

HEALTH & SAFETY POLICY - Division of Communications and Marketing

This Health and Safety policy is intended to cover every aspect of the work of the Division of Communications and Marketing.

Part 1: Statement of general policy

1. It is my policy to set high standards and progressive improvement in the health, safety and welfare of my staff and all others who may be affected by our work activities. I will do all that is reasonably practicable to implement best practice in the management of health and safety, and to set an example to my staff. In particular, I recognise that health and safety is a core management function and best practice entails its full integration into the management of all other activities. I will endeavour to ensure that adequate resources are provided to support this policy.
2. At the same time, all members of the Division are expected to actively participate in maintaining their own health, safety and welfare and that of their colleagues and to ensure that best practice is followed when dealing with guests/visitors/colleagues either within the office environment or at other locations.
3. I recognise and support the University's health and safety management intentions, as expressed in its policy statement. As far as is reasonably practicable and to the extent that I have control or influence, I am committed to:
 - working towards good and best practice by a process of continual improvement and compliance with all relevant legislation, codes of practice, and other appropriate guidance;
 - managing health and safety through the processes of risk assessment and risk control, implemented by staff and especially those who travel on university business, those who work alone out of office hours;
 - providing and maintaining premises and equipment and systems of work, so that risks to health and safety are minimised/controlled, so far as is reasonably practicable;
 - providing appropriate information and access to training for all those involved in risk assessment and control, and in particular, to ensure that staff receive such training as is required for them to be able to carry out their tasks and duties in a competent and safe manner;
 - integrating the assessment of health and safety training needs into the process of personal development review, in accordance with guidance and advice from Staff Learning and Development and Health and Safety departments;
 - ensuring that the workplaces under my control are healthy and safely maintained, and the means of access and egress are in a safe condition;
 - ensuring that staff who deal with contractors and members of the media are fully aware of the health and safety implications of allowing filming/recording to take place

on campus and when necessary have obtained the appropriate permissions for such activity from Health and Safety or other applicable parts of the University;

- encouraging staff to set a high standard of health and safety by personal example;
- ensuring that any changes to University health and safety procedures and guidance are noted and acted upon appropriately;
- with the Health and Safety office, as appropriate, monitoring the health and safety performance of those tasked with specific roles and more generally day-to-day monitoring to ensure the Office Environment are safe;
- encouraging and facilitating the involvement of all employees in decisions affecting their health and safety at work.

4. This statement shall be reviewed annually and revised as appropriate and will be issued to all existing and new employees.

Part 2: Organisation, Responsibilities and Roles

The following are the office's general health and safety roles and responsibilities:

Director:

- implementing University procedures and guidance;
- ensuring health and safety is appropriately addressed within PDRs;
- appointing personnel to perform the role of health and safety advisor, DSE assessor, first aider and evacuation marshals;
- ensuring that relevant staff receive adequate health and safety training;
- ensuring that relevant staff have time allocated to perform health and safety duties;
- providing and maintaining adequate premises;

Local health and safety advisor:

- implementing in full the approved induction process for new members of the Division;
- carrying out, and keeping under review, relevant risk assessments;
- keeping the health and safety board up-to-date and with relevant information;
- communicating relevant health and safety information to staff via emails or team meetings including information about risk assessments and where these are held, information on how to address personal safety when working on campus;
- updating the staff handbook with up-to-date health and safety information;
- carrying out regular office inspections to identify and correct unsafe conditions/work practices; liaising with Estates and other relevant departments to find solutions to these issues if needed;
- ensuring portable appliance tests are carried out, and any other concerns about electrical safety are reported to Estates;
- investigating reported accidents or incidents (with assistance from Health and Safety);
- writing the annual health and safety report;
- updating the Division's health and safety policy (this document) as needed;

- liaising with Health and Safety and the Head of Compliance and Risk as needed;

DSE (Display Screen Equipment) assessor:

- working with line managers to take corrective measures if issues are identified in DSE self-assessments of staff under their supervision (in accordance with the University's procedures);

Evacuation marshal:

- directing evacuation of staff in a fire emergency;
- developing a workable evacuation plan for people with a disability in consultation with the person concerned, their line manager and the health and safety advisor (called PEEP – Personal emergency evacuation procedure);
- assisting Estates in their co-ordination of fire risk assessments;

Local first aider:

- responding promptly to an incident / accident when requested, whether in the Division's office or elsewhere in the building;
- providing first aid assistance within the limits of training received and secure additional assistance if required;
- ensuring that the contents of the Division's first aid box are replenished when necessary;

Line managers:

- ensuring the health and safety of the staff under their supervision;
- ensuring the health and safety of contractors working under their supervision ;
- ensuring that all new staff undertake a health and safety induction to be carried out by the health and safety advisor including a DSE self-assessment;
- ensuring that their staff complete a DSE self-assessment if changes occur in their working space/working arrangements;
- working with the Division's DSE assessor to take corrective measures if issues are identified in DSE self- assessments of staff under their supervision (in accordance with the University's procedures);
- ensuring they are familiar with current risk assessments and risk controls in place;
- ensuring that risk assessments are carried out for specific job hazards undertaken by staff under their supervision where control measures are not already outlined (this includes working away from the office in what considered hazardous conditions; trips abroad to high-risk countries, etc);
- assisting the fire evacuation marshal in developing a workable evacuation plan for staff with a disability under their supervision;
- ensuring there are health and safety management protocols in place when Division's staff work under control/direction of other departments, for example during secondments, or when staff work in projects led by other University departments;
- ensuring that their staff have the sufficient information, training and supervision to carry out their role safely;
- assisting the health and safety advisor to investigate accidents and incidents might have resulted in harm to staff under their supervision;

- referring staff with health issues to Occupational health in cases in which these issues may be impacting on their attendance and/or performance at work;
- ensuring that risk assessments are reviewed and effective control measures are in place if there are known pregnant workers under their supervision;
- being aware of the Division's health and safety performance indicators and goals.

All staff:

- taking reasonable care of their own health and safety;
- not putting themselves and others at risk;
- reporting to the health and safety advisor any accident at work which results in personal injury or any "near miss" incidents which have the potential to cause injury;
- notifying their line manager or Occupational Health when suffering from a disease or medical condition which may be caused by, or made worse by, work activities;
- reporting to their line manager or the health and safety advisor any unsafe or unhealthy working conditions;
- being aware of basic safety procedures, such as fire safety and emergency procedures;

Part 3: Local arrangements

Local arrangements: local health and safety committee – monitoring and review of performance

The health and safety committee will meet one a year (in January) in order to review the actions taken across the Division. This will include reports on risk assessments, a summary of accidents, incidents or complaints during the year and any recommendations arising from their investigation, and any other relevant matters. The outcomes from this review process will be reported to all staff at a later team meeting and will inform any updates to the policy and procedures. The committee will be comprised of the Director, the health and safety advisor, DSE assessor, fire aider, evacuation marshal and a managers' representative.

Local arrangements: risks assessments

Generic risk assessments have been undertaken to cover routine activities carried out by staff (and other people associated to the Division, including visitors to the office, contractors and members of the media) where there is a potential to cause harm but the hazard and control measures remain the same. These are:

- DCM - Risk assessment for the office environment.doc
- DCM - Risk assessment for the office environment - Work experience or shadowing opportunity for U18.doc
- DCM - Risk Assessment working away from the office environment.doc (for staff travelling abroad please see section 'Local arrangements: staff travelling abroad')

The above files are located at G://Communications/HEALTH AND SAFETY/Risk assessments

Generic risk assessments should be reviewed annually or more often if conditions change or an accident/incident occurs. It is responsibility of the health and safety committee to do this annual review by consulting with line managers and staff and incorporating any needed update.

Line managers are charged with ensuring that generic controls are implemented in the areas for which they are responsible for, and carrying out, with advice from the health and safety advisor, any necessary extra risk assessments for specific job hazards where control measures are not already outlined in generic risk assessments and which are not expected to become an integral part of the work carried out in the Division.

Other specific job hazards may include: staff working away from the office in hazardous areas or remote locations; trips abroad to high-risk countries; using new hazardous materials etc.

Ad hoc risk assessment should follow the process set out below:

1. Identify significant hazards, i.e. factors with potential to cause harm, arising from a work activity
2. Identify who can be harmed and how
3. Assess the risk, i.e. the likelihood of the harm being realised
4. Decide what measures need to be taken to eliminate, reduce or control the risk to an acceptable level
5. Implement the control measures and make sure all those involved in or affected by the work activity are aware of what must be done to control the risk

More information on how to carry out risk assessments can be found on the [Health and Safety office website](#).

If needed, line managers and staff participating in risks assessments may complete the following online training course: [TLCO300 Principles of risk assessment e-learning](#) (via the SLD training portal).

Local arrangements: staff travelling abroad

When a staff or contractor is travelling abroad to a country considered of high risk, they must do a risk assessment of the work they will carry out. Help can be obtained from the health and safety advisor. If the trip is to a country of low to moderate risk, the generic risk assessment for staff working away from the office environment applies. Information on which countries are considered high risk is available from the Health and Safety office.

Local arrangements: health and safety induction

The Division's health and safety advisor will be responsible for doing the health and safety inductions of new staff. Line managers are responsible for arranging these inductions at a time convenient for the new staff and the health and safety advisor. The induction will consist of a short talk which will include information about the following:

- Health and safety roles and responsibilities
- How to report accidents and 'near-misses'
- Information about University health services including Occupational Health and the Counselling Service
- Main job hazards – information about DSE self-assessment
- Emergency procedures including fire safety
- Risk assessments and risk control measures at work
- Information for lone workers and those working outside core hours
- Information on local first aiders

- Local policy document

After the induction, the health and safety advisor will send the new staff an email with a summary of the induction for future reference if needed.

Local arrangements: reporting accidents and ‘near-misses’

In case of an accident that results in personal injury or damage to University property, the staff affected (or a witness, if the staff member is incapacitated) should report the event to the health and safety advisor and fill in the respective form which will be sent over to the University Health and Safety office for investigation. Staff should also report any “near miss” incidents which have not caused personal injury but have the potential to do so.

Forms for reporting accidents and ‘near-misses’ are available from the health and safety advisor who should be able to assist with the process.

Local arrangements: first aids

Whenever possible, the Division must have a trained first aider among its staff.

Names and contact details of the Division’s first aider and other first aiders in the building should be prominently displayed in the office’s health and safety board.

A first aids box containing basic equipment such as wound dressings, cleansing wipes, bandages and plasters should be available to all staff and placed in an accessible and visible location in the office.

Local arrangements: fire safety and emergency procedures

Whenever possible, the Division must have a trained fire evacuation marshal among its staff.

Information on fire exits, assembly points and fire alarm must be prominently displayed on the office’s health and safety board.

A special fire exit procedure will be devised for staff or visitors with a disability (called personal emergency evacuation procedure or PEEP). A temporary PEEP may be required for staff affected by short term injuries or medical conditions, and women in later stages of pregnancy. The procedure(s) should be prominently displayed on the office’s health and safety board.

Information about fire safety should be communicated to staff as necessary (to all new staff as part of their induction and at least once a year for all staff).

Local arrangements: contractors and members of the media

The Division must consider the health and safety implications of the work that will be undertaken by contractors and members of the media regarding its own staff, other University staff, students, or anyone affected by it, including the contractors and members of the media themselves.

The Division should follow the next guidelines:

- if a contractor or member of the media is working in the Division's office, the generic 'Risk assessment for the office environment' will apply;
- if a contractor is working away from the Division's office in what can be considered normal conditions inc attending meetings in other campus buildings, going outside campus or going abroad to locations not considered dangerous or high-risk, the generic 'Risk assessment working away from the office environment' will apply;
- if members of the media are doing work arranged by the Division on campus buildings in which can be considered hazardous situation, a specific risk assessment needs to be done by the staff arranging the visit and which needs to be shared with the relevant manager.
- If a contractor (doing work for the Division) is working away from the office in what can be considered hazardous conditions either on campus or away from campus inc going on trips abroad (for example, a photographer working on the roof of a campus building; a camera man travelling to a high risk country to record a video), they must do a risk assessment of the work they will carry out and commit to control associated risks. Contractors must send a copy of the risk assessment to relevant staff in the Division (including the health and safety advisor) who will review the risk assessment and ask for changes and clarification if necessary;
- If a contractor working in hazardous conditions is assisted or accompanied by staff from the Division, a specific risk assessment for this activity will need to be completed by the relevant staff in collaboration with the contractor (to be reviewed by the line manager and health and safety advisor). If staff from the Division are working with contractors doing work for other departments, the relevant department must assist in doing a risk assessment of the activity which needs to be shared with the staff's line manager and health and safety advisor;
- if a contractor is working on a project that involves the fabric of a building, staff should put them in contact with the [relevant Estates Team](#) in order to identify any potential exposure to asbestos;
- staff must provide contractors with information, where possible, of any known hazards on University's premises (for example, any building work taking place) in which the work will be carried out (being the Division's office or elsewhere in the University). If considered necessary, staff should put contractors in contact with other [relevant University health and safety staff](#);
- staff must provide contractors with information of a suitable competent person(s) in the Division to act as point of contact during and outside work hours while work is in progress and in case of an emergency;
- staff must ask contractors to provide a contact number to use in case of an emergency;
- Division staff must provide contractors with information on local emergency and fire safety procedures if working in the Division's office (see section 'Local arrangements: fire safety and emergency procedures'). If the contractors are working elsewhere on campus, they

should be directed to the Fire Safety notices located in each of the buildings.

- Division staff must report to the Health and Safety office all accidents and incidents where contractors are involved.

Local arrangements: work-related stress

The Division will make efforts to minimise work-related stress and its contributing factors as much as possible. Work-related stress in members of the Division will be monitored in the Staff survey which is carried out every two years.

Local arrangements: staff working for other University departments or going on secondment

When a Division's staff starts a secondment or is working on projects led by other University departments, the staff's line manager must make sure – working together with the staff and the supervisor or project manager at the other department– that health and safety management protocols are in place. These include: that a health and safety induction has been done, a DSE assessment has been carried out (if working with digital screen equipment), and that a personal evacuation plan (PEEP) is in place (for staff with a disability).

Local arrangements: lone, out of hours and off site working

The Division's staff will be advised not to work outside core hours (8am-6pm – Monday to Friday) and avoid being alone in the office if possible. If work outside core hours and lone working is unavoidable, staff should be advised to follow guidelines outlined at

G://Communications/HEALTH AND SAFETY/Lone working/

Local arrangements: Manual handling

Any activity that requires an individual to lift, move or support a load will be classified as a manual handling task. If heavy objects need moving, only the staff with the relevant training should do this.

If needed, staff involved in manual handling should complete the following online training course: [THS2E: Manual Handling e-learning](#) (via the SLD training portal).

Local arrangements: DSE (Digital Screen Equipment)

Any new member of staff will be asked to complete a self-assessment questionnaire to help identify any health issue associated with the use of digital equipment (PCs, laptops and tables).

The self-assessment questionnaire can be accessed at <https://selectsurveys.humanities.manchester.ac.uk/TakeSurvey.aspx?SurveyID=82M3867K> (if needed a new questionnaire can be obtained from the Health and Safety office)

The self- assessment questionnaire should be part of the health and safety induction of new staff (see section 'Local arrangements: health and safety induction').

A new assessment should be completed if work conditions or circumstances change (new desk/computer/illness/pregnancy/discomfort etc).

The DSE assessor will be responsible for carrying out DSE assessments based on questionnaire responses. Line managers will work with the DSE assessor to take corrective measures if issues are identified in DSE self- assessments of staff under their supervision (in accordance with the University's procedures).

Local arrangements: electrical safety

All electrical appliances, including computers, will be PAT- tested annually (PAT - portable appliance testing). Division equipment subject to wear and tear (for example, video cameras) should be visually inspected by relevant staff before use.

Members of staff must not bring in their own electrical appliances unless they have PAT tested. For more information on PAT testing, the Electrical Inspection contracts manager (Estates) should be contacted.

Local arrangements: occupational health referrals

Staff must notify their line manager or Occupational Health when suffering from a disease or medical condition which may be caused by, or made worse by, work activities.

Staff will be advised to contact the Occupational Health office if needed at 182 Waterloo Place, Oxford Road, ext 52858.

The procedure for Occupational Health self-referrals can be checked at <http://www.occhealth.manchester.ac.uk/services-overview/health-referrals/>

Local arrangements: Communications

Health and safety information is to be provided at office meetings, team 'huddles' or via the dedicated health and safety notice board, emails or paper distributions. All staff are encouraged to communicate informally with their line manager or health and safety advisor regarding any concerns or questions on their personal health and safety, either on a one-to-one basis, or at regular team meetings. If management at the Division cannot deal with an issue, advice will be sought from the appropriate part of the University.

Staff will receive a copy of this statement, and any revision or update to it. In addition, the health and safety notice board will have a copy of the current version of the policy, contact details of the first aiders, evacuations marshals, DSE assessor and health and safety advisor, details of where the first aid boxes are located, along with copies of the accident/incident report forms.

Local arrangements: health and safety training

Assessment of health and safety training needs are to be fully incorporated into personal development reviews. Any *ad hoc* needs will be addressed by line managers if/when they are brought to their attention.

Appendix – Risk assessment matrix

For who/when	Which RA applies
Staff, visitors, students on working experience placement (over 18), contractors working in the office	Use 'Risk assessment for the office environment.doc'
Minors on working experience placements	Use Risk assessment for the office environment - Work experience or shadowing opportunity for U18.doc
Staff, contractors, media working away from the office in what can be considered normal conditions (attending meetings in other campus buildings, off campus trips and trips abroad to locations not considered dangerous or at high risk)	Use 'Risk Assessment working away from the office environment.doc' For travel abroad, contact the health and safety advisor about country risk ratings
Staff working away from the office in what can be considered hazardous scenarios (in remote locations, facing dangerous situation, trips to high risk countries etc)	Specific risk assessment needs to be done by staff, assisted by health and safety advisor – needs to be shared with line manager
Contractors doing work for the Division away from the office in what can be considered hazardous scenarios (in remote locations, facing dangerous situation, trips to high risk countries etc)	Specific risk assessment needs to be done by contractor – needs to be shared with manager involved in project
Members of the media doing work arranged by the Division on campus buildings in which can be considered hazardous situation	Specific risk assessment needs to be done by staff arranging visit – needs to be shared with media manager
Staff working on projects led by other departments or on secondments in what can be considered normal conditions (office environment)	Risk assessment for the office environment should be in place in the respective department and shared with relevant line manager in the Division
Staff working on projects led by other departments or on secondments in what can be considered hazardous conditions (in remote locations, facing dangerous situation, trips to high risk countries etc)	Risk assessment must be done by the respective department and shared with relevant line manager in the Division
Staff, contractors working on Division project	Refer to Estates

that involves fabric of the building	
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