

Directorate for the Student Experience
Residential Services Division
Health and Safety Policy

Statement of Policy

As Director of Residential Services, 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. Residential Services has made detailed arrangements for communicating and implementing this Health and Safety Policy as outlined in the Sections entitled "Organisation and Arrangements".

In order to achieve this aim, Residential Services 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 annual independent audits of Health and Safety management and performance will be carried out in each operational area.
8. To ensure that those individuals given responsibility regarding Health and Safety within Residential Services have adequate training, resources and facilities to carry out their duties in a competent manner.
9. 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.
10. 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.



Helen McGlashan, Director of Residential Services

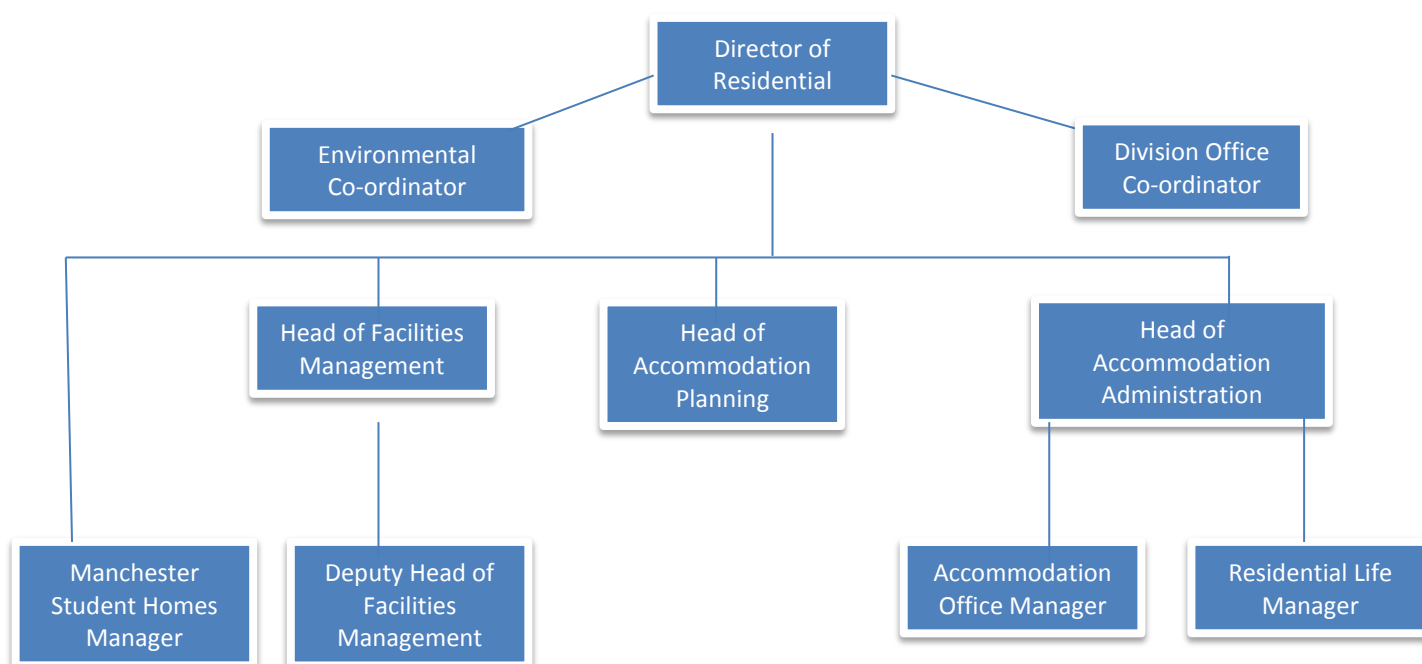
1st January 2017

ORGANISATION

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

This document is owned by the Director of Residential Services. It should be approved at the local Senior Management Team and signed by the Director. 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 Residential Services who is supported by the Residential Services Senior Management 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.

Line Managers/Supervisors/Team Leaders

Domestic & Portering Services	
Kevin Hughes	Senior Portering Services Co-ordinator – Residential Services Division
Alan Ashcroft	Senior Domestic Co-ordinator – City and Victoria Park Campus
Mick Rooney	Senior Domestic Co-ordinator – Fallowfield Campus
Alastair Noone	Assist Domestic Co-ordinator – City Campus South
Sandra Murray	Assist Domestic Co-ordinator – Victoria Park Campus
Joan Cleary	Assist Domestic Co-ordinator – Victoria Park Campus
Pam Hadfield	Assist Domestic Co-ordinator – Fallowfield Campus
Peter Acott	Assist Domestic Co-ordinator – Fallowfield Campus
Karen Griffiths	Assist Domestic Co-ordinator – Fallowfield Campus

Accommodation and Administration	
Norma Daniels	Residences Admin Officer – Fallowfield Campus
Georgina Rogers	Residences Admin Officer – City Campus South
Victoria Hamilton	Residences Admin Officer – Victoria Park
Lindsay Hurd	Residences Admin Co-ordinator – City Campus North
Davina Holme	Campus Liaison Co-ordinator – Accommodation Office
ResLife	
Jonny Marshall	Senior Residential Life Co-ordinator - City
Stephanie Fisher	Senior Residential Life Co-ordinator – Victoria Park
Mark Hibbert	Senior Residential Life Co-ordinator - Fallowfield
Manchester Student Homes	
Cooper Healey	MSH Manager

Key roles to support the management of Health and Safety within Residential Services have been identified as follows:

Safety Advisers

Alan Ashcroft	Victoria Park Campus	alan.ashcroft@manchester.ac.uk	0161 275 4951 (54951)
Nicola Kyne	Residential Services	nicola.kyne@manchester.ac.uk	0161 306 6113 (66113)
Karen Griffiths	Fallowfield Campus	karen.griffiths@manchester.ac.uk	0161 306 9779 (69779)
Cooper Healey	MSH	cooper.healey@manchester.ac.uk	0161 275 7683 (57683)
Anne Malone	Accommodation Office	anne.malone@manchester.ac.uk	0161 275 2892 (52892)

Union Health and Safety Representatives

Keran Dermody	City Campus	keran.dermody@manchester.ac.uk	UNITE
Elizabeth Gough	Victoria Park Campus	elizabeth.gough@manchester.ac.uk	UNITE

Fire Evacuation Marshals

Accommodation Office:	Paul Burns
City Campus:	Andrew Appleton and Steven Johnston
George Kenyon:	Noreen Wilson, David Allman and Janet Cunningham
Whitworth Park/Horniman House:	Wayne Boyle, Tracy Mayberry, Georgina Rogers, Andrea Moggeridge, Sarah Cleaver and June Ferris
Wright Robinson:	Janet Cunningham, Noreen Wilson and David Allman
Fallowfield Campus:	Terence Cauchie, Alexander Clark, Graham Collison, Sarah Collinson, Norma Daniels, Debra O'Kane, Mick Rooney, Graham Walker and Jean Barber
Ashburne, Sheavyn House:	Norman Gillson and Beverley Newton
Oak House:	Karen Griffiths, Gail Lenehan and Ashley Murphy
Owens Park:	Pamela Hadfield, Isabell Garrett, Liz McVittie and Michael Leavy
Richmond Park/Woolton Hall:	Peter Acott and June Ferris
Victoria Park Campus:	Duncan Brennen and Victoria Hamilton
Canterbury, St Anselm Hall:	
Dalton-Ellis:	Timothy Stibbs, Joan Cleary and Anastasia Borgini
Canterbury & St Anselm Hall:	Joan Cleary and Anastasia Borgini
Hulme Hall, Burkhardt and	
St Gabriel's	Elizabeth Gough, Maria Lord, Donna Tait, Sue Mercer and Shahin Vasi
Manchester Student Homes:	Keith Lowe

City, Victoria Park and	Fiona Day, Nicola Kyne, Kevin Hughes, Patrick O'Connell, Emily Taylor
Fallowfield Campuses:	and Paul Uncles
City and Victoria Park Campus:	Alan Ashcroft

First Aiders

Penny Chan	Manchester Student Homes	TBC
Michael Bowden	Victoria Park Campus	07825072914 (7759204)
Sandra Murray	Victoria Park – Hulme Hall, Burkhardt, St Gabriel's Hall	0161 306 9886 (69886)
Sarah Cleaver	City Campus South	0161 306 3246 (63246)
Tracy Mayberry	City Campus South	0161 275 7011 (57011)
Andrea Moggeridge	City Campus South	0161 275 4950 (54950)
Alastair Noone	City Campus South	0161 306 3152 (63152)
Norma Daniels	Fallowfield Campus	0161 306 6116 (66116)
Susan Defoe	Fallowfield Campus	0161 306 6126 (66126)
Karen Griffiths	Fallowfield Campus	0161 306 9779 (69779)
Kevin Hughes	Fallowfield, Victoria Park and City Campus	0161 306 6118 (66118)
Elizabeth McVittie	Fallowfield Campus	0161 306 9704 (69704)
Debra O'Kane	Fallowfield Campus	0161 306 6115 (66115)
Sarah Collinson	Fallowfield Campus	0161 306 6125 (66125)

Link to University First Aiders: <http://www.staffnet.manchester.ac.uk/services/occupational-health/first-aid/>

Security Tel: 0161 306 9966 (69966)

Risk Assessors

Risk assessments are carried out by all Line Managers.

Display Screen Equipment Assessors

Anne Malone	Accommodation Office
Lindsay Hurd	City Campus North and Central
Georgina Rogers	City Campus South
Victoria Hamilton	Victoria Park Campus
Sarah Collison	Fallowfield Campus

Links to the University's Health and Safety Policy, Directorate Health and Safety Statement and 'Roles and Responsibilities' documents can be found in the links section at the end of this policy document.

ARRANGEMENTS

Residential Services has circa 400 employees who work across 3 residential campuses across the University estates, City, Victoria Park and Fallowfield including:

Fallowfield Campus: Ashburne Hall, Firs Villa, Oak House, Owens Park, Richmond Park, Sheavyn House, Woolton Hall and Manchester Student Homes

Victorian Park Campus: St Anselm Hall, Burkhardt House, Canterbury Court, Dalton-Ellis Hall, St Gabriel's Hall, Hulme Hall, Opal Gardens and Union State.

City Campus: George Kenyon Hall, Horniman House, Weston Hall, Whitworth Park and Wright Robinson Hall.

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. 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, local Health and Safety Noticeboard, or the Safety Services website.
- Support the investigation process (if required) to prevent recurrence of the accident or near miss.

Residential Services have a documented protocol for recording, storing and sending accident report forms to Safety Services.

Residential Services will ensure that all accidents and near misses are investigated locally. Accident statistics and resulting actions and recommendations from investigations will be discussed locally. The Directorate's Senior Executive Team will monitor and review accidents as part of the Health, Safety and Risk Committee.

Asbestos

The University of Manchester has a statutory duty to ensure all its' premises comply with all Health and Safety statutes including those relating to the control and management of asbestos (Control of Asbestos Regulations 2012 and the ACOP L127, the Management of Asbestos in Non-Domestic Properties).

The University's Asbestos Management Team has an effective, robust and efficient system for the management and control of asbestos which is set out in The University of Manchester Asbestos Management Plan. A copy of the plan can be found in the links section at the end of the document.

Further queries can be directed to the University's Asbestos Manager, Lynn Fleming (lynn.fleming@manchester.ac.uk)

Chemicals

Residential Services will ensure that all operational areas adhere to the Control of Substances Hazardous to Health (COSHH) regulations (where appropriate) and that risk assessments are completed for all substances used within it.

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 training is provided by the Domestic Co-ordinators, and posters are displayed in work areas providing additional information. COSHH assessments will be available to all members of staff and where necessary, PPE (Personal Protective Equipment) will be provided prior to use. Any chemicals are to be used in accordance with the risk assessment, and any concerns should be raised with your Line Manager.

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

Children on Campus

Residential Services will adhere to the University's Child Protection Policy and guidance on safeguarding children under sixteen on campus, and will not allow children to access non-public areas of operation without a specific risk assessment being completed.

The potential presence of children (under 16) should be included as part of any risk assessment involving visitors to halls of residence and approval for events bringing children into halls of residence is required from the Director of Residential Services. A competently completed risk assessment must be completed to specifically address the vulnerability of children in unfamiliar situations.

Risk Assessments for young people (under 16) on work experience at the University will also be validated by the Director.

Communication and Consultation

Residential Services has a large number of staff who don't have computer access. A number of established mechanisms are in place for internal communication to support Directorate communications in relation to Health and Safety policy, legislation, training, best practice and awareness raising to all members of staff, including those without computer access as follows:

- **Division Group Email**

Urgent messages are communicated to all staff in the building via group email, and cascaded accordingly.

- **Compliance Centre**

All Health and Safety policy and procedure documents are stored on the Compliance Centre to which all staff have access. Members of staff who don't have a University username and password can access the Compliance Centre using a generic log-in. The Compliance Centre is an internet based Health and Safety software system that allows all staff to access documents across the multiple sites. It also allows Managers to track, view and action audit recommendations and to review training records.

- **1:1 Meetings**

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 face-to-face meetings are held with all staff to cascade CoreMunicate, Division news and Health and Safety updates including the regular review/consultation of risk assessments.

- **Personal and Development Reviews**

All staff have 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 Residential Services Safety Advisers. These are then circulated as deemed appropriate to the area.

- **Senior Management Team (SMT)**

SMT meets on a regular basis at which Health and Safety is an agenda item.

- **Health and Safety Committees**

The Residential Services Health and Safety Committee, and the Health and Safety Committees within each operational area meet at least four times per year. Membership includes the Director of Residential Services, Head of Facilities Management, Head of Accommodation Administration Services, Manager Manchester Student Homes, Residential Life Manager, Directorate Health and Safety Officer, University Safety Coordinator, Assistant

Maintenance Services Manager, Senior Portering Services Coordinator, Senior Domestic Coordinator, Assistant Domestic Coordinators, Administration Assistant – Accommodation Office, Division Office Coordinator, Health and Safety Union representatives from UNITE

- **Health and Safety Liaison Group**

The Residential Services Health and Safety Liaison Group meet quarterly. Membership includes members of the Senior Management Team, Directorate Health and Safety Officer, Campus Safety Advisers and Health and Safety Union Representatives from UNITE.

- **DSE Health and Safety Forum**

Staff with key safety roles attend quarterly meetings of the DSE Health and Safety Forum.

- **Noticeboards**

These are located in staff rooms, corridors, clocking in areas or areas where staff frequently access. The notice boards are checked/updated twice a year as a minimum by the Campus Safety Adviser and are used to display:

- | | |
|---|--|
| ✓ Health and Safety Law Poster | ✓ Display Screen Equipment Leaflet |
| ✓ Directorate Health and Safety Statement | ✓ Slips, Trips and Falls Poster |
| ✓ First Aid Arrangements | ✓ Waste and Recycling Policy |
| ✓ Security First Aid (Green Poster) | ✓ Departmental Self Inspection Sheets |
| ✓ Campus First Aid List | ✓ Falls from Height Information |
| ✓ University Health and Safety Statement 2012/13 | ✓ Receptions Phone Number |
| ✓ Minutes from the Campus Health and Safety Committee | ✓ Accident, Incident, First Aid and Accident Investigation Forms |
| ✓ Residential Services Health and Safety Policy | ✓ Temperature at Work Information Sheets |
| ✓ Fire Evacuation Marshals List | ✓ Certificate of Employers' Liability Insurance |
| ✓ Local Health and Safety Representatives | ✓ Risk Assessments |
| ✓ Manual Handling Notes | ✓ Health and Safety Induction Checklist |
| ✓ Needle Stick Injury Leaflet | |

Construction Works

All building and refurbishment work in any of the University Residences must be managed through Estates and Facilities, and in accordance with their Directorate procedures. These have been developed to comply not just with the Construction Design and Management Regulations 2007 (CDM) but with other detailed regulatory requirements relating to asbestos, electrical safety, work at height, structural safety and other aspects of building-related safety.

Requests for work should be directed to the Residential Services Head of Facilities Management, Fiona Day, who will initiate any requests with Estates and Facilities colleagues.

Display Screen Equipment

All new staff who work with Display Screen Equipment 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, or when there has been any change to their work station (e.g office move, or new equipment).

Residential Services has a number of trained Display Screen Equipment Assessors who will provide advice and guidance.

Driving at Work

Residential Services is committed to reducing risk to staff who drive as part of their work, and will comply with the University's arrangements for the management of work related Driving. This will be supported by local risk assessments and a driver authorisation/approval procedure which is managed by Kevin Hughes – Senior Portering Co-ordinator. Vehicles in use across Residential Services:

City Campus, Whitworth Park:	Bradshaw Precedent Electric Golf Car and Electric Float
Fallowfield Campus:	E-Z-G-O Electric Cargo Carrier, Ross Stallion Electric Float, Hamech T6 Tow Tractor, Villager 4e Club Car (Golf Caddy), Stolzenberg Electric Sweeper, Electricar, Trailer
Victoria Park Campus:	Electricar, Crompton E61 Electric Float, Ross Beaver Electric Box Van
All Campus:	Citroen Relay Tail Lift Van

Electrical Safety

The Directorate of Estates and Facilities is responsible for maintaining fixed electrical installations and Residential Services are responsible for the annual PAT testing of electrical equipment. This is arranged through an approved contractor and is managed by Residential Services Head of Facilities Management, Fiona Day.

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 electrical items in office environments will be PAT tested, as well as vacuums and electrical items provided within communal areas of halls of residence eg. kitchens. Individual items that are brought into halls of residence by students are not included in the PAT testing schedule. 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

Residential Services 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 within staff areas, and by the ResLife team within the halls of residence.

The fire alarm will be tested weekly and any problems with the audibility of the alarm should be reported to the Estates Helpdesk (Tel: 52424).

In the event of a fire all staff and students are expected to know:

- The location of their nearest fire exit (including secondary route), fire alarm activation points, fire extinguisher locations and assembly point;
- The actions to take immediately upon discovering a fire; raise the alarm, leave the building, call the fire service;
- Their responsibility to lead visitors and students to a place of safety or assembly point and inform security of any persons in refuge areas;
- The importance of good housekeeping to reduce the risk of fire and the need to keep fire exits clear at all times.

The Director of Residential Services chairs a monthly Residential Services Fire Safety Advisory Group. Managers and ResLife Staff within Residential Services have additional responsibilities relating to the nature of sleeping accommodation detailed below:

Fire Safety in Halls of Residence

Halls of Residence Managers

Staff with line management responsibilities for other staff, students, contractors or visitors must:

- Assess the risk of fire for any activities they undertake;
- Implement and monitor appropriate control measures for fire prevention and mitigating the effects of any fire;
- Ensure that all parties have appropriate information, instruction and training;
- Know what to do in the event of fire and the local evacuation arrangements;
- Make contractors brought onto site aware of fire safety arrangements for the building;
- Appoint staff to assist in the emergency response.

Halls of Residence ResLife Staff

ResLife staff must:

- Receive and understand information, instruction and training about fire risks, fire safety and local fire safety systems;
- Understand the correct actions to take in the event of a fire;
- Provide suitable information and instruction to residents at the start of each academic year and at other times, as appropriate;
- Take steps to minimise the risk of fire and fire alarm activations in halls including initiation of disciplinary measures to prevent malicious alarms and tampering with equipment provided for life safety;
- Ensure halls are evacuated as quickly as possible and students are encouraged to evacuate;
- Provide information to security in the event of building evacuation, particularly about any local circumstances they have become aware of;
- Assist in crowd control at assembly points;

- Provide information to residents about any incident;
- Ensure fire safety concerns are reported promptly to an appropriate person.

Students in Halls of Residence

- All students in hall are expected to comply with reasonable instructions from those with formal roles during an emergency, including the Residential Life Officers and ResLife staff and Security. They must respond to all fire alarm activations promptly by leaving their accommodation and proceeding to the assembly point.
- Students are given information about fire safety with their induction packs, and are trained in the evacuation procedure within 2 weeks of the start of the academic session.
- All Students are required to complete an e-induction prior to arrival which provides information on fire, security and personal safety.
- Additional information and safety campaigns are provided using social media sites, start of session briefings and ResLife visits.
- Students wishing to organise events for their hall community are required to complete a student event pack which assists with planning an event and outlines the process that must be adhered to in order for an event to be considered for approval.

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

First Aid

Campus Safety Advisers will liaise with Nicola Kyne to identify training needs throughout Residential Services. These details will then be confirmed with the First Aid Co-ordinator, and training arranged. In addition to trained members of staff, all Security staff are fully trained in First Aid and carry a defibrillator in their vehicles. In addition to the First Aid notices displayed in staff areas, additional First Aid notices are displayed in areas most frequented by students – see appendix 1.

First Aid Boxes

The supply and replenishing of First Aid Boxes throughout Residential Services is carried out by Pristine. Pristine carry out monthly checks on the following First Aid Boxes and Plaster Stations:

City Campus: 4 First Aid Boxes and 3 Plaster Stations

Fallowfield: 5 First Aid Boxes

Victoria Park Campus: 3 First Aid Boxes and 3 Plaster Stations

Health and Safety Committees

- The Director represents Residential Services at the Directorate's Health, Safety and Risk Committee. If unable to attend a representative will be nominated from the Senior Management Team.
- The Director of Residential Services attends the University Fire Safety Advisory Group.
- The Director of Residential Services chairs a monthly Residential Services Fire Safety Advisory Group.
- The Residential Services Health and Safety committee meet at least four times per year, at which time the local Health and Safety committee minutes from each operational area within the Division will be received and reviewed.
- Local Health and Safety Committees within each operational area) meet at least four times per year, 14 days prior to the Division Health and Safety Committee. Local committees are chaired by Campus Safety Advisers and include representation from Domestic and Portering, Accommodation and Administration, ResLife and Trade Union representation. Representation is also included from areas outside of Residential Services who

work within the halls of residence, including colleagues from Estates and Facilities, Bars, Catering and Conferences and Venues.

- The Residential Services Health and Safety Liaison Group meets quarterly and membership includes members of SMT, the Directorate Health and Safety Officer, Campus Safety Advisers and Health and Safety Union representatives.

Health and Safety Induction

The induction process plays an important role in conveying the responsibility to individual staff members for Health and Safety. Health and Safety is included in the induction of all new Residential Services staff, this will take place on day one or as soon as reasonably practicable. Additional agency staff who work during the summer months receive a pre-induction before arrival, plus a University induction when they join the team. Students arriving at halls of residence are inducted in a variety of ways, including a compulsory online e-induction and a start of session talk.

Staff induction is monitored by the Directorate Office and is reported to the Staff Training and Development Unit to be recorded on individual training records.

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 unless the activity is risk assessed by the Manager.

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

Management of Water Systems and Control of Legionella

The University's procedure for the Management of Water Systems and Control of Legionella sets out the arrangements for the control of legionella in water systems across the University. This is managed by the Directorate of Estates and Facilities and includes halls of residence.

Flushing of the system in areas identified as little used, such as vacant bedrooms, is the responsibility of Residential Services. The Assistant Domestic Coordinators should download a weekly report from kx for rooms that require flushing and ensure that these are completed and submitted to the University Mechanical and Energy Engineer.

The University procedures can be found in the links section at the end of the document.

Manual Handling

Risk assessments will be completed for work involving manual handling, and all Residential Services staff will receive manual handling training which is refreshed periodically. Equipment is available to transport materials if necessary. Vehicles, stair steppers and trolleys are available through portering services. Ladders are controlled items available through the Assistant Domestic Co-ordinators.

Monitoring and Review

The Director is responsible for monitoring Health and Safety performance and management, including ensuring the completion of annual 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.

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 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. The contents of this risk assessment will be made available to those working in the area.

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 and the ResLife Team 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.

Residential Services have a PEEP Policy, which can be found in the links section at the end of the document.

Personal Protective Equipment

Personal Protective Equipment is used as a control measure when we have exhausted other controls and measures to allow safe systems of work. Managers have responsibility to ensure that PPE is used appropriately. PPE will cover but is not limited to footwear, gloves, clothing and headgear. Staff should be clear about selection of appropriate PPE for the task and should be trained in its' use, its' maintenance and its' storage.

Pest Control

Residential Services contract out pest control services. All works undertaken meets the guidelines of the British Pest Control Association and the BS EN ISO 9001:2008 Quality System. The service level agreement includes routine inspections, unlimited callouts, treatments and the provision of a pest control manual at each site containing all visit records, a bait location site plan and COSHH details. Training is provided to Residential Services staff on pest awareness periodically.

Reporting Faults

Health and safety is a shared responsibility. Staff should report maintenance issues as they notice them. All domestic and portering staff are issued with a maintenance job pad. On completion of the slip they should pass the paper to their supervisor or manager for action. Administrative staff are able to directly access online the buildings maintenance reporting system.

Risk Assessments

Risk assessments will be carried out by Line Managers and Supervisors with support from the Safety Advisers and in consultation with the staff carrying out the task. 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 are stored electronically on the Compliance Centre, which all staff have access to.

Risk assessments will be reviewed at least annually and will be communicated through CoreMunicate, the Directorate intranet and local Health and Safety meetings. Risk assessments will be shared with staff, visitors and contractors to ensure they are aware of the risks to which they may be exposed.

Risk Management

The Residential Services Risk Register details the key risks in University halls of residence and documents the control measures in place to mitigate these risks. This register is used to escalate any risks to Directorate and University level in support of the identification of appropriate controls.

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 locally on the University SAM System.

Training

Any training needs identified through local arrangements, training matrix, induction, Personal Development Review or risk assessment will be addressed locally in liaison with the Health and Safety Officer where necessary.

In relation to Health and Safety roles, Line Managers will identify skills, knowledge, expertise, and competencies required to fulfil the role, including training needs. Where specialist equipment is provided Line Managers will ensure that staff are sufficiently trained to use the equipment and training is periodically refreshed where necessary.

The Directorate holds a forum for Safety Advisers (and other key safety roles) three times a year where attendees are encouraged to identify training needs for the group which can be delivered at future sessions.

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. 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.

If you would like a copy of any of the following documents, please ask your Line Manager who will be happy to provide you with a hard copy.

DIVISION LINKS

[Residential Services PEEPs Policy](#) (link to be added when the document is approved and uploaded onto the Compliance Centre)

[Compliance Centre](#)

[Additional Fire Responsibilities for Managers and Pastoral Staff](#) Page 18 of the document

DIRECTORATE LINKS (DSE)

[DSE Health and Safety Statement of Policy](#)

[DSE Health and Safety Roles and Responsibilities for Members of Staff](#)

[DSE Accident and Incident Reporting](#)

[DSE Health and Safety Induction Checklist](#)

UNIVERSITY LINKS

[University's Asbestos Management Plan](#)

[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 Management of Water Systems and Control of Legionella](#)

[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](#)

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Policy owner:	Helen McGlashan, Director of Residential Services
Lead contact:	Nicola Kyne, Residential Services Office Coordinator

Appendix 1: First Aid Notice Locations

Fallowfield Campus

Owens Park	Post Room
Owens Park	All residential block entrance areas
Ashburne Hall	Main Building Entrance
Richmond Park	Amenity Building
Richmond Park	All residential block entrance areas
Oak House	Carrill House Entrance
Oak House	All residential block entrance areas
Woolton Hall	Main Building Entrance
Woolton Hall	All residential block entrance areas

City Campus North

Wright Robinson Hall	In the reception and communal areas
	Every floor outside the lift

City Campus Central

George Kenyon Hall	Hall reception area by out of hours phone
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City Campus South

Whitworth Park	Grove House Office
	Grove House Housekeeping Office
	All residential block entrance areas
Horniman House	Main entrance

Victoria Park Campus

Dalton–Ellis	Reception area
Dalton-Ellis	Staff room
Dalton-Ellis	All residential block entrance areas
Hulme Hall	Staff room
Hulme Hall	All residential block entrance areas
Burkhardt House	All residential block entrance areas
Canterbury Court	All residential block entrance areas
St Anselm Hall	All residential block entrance areas
St Gabriel's Hall	All residential block entrance areas