** Directorate for the Student Experience**

**Residential & Sport Services Division**

**Health and Safety Policy**

**Statement of Policy**

As Director of Residential & Sport 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 & Sport Services 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, Residential & Sport 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 & Sport 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 & Sport Services 1st February 2019**

**ORGANISATION**

This policy details the Health and Safety management system within Residential & Sport 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 & Sport Services. It should be approved by 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 & Sport Services who is supported by the Residential & Sport 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 Coordinator – Residential Services Division |
| Diane Nartey | Assistant Portering Coordinator – Victoria Park Campus |
| Terence Cauchie | Assistant Portering Coordinator – Fallowfield Campus |
| Andrew Appleton | Assistant Portering Coordinator – City Campus |
| Robert Aston | Portering Supervisor – City, Fallowfield and Victoria Park Campus |
| Alan Ashcroft | Senior Domestic Coordinator – City and Victoria Park Campus |
| Mick Rooney | Senior Domestic Coordinator – Fallowfield Campus |
| Michael Leavy | Assistant Domestic Coordinator – City Campus North |
| Pam Hadfield | Assistant Domestic Coordinator – City Campus South  |
| Fatima Gonzalez Rial | Assistant Domestic Coordinator – Victoria Park Campus |
| Tatjana Varsavskaya | Assistant Domestic Coordinator – Victoria Park Campus |
| Alastair Noone | Assistant Domestic Coordinator – Fallowfield Campus |
| Peter Acott | Assistant Domestic Coordinator – Fallowfield Campus |
| Karen Griffiths | Assistant Domestic Coordinator – 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 Coordinator – City Campus North  |
| Davina Holme | Campus Liaison Coordinator – Accommodation Office |
| **ResLife** |
| Jonny Marshall | Senior Residential Life Coordinator - City |
| Stephanie Fisher | Senior Residential Life Coordinator – Victoria Park |
| Mark Hibbert | Senior Residential Life Coordinator - Fallowfield |
| **Manchester Student Homes (MSH)** |
| Cooper Healey | MSH Manager |
| **Sport** |
| Jacqui Sheard | Senior Sport Administrator |
| Natalie Craig | Deputy Facilities Manager |

**ROLES AND RESPONSIBILITIES OF ALL STAFF**

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.

It is crucial to understand however that although elements of H & S 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 cooperate with the delegate). In some cases training maybe 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, Supervisors and Team Leaders 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 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 health, safety and welfare
* Ensure they are familiar with the emergency evacuation arrangements for the buildings that they use

**ROLES AND RESPONSIBILITIES OF STAFF WITH SPECIFIC HEALTH AND SAFETY FUNCTIONS**

**While the Director for the Student Experience Dr Simon Merrywest has overall responsibility for Health and Safety, he is supported by the Health and Safety Officer, who will:**

* Arrange for periodic targeted independent audit of Health and Safety performance and management within the Directorate.
* Liaise with the Directorate Senior Executive Team to ensure that training needs identified in relation to Health and Safety are delivered.
* Ensure that Health and Safety information, policies and guidance notes relevant to the Directorate are disseminated to Senior Managers and their Safety Advisers.
* Strive for continual Health and Safety improvements.
* Instigate accident investigations and assist where necessary.
* Liaise with the University Accommodation Office, Disability Advisory Support Service, Sport Compliance Officer and ResLife to ensure that Personal Emergency Evacuation Plans (PEEP’s) are in place for all those students and staff that require one.
* Provide advice, support and guidance in relation to Health and Safety matters to the Senior Executive Team.

**Campus Safety Advisers (CSA’s) assist in the creation, development, implementation, monitoring and review of local arrangements for safe working. CSA’s are responsible to the Senior Manager (who cannot abdicate responsibility) and provide information, advice and guidance to managers. They will:**

* Take an active role in their local Health and Safety Committee (or equivalent).
* Communicate Health and Safety information to staff within their area of work.
* Liaise between teams on their campus to coordinate timely accident reporting and investigation.
* Assist with the investigation of accidents and near misses.
* Assist with the induction process.
* Assist (alongside other staff) with audits and inspections and the implementation of action plans.
* Advise on local procedures, including any changes to processes.
* Work closely with their manager in relation to Health and Safety matters.
* Make recommendations to managers in relation to continual Health and Safety improvement.
* Be provided with all necessary resources to allow them to undertake their Health and Safety role.
* Attend appropriate training as outlined in the Division Training Matrix.
* Inform the DSE Health and Safety Officer of any special or new hazards to the workplace.
* Escalate to their Line Manager/Supervisor any concerns or non-compliance identified.

**Senior Managers must ensure that each Display Screen Equipment (DSE) user within their area of responsibility is identified, given information on the health risks associated with such work, and provided with the means to carry out a self-assessment. They must also ensure that steps are taken to address any risks identified in the assessment. DSE Assessors will:**

* Receive appropriate information, instruction and training (Staff Learning & Development THS17).
* Provide information and guidance on setting up a workstation.
* Provide information on vision screening and what to do when experiencing visual problems.
* Receive and review the results of workstation self-assessments.
* Where appropriate identify any remedial measures that may be required.
* Liaise with Line Managers and Supervisors to ensure that remedial work is carried out where deemed necessary.
* Carry out DSE assessments where individuals are unable to complete a self-assessment.
* Escalate to their Line Manager/Supervisor any concerns or non-compliance identified.

**Fire Evacuation Marshals (FEMs) are not expected to put themselves at risk. Their role is to ensure that evacuations proceed smoothly and quickly, that all persons are responding to the alarm, and that the spread of fire (and especially smoke) is hampered by closing fire doors. FEMs will:**

* Receive appropriate information, instruction and training (Staff Learning & Development THS47).
* Ensure that all people are evacuating the area for which they are responsible.
* Urge people to leave their rooms without delay.
* Check toilets, locked doors and inner rooms where people may be alone.
* Report any person at a refuge point to security staff and assist with their evacuation if trained to do so.
* Keep people moving, encouraging them to leave by the quickest and nearest route.
* Ensure exit routes do not become blocked by people congregating at exits.
* Encourage people to move to the assembly points.
* Report casualties to the emergency services.
* Comply with the specific arrangements agreed for their building, and in particular stand by the exit they have been assigned to and instruct people not to enter or re-enter until the all-clear is given by the Fire & Rescue Service or University Fire Safety Officer or Security. (Silencing of the fire alarm is NOT the signal to re-enter.)
* At any time report defects or problems with the fire safety arrangements to the local safety advisor, safety services or Estates & Facilities Helpdesk.
* Escalate to their Line Manager/Supervisor any concerns or non-compliance identified.

 FEMs are **not** expected to:

* Carry out a rescue in a fire zone.
* Stay and tackle the fire.

**Senior Managers are responsible for carrying out an assessment of the first aid needs within their area and implementing and monitoring the findings. Identified First Aiders will:**

* Undertake suitable training **before** taking up their First Aid duties.
* Ensure their First Aid certificate is valid and in date, and liaise with the First Aid Co-ordinator to achieve this.
* Complete a First Aid Report Form and forward to the First Aid Co-ordinator, who will undertake any follow up action as required.
* If the incident is an accident, direct the injured person or their Line Manager to complete an accident report form.
* Affix and update First Aid notices in areas delegated to them by the First Aid Co-ordinator.
* Maintain and practise their skills (eg through updates from the University First Aid Co-ordinator, relevant IT and media resources).
* Respond to any call for First Aid at any reasonable time and as far as they reasonably can within their designated area at work.
* Keep additional records for reporting to their Division Health and Safety Committee (or equivalent) as required locally.
* Keep First Aid boxes fully stocked and replenished monthly by a nominated supplier. There is a nominated contact for each First Aid box who will can be contacted if there are any concerns.
* Escalate to their Line Manager/Supervisor any concerns or non-compliance identified.

**Manual Handling Trainers have been identified across the Directorate and will:**

* Receive appropriate information, instruction and training (Staff Learning & Development THS 135 and TMS38).
* Deliver manual handling training where required.
* Assist in the production of manual handling risk assessments where necessary.
* Provide advice and guidance on manual handling activities.
* Escalate to their Line Manager/Supervisor any concerns or non-compliance identified.

**Union Health and Safety Representatives have been identified within Residential & Sport Services. Representatives are there to represent the interests and concerns of their co-workers and respond on their behalf. Specific legislation (The Safety Representatives and Safety Committees Regulations 1977) sets out what functions representatives have. They can:**

* Represent employees generally and when they are consulted about specific matters that will affect the Health, Safety and Welfare of employees.
* Represent employees when Health and Safety Inspectors from Health and Safety Executive (HSE) or local authorities consult them.
* Investigate accidents, near misses and other potential hazards and dangerous occurrences in the workplace.
* Investigate complaints made by an employee they represent about their Health, Safety or Welfare in the workplace.
* Present the findings of investigations.
* Inspect the workplace.
* With at least one other appointed representative, request in writing that a Health and Safety Committee is set up.
* Attend Health and Safety Committee meetings as a representative of employees.

**See Appendix 1 for the names of individuals with these identified roles and responsibilities in your Division**

**ARRANGEMENTS**

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| Residential & Sport Services has circa 450 employees who work across 3 residential campuses and sport sites across the University estate; City Campus, Victoria Park and Fallowfield. The estate includes:**Fallowfield Campus:** Ashburne Hall, Firs Villa, Oak House, Owens Park, Richmond Park, Sheavyn House,  Woolton Hall and Manchester Student Homes.**Victoria Park Campus:** St Anselm Hall, Burkhardt House, Canterbury Court, Dalton-Ellis Hall, St Gabriel’s Hall, Hulme Hall, Liberty Park and Manchester Gardens**City Campus:** Denmark Road, George Kenyon Hall, Horniman House, Liberty Point, Weston Hall, Whitworth Park and Wright Robinson Hall.**Sport:** William Kay House, the Armitage Centre and the Wythenshawe Sports GroundThe Division will work in close cooperation with other areas of The University of Manchester e.g. Estates and Facilities, Human Resources, Disability Advisory and Support Service, Occupational Health and 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 happen while 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 report form and send to your Campus Safety Adviser as soon as possible (report form must be received by Safety Services within 3 days of the incident).
* Support the investigation process (if required) to prevent reoccurrence of the accident or near miss.

Report forms are available from your Line Manager, Supervisor, Campus Safety Adviser, or the Safety Services website <http://www.healthandsafety.manchester.ac.uk/>

Residential & Sport Services have a documented protocol for recording, sending and storing report forms. A copy of the protocol can be found in the links section at the end of the document.

Residential & Sport Services will ensure that all accidents and near misses are investigated locally. Accident statistics and resulting actions and recommendations from investigations will also be discussed locally. Residential & Sport Services Senior Management Team will monitor and review accidents. Patterns and trends are identified by the Directorate’s Senior Executive Team 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 L143, Managing and Working with Asbestos).

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 & Sport Services will ensure that all operational areas adhere to the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (where appropriate) and 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 training is provided by the Domestic Services Co-ordinators and the Sport Compliance Officer and posters are displayed in work areas providing additional information. COSHH assessments will be available to all members of staff and where identified through risk assessment 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/Supervisor.

Within Sport there are a small number of chemicals used for grounds maintenance that can only be used by staff with a Pesticide licence; these chemicals are clearly marked, securely locked away and their use recorded. Other chemicals such as petrol and diesel are controlled and only staff trained in the safe operation of the chemical/maintenance of the building; only staff trained in their use are allowed to use these products.

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

**Children on Campus**

Residential & Sport 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 sports venues and approval for events or conferences bringing children into halls of residence is required from the Director of Residential & Sport Services. A suitable and sufficient risk assessment must be completed to specifically address the vulnerability of children in unfamiliar situations.

Risk Assessments for young people (under 18) on work experience at the University will also be validated by the Director.

**Communication and Consultation**

Residential & Sport Services has a large number of staff who do not 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.

* **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, and the delivery of toolbox talks.

* **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 Director and the Residential & Sport Services Safety Advisers. These are then circulated as deemed appropriate within the area.

* **Senior Management Team (R&SSMT)**

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

* **Health and Safety Committees**

The Residential & Sport Services Health and Safety Committee, and the Health and Safety Committees within each operational area meet at least four times per year. See Appendix 2 for membership details.

* **Health and Safety Liaison Group**

The Residential Services Health and Safety Liaison Group meet quarterly. See Appendix 3 for membership details.

* **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
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| * 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 2017/18
 | * 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
* Map of Defibrillator Locations
 |  |

See Appendix 4 for the location of Safety Noticeboards

* **Wisdom Boxes**

These are located in Domestic employees staff areas. They contain the COSHH risk assessments (shortened version) as well as the (full version) MSDS. They also contain PUGS which are the Product Usage Guides in pictogram form of all the chemicals our employees have access to and how to use them. The Wisdom box’s also hold copies of training.

On the Wisdom Box’s there is a QR code which can be scanned on a smart devise and it will take you to training videos, PUGS and risk assessments.

**Construction Works**

All building and refurbishment work in any of the University Residences and Sports Facilities must be managed through Estates and Facilities, and in accordance with their procedures. These have been developed to comply not just with the Construction (Design and Management) Regulations 2015 (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 Head of Facilities Management in Residences or to Head of Sport in Sport, who will initiate any requests with Estates and Facilities colleagues.

**Contractors**

It is the responsibility of the Residential & Sport Services Senior Management Team to ensure that systems for contractors brought in outside of Estates and Facilities are in place and managed at all times. The Residential & Sport Services Guidance for Contractors on Campus sets out the arrangements in place within the University’s Halls of Residence and Sport venues in support of Directorate of Estates and Facilities Procedure and Information Manual [EPM PM6 – Code of Practice for Contractors on Campus]. The Facilities Management Representative will organise and communicate with all relevant stakeholders and provide all the necessary information and arrangements to contractors before they come onto site. All contractors will receive a health and safety induction. Any queries of concerns should be raised with the Facilities Management Team

**Consensual Relationships Policy**

The University and the Directorate for the Student Experience values and relies upon the professional relationships between staff members and students. These professional relationships add to value to the students experience whilst here in Manchester. There is however scope for these relationships to become unwelcome for the students and could leave members of staff open to allegations of improper behaviour. The University Consensual Relationships Policy ensures that the correct procedure is followed so that members of staff are not open to allegations of impropriety, bias, abuse of authority, discrimination, conflict of interest or favouritism. A copy of the policy can be found in the links section at the end of the document.

**Defibrillators (AEDs)**

A defibrillator is a very simple piece of equipment that can be used by anyone to greatly increase the chances of saving the life of someone who has collapsed in cardiac arrest.

Defibrillators are installed across Residences & Sport in the following locations:

* + - Owens Park Reception
		- Dalton Ellis Reception
		- Hulme Hall Reception
		- Outside Grove House Entrance - Whitworth Park
		- Armitage Centre Reception
		- Wythenshawe Sports Ground Reception

Defibrillators undergo a recorded monthly check, and a recorded annual maintenance check.

**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. See Appendix 1.

**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 the Senior Portering Services Co-ordinator.

Sport & Active Lifestyles have local risk assessments and a driver authorisation/approval procedure which is managed by the Sport Compliance Officer.

See Appendix 5 for a list of vehicles in use across Residential & Sport Services.

**Electrical Safety**

Estates and Facilities are responsible for maintaining fixed electrical installations and Residential Services are responsible for the annual Portable Appliance Testing (PAT) of electrical equipment. This is arranged through an approved contractor and is managed by Residential Services Head of Facilities Management.

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, as well as vacuums and electrical items provided within communal areas of halls of residence eg. Kitchens. Electrical items that are provided in communal areas have regular documented visual checks. Individual items that are brought into halls of residence by students are not included in the PAT schedule, but students should ensure their suitability and safety. 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. Any faulty equipment should be taken out of use until repaired or replaced.

**Emergency Incidents**

An emergency incident can be any serious incident, security concern or significant maintenance problem. Residential Services has a rota of Emergency Incident Managers who have been trained in the University’s procedures for handling emergencies and assist in the provision of out of hours’ and weekend incident management cover and response.

A copy of the Emergency Incident Management Guidance can be found in the links section at the end of the document.

**Events on Campus**

Residential & Sport Services have a robust process in place for the application and approval of events on campus. A Student Event Pack is available to assist with the planning of an event, which clearly outlines the process that must be followed. All events should be approved by the Residences Management Team Review Group, and support on planning an event is available through the Residential Life Team and the Students’ Union Residents Association Support Co-ordinator. A copy of the Event Pack can be found in the links section at the end of the document.

There are 3 different methods for delivering Sporting events:

* On campus In-house
* On Campus External through a 3rd party hiring our facilities
* Off Campus with the  Athletic Union clubs

**On campus In-house**

Athletic Union Clubs, Campus Sport and Participate sessions and events are all risk assessed, either by the club committee and / or sports staff.

**On Campus External through a 3rd party hiring our facilities**

On Campus External events are manged by the Site bookings team, which includes the Deputy Facilities Manager; Groups wishing to book an event must complete a Booking form and depending on the event, supply own Child Protection policy, Risk Assessment and Event insurance. Depending on the scale and type of event would depend on whether the bookings team or management are involved in taking the event. Nonstandard events would be discussed at management level and above and a decision made as to whether the event can be taken or not.

**Off Campus with the Athletic Union Clubs**

Clubs would have to read and complete various documentation before they could plan and participate in Off campus events. Documentation would include a Risk Assessment, External Activities form and that the club would follow the Transport guidance. Groups travelling abroad must meet with the Sport Compliance Officer to ensure the trip operates safely.

**Fire**

Residential & Sport Services will adhere to the University’s Fire Safety Policy. The arrangements for the implementation of the University’s Fire Safety Policy provide specific guidance on responsibilities within the Directorate; these are detailed further in the Residential Services Guidance on Fire Safety in Halls of Residence. A copy of this document can be found in the links sections at the end of this document.

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 the Head of Accommodation Administration within staff areas, the ResLife team within the halls of residence and the Sports Compliance Officer within Sport

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 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;
* On the weekly fire alarm test, check that the alarm test is clearly audible 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 eliminate 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.

The Director of Residential & Sport Services chairs a monthly Residential & Sport Services Fire Safety Advisory Group. Managers and ResLife Staff within Residential Services have additional responsibilities relating to the nature of sleeping accommodation which are detailed in the Residential Services Guidance on Fire Safety in Halls of Residence.

**First Aid**

Managers and Supervisors will carry out a first aid needs assessment to identify any training needs across Residential & Sport Services. Campus Safety Advisers will liaise with the Division Office Co-ordinator to confirm training needs. Information will then be provided to the First Aid Co-ordinator who will arrange training as necessary.

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 5.

Link to University First Aiders: http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=11029

Security Tel: 0161 306 9966 (69966)

**First Aid Boxes and Plaster Stations**

The supply, restocking and checking contents are within the expiry date of First Aid Boxes throughout Residential Services is carried out by Pristine. Pristine carry out monthly checks on First Aid Boxes and Plaster Stations identified in Appendix 7. If you have any concerns relating to the contents of your local first aid box, please contact the nominated contact listed in Appendix 7.

It is the responsibility of the Sports Compliance Officer to ensure that first aid boxes are provided and contain appropriate amounts of relevant first aid materials. The following people are responsible for monitoring the contents of the first aid boxes: Duty Manager (Armitage/Wythenshawe Sites) and Victoria Williams (Sport Head Office) on a weekly basis.

**Health and Safety Committees**

* The Director represents Residential & Sport 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 & Sport Services attends the University Fire Safety Advisory Group.
* The Director of Residential & Sport Services chairs a monthly Residential & Sport Services Fire Safety Advisory Group.
* The Residential & Sport 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. See Appendix 2 for membership details.
* 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. See Appendix 3 for membership details.
* There is also a specific SPORT Health and Safety committee with meetings held quarterly. Notification of quarterly meetings are sent to all staff asking if they have anything they would like adding to the agenda. The members of this committee are listed in Appendix 3

**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.

Agency staff, who work during the summer months, receive a pre-induction from their agency before arrival; plus a University induction when they arrive on site.

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.

Completed staff inductions are recorded by the Division Office Co-ordinator on a spreadsheet on the shared drive. This is monitored by the Directorate Office and reported to Staff Learning and Development.

**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 Services Co-ordinators 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.

In Sport flushing of the system including showers and little used outlets is the responsibility of the Sport Compliance Officer and the various Domestic teams in each facility with monthly returns submitted to the University Mechanical Compliance and Energy Engineer.

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

**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/Supervisor.

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

**Manual Handling**

As outlined in the Manual Handling Operations Regulations 1992, Residential & Sport Services manage the risks to employees from manual handling activities 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. All Residential & Sport Services staff will receive manual handling training which is refreshed periodically. Equipment is available to transport materials if necessary, where identified as necessary through risk assessment.

**Monitoring and Review**

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

Senior Managers review accident and incident data regularly 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 Residential & Sport Services Health and Safety Committee and any wider lessons learnt are identified and implemented.

See Appendix 9 for guidance on the completion of self-inspections.

**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/Supervisors aware of any occupational health and wellbeing concerns eg pregnant workers or those with pre-existing medical conditions so that the risks are assessed appropriately. 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.

**Accommodation Assessments & Personal Emergency Evacuation Plan (PEEPs)**

Some residents may require an accommodation assessment relating to physical or mental health to allow adjustments to be made to the accommodation and/or to generate a support plan for the resident. 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. Managers/Supervisors and the ResLife Team are responsible for the identification of staff, students and regular visitors (where appropriate) who require an accommodation assessment or PEEP. The Directorate Health and Safety Officer can provide specialist advice for the generation of and accommodation assessment or PEEP.

Residential Services have a Residential Services Accommodation Assessment Policy which covers information on accommodation assessments and PEEPS. A copy of the document can be found in the links section at the end of the document.

The link to University PEEPS information and guidance can be found in the links section at the end of the document.

**Personal Protective Equipment (PPE)**

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 and clothing. Staff should be clear about the selection of appropriate PPE for the task and should be trained in its’ use, maintenance and storage.

**Pest Control**

Residential & Sport Services contract out pest control services. All work 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. Periodic training is provided to Residential & Sport Services staff on pest awareness. Facts sheets and guidance documents can be found on the Compliance Centre. A link to these documents can be found at the end of the document.

**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 the online buildings maintenance reporting system (BMS).

**Risk Assessments**

Line Managers and Supervisors are responsible for ensuring that risk assessments are carried out for significant activities in their area of responsibility.

Risk assessments will be completed using the University Risk Assessment Template by trained members of staff with support from the Campus Safety Adviser, and in consultation with those who will be carrying out the task. Manual handling risk assessments will be completed using the Manual Handling Risk Assessment Template, by those trained in manual handling risk assessments.

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.

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.

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

Residential Services risk assessments are stored electronically on the Compliance Centre, which all staff have access to, and will be shared with staff, visitors and contractors to ensure they are aware of the risks to which they may be exposed.

Electronic copies of SPORT risk assessments are located on the shared drive: S:\Sports\3Environment\3.1 Health and Safety

**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.

Sport and Active Lifestyles hazards incorporate sporting and non-sporting activities, events and trips, the use of chemicals, the operation of equipment and manual handling. The specific risks associated with these activities are detailed in the individual risk assessments.

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

The risk profile of the Division is reviewed annually for inclusion in the Annual Monitoring Report, and when any workplace hazards change.

**Sickness and Absence Monitoring**

Line Managers/Supervisors 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.

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.

**Statutory Inspections**

Statutory inspections (in addition to maintenance and local inspections) are to be undertaken where there is a significant risk to the operator or other workers from the use of work equipment and legislation determines that it is required (eg.Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). The frequency of inspections may be dependent on the condition and use of the equipment, or the requirements of the relevant legislation, and is determined in liaison with an Allianz Engineer.

When new pieces of operational equipment are procured the Senior Portering Co-ordinator or the Sport Compliance Officer (who is responsible for co-ordinating statutory inspections), will notify the DSE Health and Safety Officer to establish if there is a statutory requirement to have the equipment inspected. If a statutory inspection is required, the Senior Portering Co-ordinator or the Sport Compliance Officer will arrange for the item(s) to be added to the Allianz web portal and ensure that they are regularly inspected in line with the relevant legislation.

Any defective equipment or equipment that has exceeded its statutory examination test date is reported to the Line Manager/Supervisor and withdrawn from use until it is repaired or tested. Additional spare equipment is issued where possible (for example patient hoists).

An annual report on Statutory Inspections is received by the Residential & Sport Services Health and Safety Committee. A copy of the Management of Patients Hoists can be found in the links section at the end of the document and annual inspection reports are held within the Compliance Centre.

**Training**

Any training needs identified through local arrangements, training matrix, induction, Personal and 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**

All staff and residents are responsible for ensuring visitors 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.

Residential & Sport Services will be informed by Estates and Facilities before any work commences and contractors arrive on site, and contractors will make the Residential & Sport Services 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.

**Working at Height**

All ladders are to BS EN131 standard and are controlled with a signing out system. Ladders are available through the Assistant Domestic Co-ordinators, and there is a process for reporting defective equipment and taking it out of service until it is repaired or replaced.

Ladder inspections are carried out annually and managed by the Senior Portering Co-ordinator.

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

**RESIDENTIAL SERVICES LINKS**

Accommodation Assessment and PEEPs Policy <https://client.compliancecentre.co.uk/#/policy/view>

Management of Bed Bugs Policy <https://client.compliancecentre.co.uk/#/policy/view>

Compliance Centre [https ://client.compliancecentre.co.uk/#/account/login ?loggedout=true](https://client.compliancecentre.co.uk/#/account/login?loggedout=true)

Emergency Incident Management <https://client.compliancecentre.co.uk/#/policy/view>

Guidance on Fire Safety in Halls of Residence <https://client.compliancecentre.co.uk/#/policy/view>

Management of Patient Hoists <https://client.compliancecentre.co.uk/#/policy/view>

Scanning and Emailing Accident Report Forms <https://client.compliancecentre.co.uk/#/policy/view>

Student Event Pack <https://client.compliancecentre.co.uk/#/policy/view>

**DIRECTORATE LINKS (DSE)**

Health and Safety Policy Statement: <http://documents.manchester.ac.uk/display.aspx?DocID=15458>

Accident and Incident Reporting:

<http://www.dse.manchester.ac.uk/communications/health-and-safety/accidents-incidents/>

Health, Safety and Wellbeing webpage:

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

**UNIVERSITY LINKS**

Asbestos Management Plan:

<http://www.estates.manchester.ac.uk/media/services/estatesandfacilities/policiesandprocedures/AMP%20Jan%202016%20Final.pdf>

Health and Safety Policy: <http://www.healthandsafety.manchester.ac.uk/policy/>

Accident, Incident and Near Miss Reporting: <http://documents.manchester.ac.uk/display.aspx?DocID=13890>

Child Protection Policy: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=4287>

Display Screen Equipment: <http://www.healthandsafety.manchester.ac.uk/toolkits/dse/>

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

Consensual Relationships Policy: <http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2752>

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

First Aid and First Aiders: <http://documents.manchester.ac.uk/display.aspx?DocID=20832>

Health and Safety Induction Checklist for New Staff <http://documents.manchester.ac.uk/display.aspx?DocID=13619>

Lone Working Arrangements and Guidance: <http://www.healthandsafety.manchester.ac.uk/toolkits/lone_working/>

Management of Water Systems and Control of Legionella:

<http://www.estates.manchester.ac.uk/media/services/estatesandfacilities/policiesandprocedures/EPM%20HS4%20-%20The%20Management%20of%20Water%20Systems%20and%20Control%20of%20Legionella.pdf>

PEEPs Information and Guidance: <http://www.healthandsafety.manchester.ac.uk/toolkits/fire/peeps/>

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

Safety Services: <http://www.healthandsafety.manchester.ac.uk/>

Sickness Absence Policy and Procedures: <http://documents.manchester.ac.uk/display.aspx?DocID=14>

Stress Prevention and Management: <http://www.healthandsafety.manchester.ac.uk/toolkits/stress/>

Travel Advice: <http://documents.manchester.ac.uk/display.aspx?DocID=9778>

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| Document control box  |
| Document Name:  | Residential & Sport Services Health and Safety Policy  |
| Date issued:  | 20th February 2019 |
| Version:  | 13.0 |
| Supersedes:  | 12.00 |
| Next review date:  | Annually  |
| Further information:  |
| Policy owner:  | Helen McGlashan, Director of Residential & Sport Services |
| Lead contact:  | Nicola Kyne, Residential & Sport Services Office Coordinator |

**Appendix 1: Key roles to Support the Management of Health and Safety within Residential Services have been identified as follows:**

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| **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 | Manchester Student Homes | cooper.healey@manchester.ac.uk | 0161 275 7683 (57683) |
| Anne Malone | Accommodation Office | anne.malone@manchester.ac.uk | 0161 275 2892 (52892) |
| Ed Braney | William Kay House | ed.braney@manchester.ac.uk | 07799034599 (7759066) |
| James Marenghi | William Kay House | james.marenghi@manchester.ac.uk | 0161 275 4961 (54961) |
| Andy Ellison | William Kay House | andrew.ellison@manchester.ac.uk | 0161 275 5991 (55991) |
| Glyn Powell | Wythenshawe Site | glyn.powell@manchester.ac.uk | 07771971630 |
| Natalie Craig | Armitage Site | natalie.craig@manchester.ac.uk | 0161 306 9978 (69978) |
| Stuart Mallinson | Armitage Site | stuart.mallinson@manchester.ac.uk | 0161 306 9988 (69988) |
| Mike Tomlinson | Armitage/Wythenshawe Site | Michael.tomlinson@manchester.ac.uk | 0161 306 9988 (69988)07771971097 |
|  |
| **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 |
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| **Fire Evacuation Marshals** |
| Paul Burns | Accommodation Office  |
| Steven Johnston | City Campus |
| Noreen Wilson  | George Kenyon |
| David Allman | George Kenyon |
| Janet Cunningham | George Kenyon |
| Michael Leavy | George Kenyon & Wright Robinson  |
| Tracy Mayberry | Whitworth Park/Horniman House |
| Georgina Rogers | Whitworth Park/Horniman House |
| Sarah Cleaver | Whitworth Park/Horniman House |
| June Ferris | Whitworth Park/Horniman House |
| Roserio Chalcroft | Whitworth Park/Horniman House |
| Pam Hadfield | Whitworth Park/Horniman House |
| Janet Cunningham | Wright Robinson |
| Noreen Wilson | Wright Robinson |
| David Allman | Wright Robinson |
| Terence Cauchie | Fallowfield Campus |
| Sarah Collinson | Fallowfield Campus |
| Norma Daniels | Fallowfield Campus |
| Debra O’Kane | Fallowfield Campus |
| Mick Rooney | Fallowfield Campus |
| Graham Walker | Fallowfield Campus |
| Jean Barber | Fallowfield Campus |
| Beverley Newton | Ashburne, Sheavyn House |
| Karen Griffiths | Oak House |
| Gail Lenehan | Oak House |
| Ashley Murphy | Oak House |
| Liz McVittie | Oak House |
| Isabell Garrett | Owens Park |
| Lesley Sparrow | Owens Park |
| Kym Spavin | Owens Park |
| Patricia McArdle | Owens Park |
| Peter Acott | Richmond Park and Woolton Hall |
| Victoria Hunter | Richmond Park and Woolton Hall |
| Andrew Appleton | City Campus |
| Victoria Hamilton | Victoria Park Campus |
| Andrea Moggeridge | Victoria Park Campus |
| Diane Nartey | Victoria Park Campus |
| Tatjana Varsavskaya | Dalton-Ellis, Canterbury and St Anselm |
| Shirley Young | Dalton-Ellis, Canterbury and St Anselm |
| Keran Dermody | Dalton-Ellis, Canterbury and St Anselm |
| Fatima Gonzalez Rial | Hulme Hall, Burkhardt and St Gabriel’s |
| Elizabeth Gough | Hulme Hall, Burkhardt and St Gabriel’s |
| Maria Lord | Hulme Hall, Burkhardt and St Gabriel’s |
| Donna Tait | Hulme Hall, Burkhardt and St Gabriel’s |
| Sue Mercer | Hulme Hall, Burkhardt and St Gabriel’s |
| Cooper Healey | Manchester Student Homes |
| Helen McGlashan | City, Victoria Park and Fallowfield Campuses |
| Fiona Day | City, Victoria Park and Fallowfield Campuses |
| Nicola Kyne | City, Victoria Park and Fallowfield Campuses |
| Kevin Hughes | City, Victoria Park and Fallowfield Campuses |
| Patrick O’Connell | City, Victoria Park and Fallowfield Campuses |
| Emily Taylor | City, Victoria Park and Fallowfield Campuses |
| Paul Uncles | City, Victoria Park and Fallowfield Campuses |
| Robert Aston | City, Victoria Park and Fallowfield Campuses |
| Alan Ashcroft | City and Victoria Park Campus |
| Jacqui Sheard | William Kay House |
| Gail Heathcote Milner | William Kay House |
| Andrew Ellison | William Kay House |
| James Marenghi | William Kay House |
| Ed Braney | Armitage Site/ William Kay House |
| Natalie Craig | Armitage Site |
| Mike Gabler | Armitage Site |
| Paul Ogden | Armitage Site |
| Chris Holden | Armitage Site |
| Matt Hupalo | Armitage Site |
| Stuart Mallinson | Armitage Site |
| Glyn Powell | Wythenshawe Site |
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| **First Aiders** | **Location** | **Certificate** | **Telephone Number** |
| Penny Chan | Manchester Student Homes | First Aid at Work Certificate (1.5 day) | 0161 275 7682 (57682) |
| Tracy Mayberry | City Campus South | Emergency First Aid at Work Certificate (1 day) | 0161 275 7011 (57011) |
| Norma Daniels | Fallowfield Campus | First Aid at Work Certificate (3 day) | 0161 306 6116 (66116) |
| Susan Defoe | Fallowfield Campus | First Aid at Work Certificate (3 day) | 0161 306 6126 (66126) |
| Elizabeth McVittie | Fallowfield Campus | First Aid at Work Certificate (3 day) | 0161 306 9780 (69780) |
| Debra O’Kane | Fallowfield Campus | First Aid at Work Certificate (3 day) | 0161 306 6115 (66115)  |
| Sarah Collinson | Fallowfield Campus | First Aid at Work Certificate (3 day) | 0161 306 6125 (66125) |
| Michael Bowden | Fallowfield Campus | Emergency First Aid at Work Certificate (1 day) | 07825072914 (7759204) |
| Victoria Hamilton | Victoria Park Campus | Emergency First Aid at Work Certificate (2 day) | 0161 306 94844 (69844) |
| Andrea Moggeridge | Victoria Park Campus | First Aid at Work Certificate (3 day) | 0161 306 9891 (69891) |
| Gail Heathcote Milner | William Kay House | First Aid at Work | 0161 275 5985 (55985) |
| Andrew Ellison | William Kay House | First Aid at Work | 0161 275 5991 (55991) |
| James Marenghi | William Kay House | First Aid at Work | 0161 275 4961 (54961) |
| Ed Braney | William Kay House | First Aid at Work | 07799034599 (7759066) |
| Natalie Craig | Armitage Site | First Aid at Work | 0161 306 9978 (69978) |
| Darren Lowry | Armitage Site | First Aid at Work | 0161 275 4962 (54962) |
| Michael Gabler | Armitage Site | First Aid at Work | 0161 306 9984 (69984) |
| Paul Ogden | Armitage Site | First Aid at Work | 0161 306 9984 (69984) |
| Stuart Mallinson | Armitage Site | First Aid at Work | 0161 306 9988 (69988) |
| Scott McLean | Armitage Site | First Aid at Work | 0161 306 9988 (69988) |
| Natalie Whitelaw | Armitage Site | First Aid at Work | 0161 306 9988 (69988) |
| Nathan McCrohan | Armitage Site | First Aid at Work | 0161 306 9988 (69988) |
| Vikki Stringer | Armitage Site | First Aid at Work | 0161 306 9988 (69988) |
| Chris Holden | Armitage Site | First Aid at Work | 0161 306 9988 (69988) |
| Matt Hupalo | Armitage Site | First Aid at Work | 0161 306 9988 (69988) |
| Paul Wigglesworth | Armitage Site | First Aid at Work | 0161 306 9988 (69988) |
| Michael Tomlinson | Armitage/Wythenshawe  | First Aid at Work | 0161 306 9988 (69988) |
| Glyn Powell | Wythenshawe Site | First Aid a Work | 07771971630 |
| Andrew Stapleton | Wythenshawe Site | First Aid at Work | 07771971630 |

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| **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 |
| Norma Daniels | Fallowfield Campus |
| Jacqui Sheard | William Kay House (SPORT) |
| Ed Braney | Sport Operations |
|  |  |
| **Manual Handling Trainers** |
| Natalie Craig | The Armitage Centre |
| Paul Ogden | The Armitage Centre  |

**Appendix 2: Membership of Residential Services Health and Safety Committee**

Membership of the Residential Services Health and Safety Committee includes:

* Director of Residential Services
* Head of Facilities Management
* Head of Accommodation Administration Services
* Head of Sport and Active Lifestyles
* Manager Manchester Student Homes
* Residential Life Manager
* Division Office Co-ordinator
* Senior Portering Services Co-ordinator
* Domestic Services Co-ordinator
* Sport Compliance Officer
* Assistant Domestic Services Co-ordinators
* Administration Assistant – Accommodation Office
* Administration Officer – Grove House
* Campus Safety Advisers (where not covered by the above roles)
* Senior Faculty Estates Officer for Faculty of Humanities & PSS
* Assistant Maintenance Services Manager
* Directorate Health and Safety Officer
* University Safety Co-ordinator
* Health and Safety Union representative from UNITE

**Appendix 3: Membership of the Health and Safety Liaison Group & Sport Committee**

Membership of the Health and Safety Liaison Group includes:

* Director of Residential Services
* Head of Facilities Management
* Campus Safety Advisers
* Domestic Services Co-ordinator
* Directorate Health and Safety Officer
* Health and Safety Union Representatives from UNITE

Membership of the Sport Committee:

* Sport Compliance Officer
* Head of Sport
* Duty Managers
* Sports Operations Administrator
* SDO Participation Officer
* Sport Participation Manager
* Deputy Facilities Manager

**Appendix 4: Health and Safety Noticeboards**

Health and Safety noticeboards are managed by the Campus Safety Adviser and are located as follows:

|  |  |  |
| --- | --- | --- |
| **Campus** | **Building** | **Location** |
| Victoria Park | Hulme Hall | Staff Room |
| Hulme Hall | Reception [Admin] |
| St Anselms | Smith House Staff Room |
| Dalton Ellis | Reception Area [Admin] |
| City | George Kenyon Hall | Ground Floor Lobby |
| Wright Robinson Hall | Outside Domestic Office R Floor |
| Wright Robinson Hall | Office C.4 [Admin] |
| Whitworth Park | Staff Room |
| Whitworth Park | Accommodation Office (back office) [Admin] |
| Whitworth Park | Main Reception, Grove House [Admin] |
| Fallowfield | Ashburne Hall | Near Common Room/ Clocking In Machine |
| Oak House | Near Clocking In Machine |
| Richmond Park | Admin CorridorPorters Rest Room |
| Woolton Hall | Staff Room |
| Division Office | Doorway into Division Office Corridor [Admin] |
| Owens Park | Campus Reception [Admin] |
| Sport | Armitage Sports Centre | Outside Staff Room |
| Firs Pavilion | Staff Room |
| Wythenshawe Sports Ground | Staff Room |
| William Kay House | Staff Room |

**Appendix 5:**

**Vehicles in use across Residential Services**

|  |  |
| --- | --- |
| City Campus, Whitworth Park | Citroen Relay HDi – Reg No. MT17 CSY |
| Bradshaw Precedent Electric golf buggy |
| Fallowfield Campus | LV Tong Cargo Truck Flatbed Reg No MX18 LTA |
| Bradshaw Electric Golf Buggy |
| Motrec T448 T9 Electric Tow Tractor |
| Model 2 Bin Trailer |
| Bradshaw PCT Pedestrian Tow Trolley |
| Victoria Park Campus | Hulme Hall - Crompton E61 Electric Float – Reg No. Q963 GVM |
| All Campus | Citroen Relay Tail Lift Van |

**Vehicles in use across Sport**

|  |  |
| --- | --- |
| Armitage | Kubota Tractor L5040 |
| Kubota Tractor B3150 |
| Cushman Hauler 800 Golf Buggy |
| Toro Groundmaster 228.D Ride on Mower |
| Iseki TXG237 Ride on Mower |
| Wythenshawe | Kubota Tractor M5700 |
| Kubota Tractor L5030 |
| Kawasaki 2510 Mule |
| Kioti Mechron 2200 Mule |
| Iseki SXG15 Ride on Mower |

**Appendix 6: First Aid 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 |
| Wright Robinson Hall | Every floor outside the lift |
| **City Campus Central** |
| George Kenyon Hall | Hall reception area by out of hours phone |
|  **City Campus South** |
| Whitworth Park | Grove House Office |
| Whitworth Park | Grove House Housekeeping Office |
| Whitworth Park | 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 |
| **SPORT** |
| William Kay House | Staff Room |
| William Kay House | Main Corridor |
| Armitage | First Aid Room |
| Wythenshawe Sport Ground | First Aid Room |

**Appendix 7: Location of First Aid Boxes, Rooms and Plaster Dispensers**

|  |  |
| --- | --- |
| **First Aid Boxes** | **Nominated Person to contact if there are any problems** |
| City Campus | Whitworth Park | Grove House Reception | Assistant Domestic Co-ordinator |
|  | Wright Robinson | Reception | Assistant Domestic Co-ordinator |
|  | George Kenyon | Reception | Assistant Domestic Co-ordinator |
| Victoria Park | Dalton Ellis | Reception | Assistant Domestic Co-ordinator |
|  | Dalton Ellis | Food Prep Kitchen | Assistant Domestic Co-ordinator |
|  | St Anselms | Production Kitchen | Assistant Domestic Co-ordinator |
|  | Hulme Hall | Reception | Assistant Domestic Co-ordinator |
|  | Smith House | Offices | Assistant Domestic Co-ordinator |
| Fallowfield | Owens Park  | Main Reception Ladies | Assistant Domestic Co-ordinator |
|  | Ashburne | Housekeepers Office | Assistant Domestic Co-ordinator |
|  | Oak House – Carilll House lobby | Near Kitchen | Assistant Domestic Co-ordinator |
|  | Richmond Amenity Block | Housekeepers Office | Assistant Domestic Co-ordinator |
| Sport | Armitage | First Aid Room |  |
| Reception |  |
| Fitness Suite |  |
| Staff Room |  |
|  | Firs Pavilion | Staff Room |  |
| Reception |  |
|  | Wythenshawe Sports Ground | First Aid Room |  |
| Tractor 1 |  |
| Tractor 2 |  |
|  | William Kay House | Reception |  |
| **First Aid Rooms** |  |
| Sport | Armitage | G.013 ground floor behind reception |  |
|  | Wythenshawe Sport Ground | Ground floor by reception |  |
| **Plaster Dispensers** |  |
| City Campus | Whitworth Park | Grove Housekeepers Corridor | Assistant Domestic Co-ordinator |
|  | Whitworth Park | Behind Bar | Assistant Domestic Co-ordinator |
|  | Wright Robinson | Housekeeping Office | Assistant Domestic Co-ordinator |
| Victoria Park | Dalton Ellis | Staff Room | Assistant Domestic Co-ordinator |
|  | Hulme Hall | Housekeepers Office | Assistant Domestic Co-ordinator |
| Fallowfield | Owens Park | Main Reception Ladies | Assistant Domestic Co-ordinator |

**Appendix 9: Annual Self-Inspection Procedure**

1. **Senior Manager** must ensure that:
	1. All areas of their Division are formally inspected, once a year, by a team drawn from across the Division.
	2. Inspection team members are provided with information and instructed on how to carry out an inspection.
	3. The number and locations of inspections (footprint) are confirmed with the inspection team.
	4. Inspections are carried out in accordance with the annual Health, Safety and Risk Plan.
	5. Any remedial action is identified in an action plan and completed as necessary.
	6. Records are kept of the inspections and remedial action.
	7. Health and Safety Committees (which 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:
3. The Safety Adviser as lead.
4. A trade-union Safety Representative (where available).
5. At least one other member of staff from the area (preferably from a different team).
6. A Manager or Supervisor if possible.
7. **Inspections** should be completed using the inspection checklist (preferably using iAuditor on an iPad signed out from the Directorate Office). There are two inspection checklists available (one for Halls of Residence, and one for other locations). 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.

1. **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.