Fiona Brown, International Office – High Risk Travel (DSE) https://www.staffnet.manchester.ac.uk/compliance-and-risk/travel/ - University risk policy for high risk travel	2 nd floor Crawford House

Appendix 2: IDD Health and Safety Committee members:

Membership	
Tanya Luff (Chair)	International Relations
Amy Foster	Division Office
Helen Lusty	International Relations
Jamie Vegad	International Office
Deborah Williams	Placements and International Programmes Office, International Relations
Sarah Gumusgoz	DSE Health and Safety Officer
Tom Williams	International Office

Appendix 3: Annual Self-Inspection Procedure:

1. **Senior Manager** must ensure that:
 - a) All areas of their Division are formally inspected, once a year, by a team ideally drawn from across the Division.
 - b) Inspection team members are provided with information and instructed on how to carry out an inspection.
 - c) The number and locations of inspections (footprint) are confirmed with the inspection team.
 - d) Inspections are carried out in accordance with the annual Health, Safety and Risk Plan.
 - e) Any remedial action is identified in an action plan and completed as necessary.
 - f) Records are kept of the inspections and remedial action.
 - g) Health and Safety Committees (which could include trade-union Safety Representative where available), receive, review and monitor the outcomes of the inspections and any follow-up.

2. **Inspection Teams** must have sufficient experience and be familiar with both the work-practices of the area and the relevant Health and Safety processes. The team should consist of:

- a) The Safety Adviser as lead.
 - b) A trade-union Safety Representative (where available).
 - c) At least one other member of staff from the area (preferably from a different team).
 - d) A Manager or Supervisor if possible.
3. **Inspections** should be completed using the inspection Safety Culture on an iPad signed out from the Directorate Office). The inspection checklists are periodically reviewed and developed in light of experience and changes in legislation or standards. Although the check-list should be used as the basis for the inspection, it should not constrain the team or prevent it from identifying other potential problems.

During the inspection, the team should attempt to discover the root causes of any unsatisfactory conditions that they find, and, where possible, should make positive recommendations for addressing the underlying problems as well as their symptoms.

Managers are also encouraged to use the inspection checklist for their own spot-checks to demonstrate managerial commitment, and to assure themselves that remedial works have been completed.

4. **Completed self-inspection reports** must be submitted by the Safety Adviser to the Senior Manager and the DSE Health and Safety Officer. An action plan (including timescales and responsible person) must be populated with the identified actions and circulated by the Safety Adviser to the Senior Manager, the DSE Health and Safety Officer and the Health and Safety Committee Chair (or equivalent). This must be updated before each meeting to enable the Committee to monitor progress in implementing remedial measures.

The reporting process should not delay remedial measures or prevent immediate action during the inspection; this is especially important if there is a risk of serious injury or illness.

Directorate Wide Monitoring occurs as action plans are reported to the DSE Health, Safety and Risk Committee and progress monitored throughout the year.

Appendix 4: Travel Process:

International Development Division: Update to RTS and Risk Assessment Process for International Travel, including Recruitment, for International Office and International Relations staff

Following the post-Covid pandemic return to travel, the issuance of new University risk assessment templates from the Compliance and Risk Office and a review of practice, this document outlines the approach for approval of IDD staff overseas travel, risk assessment and risk mitigation. These steps include processes that have been followed for many years, but the purpose of this document is to provide the information in one location.

Reminder: Main sources of information to be used to prepare risk assessments:

- [Compliance and Risk flowchart](#) is the primary source of determining level of country risk and whether a high risk risk assessment is required for the destination country;
- [AIG risk map 2023](#) provides information on how the University insurer rates risk;
- [Foreign, Commonwealth and Development Office \(FCDO\) travel advice - GOV.UK \(www.gov.uk\) provides govt alerts;](#)

- [NaTHNaC](#) provides specific health and disease information, by country.

These sources of information guide whether we determine a destination per se as ‘high’; ‘moderate’ or ‘low risk’, whilst taking into account more current issues or incidents and risks specific to the representative undertaking the travel.

- Consistent use of University risk templates ensure an emphasis on the understanding and distilling of the key risks and key mitigations for a visit. Please aim to prepare succinct documents which reflect a considered view on net mitigated risks and concerns, specific to individual member/s of staff travelling and the itinerary. Prepare each risk assessment from scratch, do not simply copy and paste. We can now, for example, provide more proportionate commentary on Covid mitigation.
- The following templates from the Compliance and Risk website should be used:
[HIGH risk](#)
[Low/Medium risk](#)

Reminder of Steps to be followed:

1. **AT POINT OF INITIAL APPROVAL FOR TRAVEL** (ideally c. 2 months prior to travel for events which have been planned well in advance.)

1.1 Country Manager/Officer prepares a Request to Spend (RTS) for line manager/head of section indicating:

- i) Descriptor for Reason for travel [for recruitment travel, use same headings as in dynamics Country activity month year (e.g. BMI Brazil and Peru, with schools visits, March 2023);
- ii) The RTS should outline the likely spend inclusive of:
 - a. exhibition fees (often already committed);
 - b. international/ internal flights and travel;
 - c. hotel stay and subsistence;
 - d. freight shipping
 - e. any other costs.

A Request to Spend should identify the number/type of representation i.e. single Officer, academic colleague, other staff member from School/Faculty etc, and confirm the nature of the role of the representative (i.e. requested to travel on behalf of IDD, or attending in addition to IDD staff member). While sign off on Key Travel currently sits with the Head of Office, you should always rehearse the RTS and visit details with your line manager prior to submitting the RTS.

NB: An outline Request to Spend needs to be approved before any bookings should be made on Key Travel. Plans involving academics should be rehearsed well in advance, and these may require sign off from a Head of Department/School.

1.2 To approve RTS, the following is also required:

- i) **an outline itinerary** (ie providing an overview of the activity in as much advance detail as possible, to be updated in full for the final itinerary and risk assessment).
- ii) **an outline Risk Assessment** (i.e highlighting any representative or destination specific requirements. Please note additional requirements for AIG designated High Risk itineraries

below)

1.3 High risk visits

All High risk visits will be reviewed initially by Fiona Brown, and escalated as necessary to **SET** (ie Fiona Brown, Head of International Student Recruitment, Tanya Luff, Head of International Relations and Richard Cotton, Director International Development) in order to agree approval of travel, and a staged plan of action and decisions for any higher risk scenarios.

For higher risk destinations (e.g. Pakistan/ Lebanon/ Nigeria) or areas where there is uncertainty because of local current conditions, further risk mitigation and planning is usually required and may include:

- Booking more flexible flights if there is a significant chance of the visit being cancelled closer to the event;
- Provision of and reference to specific local topographical and logistical information, with google maps etc, to clarify location of activities and any sensible mitigation e.g specific travel routes from airport or main highway routes to be used, or avoided;
- Advice from trusted local representatives or colleagues (agents / school counsellors /event providers) to confirm what security arrangements or mitigations will be in place;
- A higher required frequency of agreed 'check ins' from delegates throughout the itinerary;
- Additional revision/ decision point on whether part of a visit or full visit is going ahead (in cases, for example, where heightened security issues have erupted since initial planning of visit).

After approval of RTS

- i) Itinerary continues to be updated by Country Manager/Officer travelling
- ii) Bookings are made on Key Travel
- iii) Final check of details on risk assessment and itinerary documents made c. one week before travel, and monitored closer to departure where concerns so dictate.

All flights and hotels to be booked on Key Travel unless there is a specific reason why this is not possible, such as internal flights not available or where a lower "rack rate" for event accommodation is available through event provider. Booking reference details should be captured on itinerary. Any issues with Key Travel systems to be fed back to **Dominic Jensen** for liaison with Key Travel and Uom help desk.

2. c. 1 week prior to departure

Full and Final risk assessment is completed with reference to a complete, updated itinerary, including details of:

- i) Nominated out of hours contact. (NB: This should ideally be one person. During peak travel and leave periods, it may be necessary to share out of hours contact responsibilities across more than one colleague. In such cases, colleagues should take particular care that full out of hours contact is provided and fully understood by all concerned).
- ii) Agreed means of contact and that both colleagues are signed up to the AIG email / text security and incident alerts for the destination country
- iii) arrangements agreed in advance between the travelling representative and the named emergency contact whether check in messages are to be sent by Whatsapp or text etc;

Documentation is shared with the designated out of hours contact. Once signed off, the final versions of both risk assessment and travel itineraries should be saved in the 'risk assessments' channel of the International Office Teams area:

<https://teams.microsoft.com/l/channel/19%3ad9171d25d9fa40adb54a4046b2091006%40thread.tacv2/Risk%2520Assessments?groupId=650653a2-74a5-471c-8d4e-e5da41416fd0&tenantId=c152cb07-614e-4abb-818a-f035cfa91a77>

NB if any changes are made during travel, please update the final copies in these folders.

Information for Placements and International Programmes is saved here:

<https://livemanchesterac.sharepoint.com/sites/UOM-DSE-PaIPT>

3. Upon arrival and during travel

- i) Representatives must 'check in' to clarify they have safely landed, and arrived in their accommodation;
- ii) Colleagues should be maintaining email contact in the course of their overseas visits anyway, but it is nonetheless important to keep in regular contact by the agreed means and at the agreed touchpoints. It is the responsibility of the colleague travelling and their designated contact to be in touch as soon as there are any reported incidents relating to security concerns or natural disasters etc;
- iii) Inform the nominated out of hours emergency contact if there are significant changes to the itinerary which adjusts the location and activity of the representative;
- iv) The representative must also 'check in' on the return leg of the visit, to confirm safe arrival home.

4. Who completes and approves risk assessments?

4.1 Risk assessments should be prepared by the relevant country manager (CM) and countersigned by a senior team member: line managers or Head of team as appropriate, and Fiona Brown for all High Risk destinations (or Tanya Luff/ Richard Cotton in her absence). Please remember it is important to capture details of the itinerary, google maps if specific locations/ routes need to be understood

and details of local ground transportation especially where that is an issue of security (especially regular destinations such as Nigeria, Pakistan).

4.2 Non-IDD staff travelling on IDD itineraries should complete their own risk assessment and approval /sign-off should be undertaken by the local line manager. The approach undertaken by IDD can be shared with a local line manager.

5. What is the role of the nominated out-of-hours/emergency contact?

The role of the nominated out of hours contact is to:

- i) Familiarise themselves with the details of the itinerary and RA, and ask any clarifying questions prior to the travel;
- ii) Sign up for AIG alerts for the relevant destination for the duration of the visit;
- iii) Ensure the traveller has arrived safely at their destination – if arrival has not been confirmed within a reasonable window (2-3 hours) of flight arrival, out-of-hours contact to follow up with traveller (colleagues to agree times for contact in advance). If arrival is during the middle of the night UK time, the travelling colleague should nonetheless send confirmation of safe arrival;
- iv) To follow up directly with the traveller in the event of an incident overseas in the vicinity of the traveller e.g. natural event such as an earthquake, explosion;
- v) To support the traveller if changes to itinerary are needed in the event of an emergency working with Head of Section/line manager;
- vi) Ensure the traveller has arrived safely home at the end of their visit.
- vii) We suggest that non-IDD staff, travelling on the behalf of their School/Faculty, should arrange for a local 24 hour emergency contact; non-IDD staff travelling on behalf of IDD will be supported by an IDD 24 hour emergency contact.

6. Note on use of TOIL and periods of rest.

- i) Unduly long visits should be avoided as far as possible.
- ii) Where the visit includes high numbers of consecutive days of activity, the programme should factor in reasonable breaks and periods of rest, this may sometimes include taking a day of TOIL in country to provide a necessary rest day.
- iii) Flight options should take into account reasonable routes to avoid unnecessarily long routes or unnecessarily broken nights where suitable alternatives are available. Flight options should be the most cost effective within reasonable routes, with consideration to the carbon load (KT allows flight options to be sorted by 'greenest'; 'quickest'; 'cheapest' etc).
- iv) Colleagues should allow for a minimum of 8 hours of rest from arrival to starting work (and preferably a night's sleep) where there has been a long flight and/or the destination has a significant time zone shift.
- v) TOIL is accrued for any weekend days worked; this is a measure which is primarily intended to offset wear and tear and allow sufficient rest. It should therefore be reclaimed and used promptly after travel to offset fatigue for the purposes of supporting well-being.

7. Accidents, incidents and near misses

7.1 Any accidents or incidents which take place overseas should be reported via standard health and safety routes:

- i) [Accident reporting](#)

Fiona Brown, Tanya Luff October 2023

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