



Organisation to implement the University’s health and safety policy

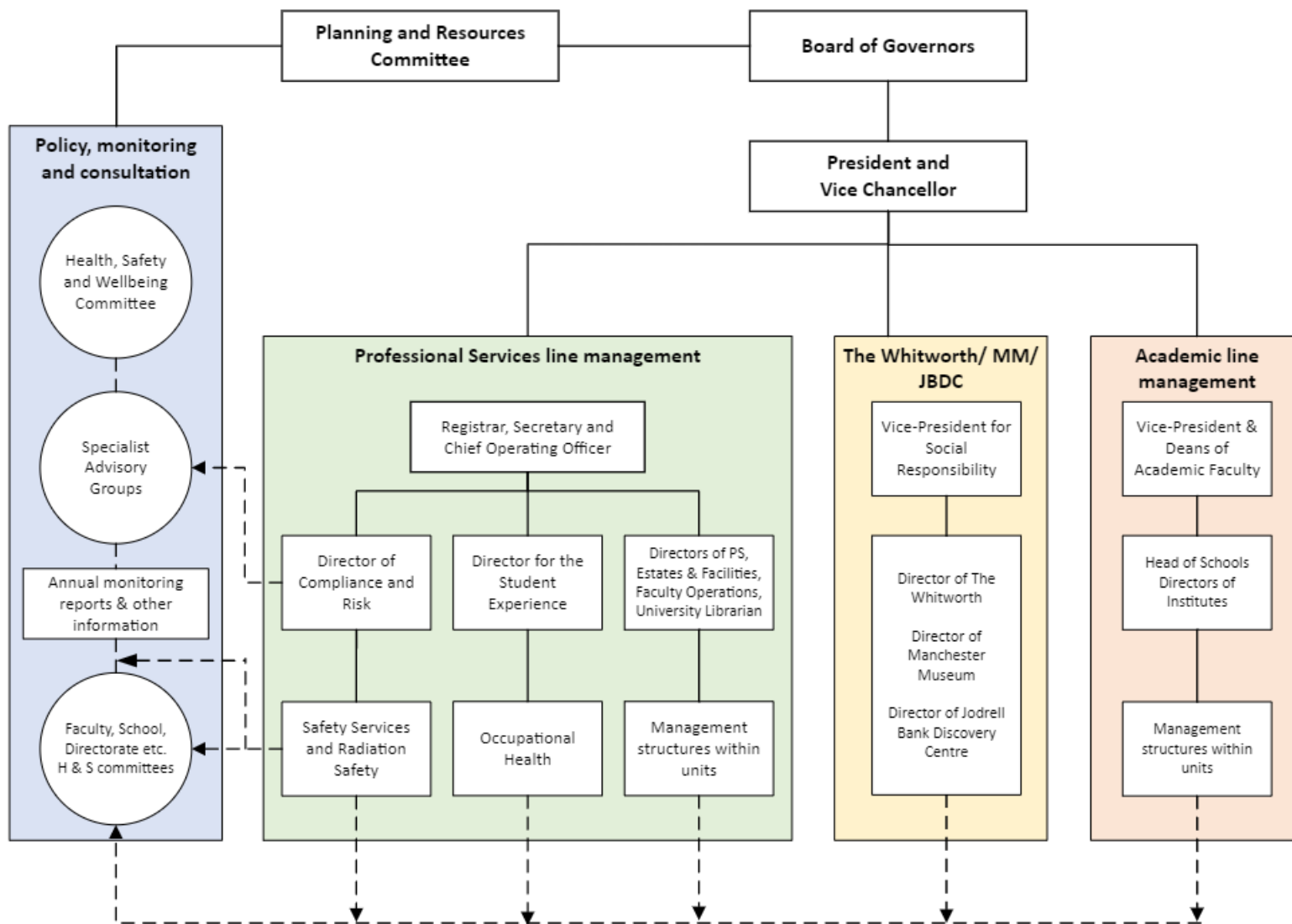
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Introduction

1. Under section 2(3) of the Health & Safety at Work Act 1974, the University must describe the organization and arrangements in place for implementing its health and safety policy, and make this information available to employees.
2. In consultation with its recognised trade unions and its Health, Safety and Wellbeing Committee (formally the Safety, Health & Environment Committee) the University of Manchester has adopted the safety management principles described in the Health and Safety Executive document [HSG65](#), Successful Health and Safety Management. In addition, it has had regard to sector-specific guidance on:
 - Leadership and management of health and safety in higher education institutions
 - Health & Safety Management Performance Standards ([HASMAPP](#)) auditing package promoted by UCEA and USHA_(and any other auditing standard adopted from time to time)
 - [Leading health and safety at work](#) – leadership actions for Vice-Chancellors and members of University Governing Bodies
 - [Responsible research](#) managing health and safety in research: guidance for the not-for-profit sector
 - This list of documents will be regularly reviewed and updated by the Health, Safety and Wellbeing Committee.
3. The line management structure is summarised in the following chart, and the key roles of senior managers are described in the following paragraphs. A distinction is made between a) those bodies established to oversee policy and consultation, monitoring and auditing and b) the operational line management functions which are predicated on the policy objective of full integration of health and safety management.

Line Management Chart



Organisation: governance and consultation

Board of Governors

4. As the employer, the Board of Governors has overall responsibility for health & safety. It exercises this by receiving direct reports from the Health, Safety and Wellbeing Committee and by requiring the President and Vice-Chancellor to be accountable, under Statute XII(g), for the University's compliance with health and safety legislation. The duties of the Board in respect of health and safety are in the University's [Statute](#).

Health, Safety and Wellbeing Committee (HSW Committee)

5. The Board of Governors established the Health, Safety & Wellbeing Committee (HSW), chaired by the Registrar, Secretary and Chief Operating Officer (RSCOO), through which it consults its employees on matters relating to safety, health and well-being. The [Committee](#) is constituted in accordance with the Safety Committees and Safety Representatives Regulations 1977 and for the purposes of the Health and Safety (Consultation with Employees) Regulations 1996. Any employee may seek representation on health and safety matters through one of the Trades Union Safety Representatives. The Campus Trade Unions supply lists of safety representatives to the Head of Safety Services, and keep the list up-to-date.
6. This Committee may constitute advisory groups to deal with specialist topics, including: general occupational health, safety & training; fire safety; radiation safety (including lasers and non-ionising radiation), biological & genetic manipulation work. Information on the membership and terms of reference of the Committee, current advisory groups, and minutes of meetings, is available in arrangements Chapters 1-4, and on the [University Safety Services web pages](#).
7. The Health, Safety and Wellbeing Committee will:
 - a) Advise the Board of Governors and the Planning and Resources Committee on matters relating to health, safety and wellbeing arising from the activities of the University.
 - b) Submit to the Board of Governors and Planning and Resources Committee for their approval, policies and action plans to ensure the University fulfils its health, safety and wellbeing obligations to staff, students and others.
 - c) Monitor compliance and implementation of health, safety and wellbeing policies and action plans and to recommend to the Board of Governors and Planning and Resources Committee any action necessary to improve performance.
 - d) Promote co-operation and communication between the University, its staff and students in all matters relating to health, safety and wellbeing.

- e) Set up working groups when required in order to achieve specific objectives.
- f) Review these terms of reference every three years or on significant change and recommend appropriate revision as necessary

Organisation: Line management

The President and Vice-Chancellor

- a) The President and Vice-Chancellor will, so far as is reasonably practicable: oversee the system of delegation and organization throughout the University, which will implement the University's policies and monitor performance;
- b) appoint a senior manager to be responsible for overseeing health and safety management and compliance;
- c) promote consistency and best practice in how health and safety is managed throughout and University;
- d) ensure that effective health and safety performance is duly recognised and rewarded;
- e) receive reports, through the Registrar, Secretary and Chief Operating Officer and HSW Committee, on health and safety auditing and performance monitoring exercises throughout the university;
- f) hold accountable the Vice Presidents and Deans, the Registrar, Secretary and Chief Operating Officer, and other line managers who have been delegated health and safety responsibilities, through appraisal and review processes.

Vice-President for Social Responsibility and responsibility for The Whitworth, Manchester Museum and Jodrell Bank Discovery Centre Cultural Institutes

8. The President and Vice-Chancellor has appointed a Vice-President to assist in carrying out their actions. This Vice-President chairs an advisory group and is a member of the HSW Committee, and is directly accountable to the President and Vice-Chancellor.
9. They are also responsible for health and safety in the named cultural institutes and are accountable to the President and Vice-Chancellor in this respect for their work. In fulfilling this management responsibility, they have access to support and advice from Occupational Health, Radiation Safety and Safety Services.
10. They are required to, so far as is reasonably practicable, ensure that each has a Statement of Health & Safety Policy ([Chapter 13](#)), and to support visibly the values and vision of the health and safety programme by personal example and implementation of policy, and by encouraging and rewarding good practices and innovative work.

Registrar, Secretary and Chief Operating Officer

11. The President and Vice-Chancellor has delegated to the Registrar, Secretary and Chief Operating Officer responsibility for planning and implementing the health and safety policy, and chairing the University's HSW Committee. The Registrar, Secretary and Chief Operating Officer will, in so far as is reasonably practicable:
- a) ensure the provision of occupational health & safety advice and assistance to all stakeholders;
 - b) ensure the provision of appropriate resources and support for the development of competence of all those delegated with specific health and safety responsibilities, through Learning and Organisational Development and Safety Services;
 - c) ensure the implementation of policy and arrangements throughout Professional Services (PS) directorates and any other areas assigned to his office;
 - d) promote openness and fairness in all health and safety management activities;
 - e) encourage the appointment of safety representatives.

Director of Compliance and Risk

12. The Director of Compliance and Risk reports directly to the Registrar, Secretary and Chief Operating Officer, and has health and safety responsibility for the following:
- a) co-ordination of the University's response to very serious incidents, including all those resulting in the death of any person from causes associated with work activities
 - b) line management of the central Safety Services team, including the Radiation Safety Unit.

Director for the Student Experience

13. The Director for the Student Experience reports directly to the Registrar, Secretary and Chief Operating Officer, and has responsibility for line management of the Occupational Health Service.

Deputy President and Vice Presidents who are not Deans

14. For the avoidance of doubt, the Deputy President and Vice-Presidents have no additional health & safety duties by virtue of their appointment to these roles, although individuals may have if they also hold managerial posts in a Faculty or PS Directorate.

Vice Presidents and Deans of Faculty, and the Registrar, Secretary and Chief Operating Officer.

15. Vice-Presidents/Deans and the Registrar, Secretary and Chief Operating Officer are responsible for health and safety and are accountable to the President and Vice-Chancellor in this respect for all work carried out under their authority. In fulfilling these management responsibilities, they have access to support and advice from Occupational Health, Radiation Safety and Safety Services.
16. They are required to, so far as is reasonably practicable:
- a) prepare, approve, and keep up-to-date a Statement of Faculty or Directorate Health & Safety Policy, which describes the specific organization and arrangements within the Faculty or Directorate. These should be in accordance with [Chapter 13](#) of the arrangements
 - b) establish and chair a Faculty / Directorate Health and Safety Committee, or other means of receiving regular monitoring and progress reports. Business for consideration by such a committee is described in [Chapter 14](#). Where relevant, a Faculty / Directorate Health & Safety Committee can refer issues of general application to the University Health & Safety Committee
 - c) assess the competency of all staff charged with health and safety responsibilities, and provide training and other support as necessary to ensure competency; [Chapter 11](#).
 - d) monitor the performance of all staff charged with health and safety responsibilities, and
 - e) visibly support the University's values and health and safety vision and mission statement; leading by personal example and ensuring the implementation of policy, and by encouraging and rewarding good practices and innovative work.
17. For the avoidance of doubt, where responsibility has not been delegated to a Head of School or holder of an equivalent office, it shall remain with the person directly responsible to the President and Vice-Chancellor.

Heads of Schools, Directors of Institutes, Directors and Heads of Service in non-academic areas, the University Librarian, the Directors of the Manchester Museum, The Whitworth and Jodrell Bank Discovery Centre, and their equivalents (designated "senior managers")

18. Senior Managers are responsible for health and safety within their specified areas or as a consequence of their activities, and for any additional activities as agreed and delegated to them (e.g. where they accept responsibility for day-to-day safety arrangements for staff who have other line managers, for reasons of geographical or other convenience). The term "school" should be interpreted as including schools, research institutes, PS directorates, Estates & Facilities or equivalent units.

19. In particular, senior managers must, so far as is reasonably practicable:

Governance issues

- a) prepare, approve, and keep up-to-date a Statement of School /Local Health & Safety Policy ([Chapter 13](#)), which describes the specific organization and arrangements within the School or other unit. For the avoidance of doubt, where responsibility is delegated to directors of research institutes or off-campus sites or where facilities are shared with another school, institute or directorate, specific arrangements will need to be made to exchange relevant information about the effectiveness of safety management procedures affecting school staff and students. These arrangements should be formally recorded as part of the policy statements. See [Chapter 18](#) on Working across Organisational Boundaries.
- b) establish and attend a School/Local Health & Safety Committee, or other means of receiving regular monitoring and progress reports from managed units. Where appropriate, and with the agreement of the Dean or Registrar, health and safety matters could be considered regularly at management meetings, rather than at specially constituted health and safety committees, but this would be exceptional and reserved only for small units in low-risk situations;
- c) ensure that all persons who may be affected by activities of staff and students are informed about the arrangements outlined in its Statement of Health & Safety Policy which shall be freely available for inspection;
- d) where appropriate, approve statutory notifications and complete statutory compliance returns;
- e) consult with, and actively seek participation of, staff representatives, including trade union representatives, through the school health and safety committee;
- f) visibly support the health and safety vision and mission of the university; leading by personal example and implementing policy, and by encouraging and rewarding good health and safety practices and innovative work;
- g) prepare an annual monitoring report on health and safety for submission to the University's health & safety committee structure.

Matters pertaining to all staff & students

- a) ensure the provision of suitable and appropriate information, instruction, training and supervision to the staff, students and academic visitors under their control taking into account the competence, abilities, experience and skills of these individuals ([Chapter 11](#))
- b) ensure suitable arrangements are in place for the preparation and approval of risk assessments, and that these are signed and kept up-to-date; ([Chapter 9](#))
- c) where appropriate, liaise with the Occupational Health Service on the necessity for health surveillance of staff and students; ([Chapter 8](#))

- d) arrange for the reporting and investigation of accidents in accordance with University arrangements and guidance, (including those that occur off campus during organised placements, etc.); ([Chapter 6](#))
- e) provide such resources as are necessary to enable safety management practices to be implemented and effective throughout the school;

Competent assistance and training

- a) appoint in writing a School or Local Safety Advisor (SSA or LSA) to assist them in the creation, development, implementation, monitoring and review of the School's arrangements for safe working. Where appropriate because of the size and complexity of the School or unit, appoint additional safety advisors; ([Chapter 15](#))
- b) where appropriate, appoint in writing other specialist advisors with responsibilities and advisory functions for specific hazards, including work with ionising radiation, high power lasers, biohazards and genetically modified organisms; (Chapters [25](#), [26](#), [27](#) and [3](#) respectively)
- c) ensure that applications for specialist work (such as work with genetically modified materials) are processed by a properly constituted local committee; ([Chapter 3](#))
- d) ensure that SSAs/LSAs and other specialist advisors are given a list of their roles and responsibilities and understand them, are competent to carry them out, have authority to enter all areas where work takes place and are provided with sufficient resources (time, finance, authority) to be effective in their assigned roles;
- e) identify and keep under review health and safety training needs, and provide appropriate training in consultation with Learning and Organisational Development and Safety Services ([Chapter 11](#))
- f) ensure all new members of staff and full-time postgraduate research students complete the corporate and local health and safety induction processes; ([Chapter 11](#))
- g) arrange for suitable health & safety induction for all new undergraduate students;
- h) ensure that all students and visitors to the University of Manchester are adequately supervised, so that they can ensure the health and safety of themselves and others who might be affected by their acts or omissions;

Liaison with other bodies within and external to the University

- a) in consultation with the Director of Estates & Facilities, ensure that facilities used by managed staff and students are suitable for the purpose ([Chapter 23](#))
- b) co-operate with Estates and Facilities staff during building-related work by external contractors and in-house staff. Where appropriate because of hazards the school is responsible for, ensure that all such work under the control of the

occupying unit is adequately supervised by competent people during any building project;

- c) notify the Director of Estates & Facilities of defects in the fabric and common services of buildings, and take every reasonable step to minimise risk arising from any defects until remedial work has been carried out, even if this means taking a particular facility out of use;
- d) in University of Manchester controlled buildings, seek the permission of the Director of Estates & Facilities for any installation, construction, modification or alteration of building fabric or engineering service, so that safety checks for asbestos and other hazards can take place;
- e) co-operate with other University occupiers and employers with whom the school shares a workplace and co-ordinate with them the measures taken to control the risks arising from its activities ([Chapter 18](#)). This is particularly relevant to, but not exclusive to, hospitals and other care environments ([Chapter 20](#)). This liaison shall aim to resolve any differences in the control of risks, generally in favour of the tighter or more effective controls;

Emergency procedures within Schools

- a) in consultation with the Director of Estates & Facilities, Safety Services, and other appropriate bodies, ensure that emergency procedures (including those for emergency evacuation of buildings because of fire, bomb, or other threat to health or safety) have been agreed for the premises occupied by their staff and students; ([Chapter 7](#))
 - b) in consultation with the University Fire Safety Officer and Safety Services staff, co-operate with requests from the emergency services for information about specific hazards;
 - c) appoint a sufficient number of evacuation marshals and other personnel to assist in emergency procedures and evacuations; ([Chapter 7](#))
 - d) ensure that all staff and students, including those with disabilities, are familiar with emergency procedures in so far as they require them to take actions such as making safe their immediate environment and vacating the building; ([Chapters 7 & 30](#)) publicise the agreed emergency procedures, for example, through the health & safety manual, induction training process, the local health and safety policy statement, and evacuation practices;
20. For the avoidance of doubt, where responsibility has not been delegated in writing by a senior manager, it shall remain with the latter.
21. Model responsibilities for safety advisors and specialist safety advisors are at ([Chapter 15](#)).

Principal Investigators (PIs)

22. The health and safety management of research projects is usually delegated to PIs; this is assumed unless an alternative arrangement is agreed with the Head of School and written down as part of the research documentation.

23. Their duties include:

- a) ensuring that risk assessments take place at the planning stage of any research proposal, and that the costs of implementing suitable risk control measures, and disposing of any hazardous substances or materials, are included in the funding arrangements;
- b) ensuring that risk assessments are reviewed and kept up-to-date as the research proceeds, and that everybody involved in the work activity has read and understood the risk assessment;
- c) ensuring that control measures are implemented and continue to be effective;
- d) where personal protective equipment is required, ensuring that it is appropriately selected, provided and worn by those exposed to risk that cannot be controlled by other means ([Chapter 36](#));
- e) ensuring that suitable and sufficient risk assessments are carried out for their work, and that those preparing them remain competent and receive appropriate training, resource, advice and support;
- f) understanding the University's health and safety policy statement, arrangements and guidance, how they are applied within the school, and within the working space of the research team;
- g) maintaining suitable records of exposure to substances hazardous to health, in accordance with University policies, arrangements and guidance;
- h) arranging for any necessary and appropriate health and safety training, including training identified in the risk assessment;
- i) consulting additional expertise as and when competence cannot be provided from within the research team (and in particular, where multi-disciplinary or ground-breaking work introduces researchers to hazards they are unfamiliar with);
- j) attending specialist committees (or sending a nominee) where notifiable activities are being considered;
- k) liaising with school safety advisors and other special hazards advisors, and providing information on request about the risks and control measures;
- l) complying with recommendations made as a result of inspections by School Safety Advisers and University Safety Co-ordinators or formally submitting a written explanation for delayed or non-compliance to the school safety committee, and

m) ensuring that all research group members respond to, and co-operate with any requests for them to attend for health surveillance and advice.

All staff must:

24. Take reasonable care of themselves and all others who may be affected by their acts and omissions, and comply with both central and local policies and arrangements for safe working to enable the University of Manchester to discharge its legal duties with regard to health and safety. Some staff have specific responsibilities, and these are detailed above and in the University arrangements chapters.

Organisation: Other provisions

Safety Services and Radiation Safety Unit

25. The Registrar, Secretary and Chief Operating Officer has delegated to the Director of Compliance and Risk the responsibility of appointing advisors who are competent to provide support and guidance on all aspects of safety, radiation and laser safety, GM and biohazards, and on the health and safety aspects of emergency planning and risk management. The Director of Compliance and Risk is responsible for overseeing, co-ordinating and developing the provision of relevant advice, and of formulating arrangements and guidance documents. This shall include adequate means of co-ordination and liaison between the central support service and the faculties, schools, research institutes and PS directorates, through the University Safety Co-ordinators.

Occupational Health

26. The Registrar, Secretary and Chief Operating Officer has delegated to the Director for the Student Experience the responsibility of appointing advisors who are competent to provide support and guidance on all aspects of occupational health. The Director for the Student Experience is responsible for overseeing, co-ordinating, and developing the provision of relevant advice, and of formulating arrangements and guidance documents. This shall include adequate means of co-ordination and liaison between the central support service and the faculties, schools, research institutes and PS directorates.

27. More detail on each service is given at Chapters [4](#), [5](#) and [8](#)).

Health & safety records

28. All managers with health and safety responsibilities should keep records of their arrangements, local committee decisions, risk assessments, training activities, etc. in accordance with specific legal requirements as detailed in the

29. University's [records retention schedule](#).

30. Where records are required to be kept for 10 years or longer (for example, for incidents involving exposure to carcinogenic substances), managers should make use of the University's long term retention arrangements; via Safety Services for incident reports where documents will be stored on Sharepoint and via the Records Management Office for other long-term storage.

Document control box	
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