

Directorate for the Student Experience
Student Admissions and Administration
Health and Safety Policy

Statement of Policy

As Director of Student Admissions and Administration, 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. Student Admissions and Administration (SAA) 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, SAA has the following key objectives:

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

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

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

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

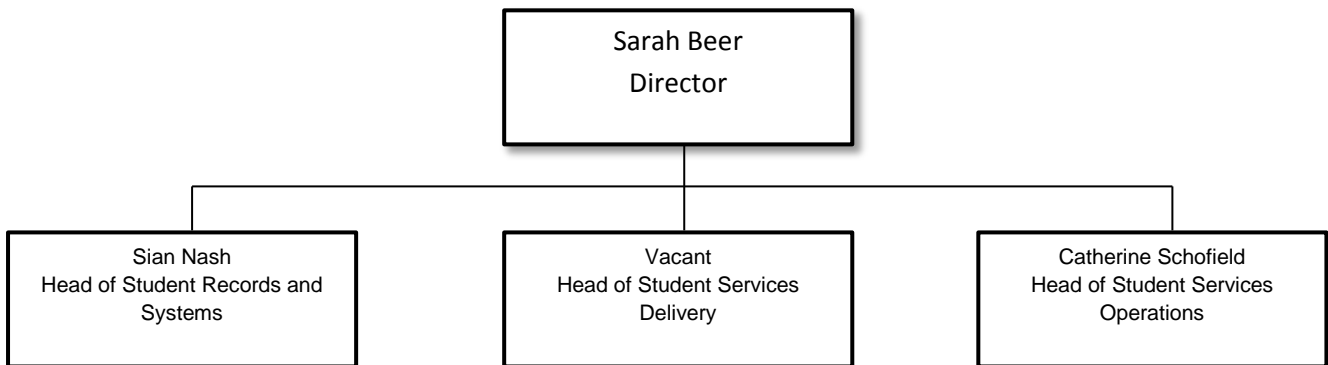
Sarah Beer

ORGANISATION

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

This document is owned by the Director of SAA, Sarah Beer. It is approved by the local Senior Executive 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, Dr. Simon Merrywest has delegated the management of Health and Safety to the Director of SAA who is supported by the SAA Senior Executive Team.



All staff with management and supervisory duties for staff, students and visitors have a particular duty to ensure the Health and Safety of people under their supervision.

ROLES AND RESPONSIBILITIES FOR 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 who then delegate through their direct reports.

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

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

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

- Implement the Health and Safety Policy within their area and monitor Health and Safety performance.
- Implement the Health, Safety and Risk Plan for their area of responsibility and appoint persons to deliver the necessary Health and Safety functions.
- Provide all necessary assistance during the Health and Safety inspection and audit process and use results to develop action plans.
- Identify any Health and safety training needs within their area of operation and strive for continual Health and Safety improvements through proactive management.

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

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

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

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

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

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

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.
- Assist in delivering Health and Safety induction where necessary.
- Strive for continual Health and Safety improvements.
- Instigate accident investigations and assist where necessary.
- Liaise with the University Accommodation Office, Disability Advisory Support Service 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.

Safety Advisers (SA's) assist in the creation, development, implementation, monitoring and review of local arrangements for safe working. SA'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.
- Encourage timely reporting of accidents.
- 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 the evacuation proceeds smoothly and quickly, that all persons are responding to the alarm, and that 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 office 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 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 replenish after use, or delegate this task to nominated local staff.
- 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 and 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.

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

ARRANGEMENTS

SAA has approximately 75 employees who work in 4 locations across the University campus. These include the Student Services Centre, the basement corridor of the John Owens Building, the Barnes Wallis Student Hub and the University Place Ground Floor Welcome desk.

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

Accident, Incident and Near Miss Reporting

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

- Report any accidents or near misses to your Line Manager or Supervisor as soon as possible.
- Complete an accident or near miss form as soon as possible (but within 3 actual days) and send to Safety Services.
- Support the investigation process (if required) to prevent reoccurrence of the accident or near miss.

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

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

Chemicals

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

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

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

Children on Campus

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

Teams organising events for young people (under 16) on campus, in halls of residence or at external venues will produce a risk assessment to be validated by the Director before the event can proceed. Risk Assessments for young people (under 16) on work experience at the University will also be validated by the Director.

Communication and Consultation

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

- **Division Group Email**

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

saa-division@listserv.manchester.ac.uk

- **Shared Drive**

All Health and Safety policy and procedure documents are stored on the Shared Drive:
G:\SAAD\HEALTHANDSAFETY

- **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 and other Division news including Health and Safety as appropriate.

- **Personal and Development Reviews**

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

- **University Safety Circulars**

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

- **Health and Safety Committee**

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

- **Noticeboard**

This is located in the Student Services Centre kitchen and is used to display useful information about Health and Safety and will be checked and updated by the Safety Adviser, twice a year as a minimum.

- **DSE Health and Safety Forum**

Safety Adviser attends quarterly meetings of the DSE Health and Safety Forum.

Display Screen Equipment

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

SAA has a trained Display Screen Equipment Assessor who will provide advice and guidance.

Driving at Work

SAA is committed to reducing the risk to staff who drive as part of their work/activities, and will comply with the University's arrangements for the management of work related Driving.

Electrical Safety

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

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

Fire

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

The fire alarm will be tested weekly:

- Eddie Newcomb Building – Wednesday at 2.30pm
- John Owens – Wednesday at 10am
- University Place – Tuesday at 9am
- Barnes Wallis – Wednesday at 2.30pm

In the event of a fire all staff should:

- Be aware of their responsibility to take reasonable care of their own Health and Safety, and that of others affected by their actions or inactions.

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

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

First Aid

SAA will liaise with the Directorate Health and Safety Officer to assess first aid requirements to ensure adequate provision is identified in line with University procedures. In addition all Security staff are fully trained first aiders and carry a defibrillator in their vehicles. First Aid notices are displayed on corridors and in communal areas. Defibrillators are available across campus and locations highlighted on campus maps.

First Aid Boxes

There are 3 First Aid boxes which are located behind the front counter in the Student Services Centre; in the admissions office; and in the academic support team office. It is the responsibility of the Safety Adviser to ensure that First Aid boxes are provided and contain appropriate first aid supplies. George Porter is responsible for monitoring the contents and boxes will be checked twice yearly, as a minimum.

Health and Safety Committees

- The Director represents SAA at the Directorate’s Health, Safety and Risk Committee. If unable to attend a representative will be nominated from the Senior Management Team.
- The Senior Management Team (SMT) meets on a regular basis at which Health and Safety is an agenda item.
- The Division Health and Safety Committee will meet at least four times per year, at which time issues from each operational area within the Division will be received and reviewed.

Health and Safety Induction

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

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

Lone Working/Out of Hours and Personal Safety

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

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

Manual Handling

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

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

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

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.

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

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

See Appendix 2 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 Line Managers aware of any occupational health and wellbeing concerns

eg pregnant workers or those with pre-existing medical conditions. As a minimum, Line Managers should incorporate a discussion concerning occupational health and wellbeing into the Personal and Development Review process.

Office Safety

In addition to Display Screen Equipment assessments, offices are subjected to a general risk assessment to ensure the working environment remains safe. The contents of this risk assessment will be made available to those working in the area.

PEEPs (Personal Emergency Evacuation Plan)

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

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 local 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.

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.

Risk assessments are stored electronically on the shared drive G:\SAAD\HEALTHANDSAFETY, 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.

Risk Management

SAA's Health and Safety hazards are primarily, but not limited to, those associated with working in an office environment i.e. trips, slips and manual handling. In addition to this and covered by a series of risk assessments the SAA manages a number of large events, the specific risks associated with these being 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 then submitted to the Director for the Student Experience.

Sickness and Absence Monitoring

Line Managers are responsible for monitoring the sickness absence levels of staff in accordance with University Policy. Where appropriate, referrals will be made to Occupational Health for assessment and/or support. All periods of sickness are recorded on the University SAM System by Mira Hall.

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

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

Training

Any training needs identified through local arrangements, training matrix, induction, Personal and Development Reviews or risk assessment will be addressed locally in liaison with the Directorate 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 three times a year where attendees are encouraged to identify training needs for the group which can be delivered at future sessions.

Visitors and Contractors

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

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

Working away from the University

For staff required to work away from the University (including overseas) during the course of their duties, risk assessments will be put in place where appropriate. Travel overseas will not take place without being authorised by a Senior Manager, and will be carried out in accordance with the risk assessment policy, travel and safety guidelines and emergency procedures for staff.

DIVISION LINKS

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

[DSE Accident and Incident Reporting](#)

UNIVERSITY LINKS

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

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

[University's Child Protection Policy](#)

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

[University Guidance on Driving at Work](#)

[University's Fire Arrangements](#)

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

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

[University's PEEPs Information and Guidance](#)

[University's Risk Assessment Arrangements, Guidance and the role of Generic and Dynamic Risk Assessments](#)

[University Safety Services](#)

[University's Sickness Absence Policy and Procedure](#)

[University's Stress at Work Policy](#)

[Travel Advice](#)

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Further information:	
Policy owner:	Sarah Beer, Director of Student Admissions and Administration
Lead contact:	Sarah Beer, Director of Student Admissions and Administration

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

Safety Advisers			
George Porter	B.002 Student Services Centre	george.porter@manchester.ac.uk	0161 275 8538 (58538)

Fire Evacuation Marshals	
Tom Goodison	G.001 Student Services Centre
Catherine Schofield	G.003 Student Services Centre
Ian Nuttall	G.002 Student Services Centre
New member of staff in AST – to be confirmed	
Fiona Eccles	B.002 Student Services Centre
Rebecca Harrington	B.002 Student Services Centre
Warren Blazeby	B.009 Student Services Centre
Josh Hurry	G.002 Student Services Centre

First Aiders	Location	Certificate	Telephone Number
Warren Blazeby	B.009 Student Services Centre		Tel: 52079
Sophie Hargreaves	G.003 Student Services Centre		Tel: 58661
Ian Nuttall	G.002 Student Services Centre		Tel: 52876
George Porter	G.001 Student Services Centre		Tel: 58538
Rita Kenwright	B.007 Student Services Centre		Tel: 52021
Philippa Adshead	G.006 Student Services Centre/ University Place Visitors Centre		Tel: 52615/ 52922

Display Screen Equipment Assessors	
George Porter	G.001 Student Services Centre
Lee Beatty	G.002 Student Services Centre

Manual Handling Trainers	
George Porter	G.001 Student Services Centre

Appendix 2: Annual Self-Inspection Procedure

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

2. **Inspection Teams** must have sufficient experience and be familiar with both the work-practices of the area and the relevant Health and Safety processes. The team should consist of:
 - a) The Safety Adviser as lead.
 - b) A trade-union Safety Representative (where available).
 - c) At least one other member of staff from the area (preferably from a different team).
 - d) A Manager or Supervisor if possible.

3. **Inspections** should be completed using the inspection 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.

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

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

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

Appendix 3 – Membership of Building User Group and Health and Safety Committee

- The committee has the following members:
 - Sarah Beer (Chair)
 - George Porter (Safety Adviser)
 - Tracy Gallimore
 - Mira Hall
 - Matthew Schofield
 - Jessica Dooley
 - Geoff Holland
 - Grace Gillooly
 - Robert Mooney