

# 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. To clarify, this means the 'normal' office environment and those special features/risks associated with the Division by virtue of the fact that some work brings employees into direct contact with members of the public and members of the media. Annual risk assessments will be undertaken to ensure that risks are minimised or controlled.

### 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 events.
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 and those involved in event management;
  - providing & maintaining premises and equipment and systems of work, so that risks to health & 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 & safety training needs into the process of personal development review, in accordance with guidance and advice from STDU and HSS;

- 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 adequate health and safety checks have been carried out in the University's Visitors Centre to ensure the safety of both visitors and staff working within that environment;
  - ensuring that staff who deal with 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 HSS 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 Health and Safety Services, as appropriate, monitoring the health & safety performance of those tasked with specific roles and more generally day-to-day monitoring to ensure the Office Environment and Visitors Centre 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**

The Director of HR/Registrar and Secretary has delegated to the Director of Comms and Marketing the management of health and safety within the Division of Comms and Marketing. In turn, I am delegating responsibility for the following aspects of Health and Safety to the named individuals as follows:

First aid: tbd

Evacuation marshals: tbd

DSE (Display Screen Equipment) assessor: Milena Cimmarrusti-Davila

Milena Cimmarrusti-Davila will act as the Health and Safety representative within the Division, liaising with Health and Safety Services and the Head of Compliance and Risk, as appropriate.

## **Part 3: Responsibilities**

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

- implementing University procedures and guidance;
- carrying out, and keeping under review, relevant risk assessments;
- investigating reported accidents or incidents (with assistance from HSS);

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- ensuring that display screen assessments are carried out and kept up-to-date (in accordance with the University's procedures);
- ensuring portable appliance tests are carried out, and any other concerns about electrical safety are reported to Estates;
- implementing in full the approved induction process for new members of staff (details of which are on the Health & Safety Services web site);
- assisting Estates in their co-ordination of fire risk assessments;
- appointing personnel to perform the role of evacuation marshals;
- ensuring that the Division is aware of who its first aiders are and where the first aid boxes are kept;
- ensuring health and safety is appropriately addressed within PDRs;
- maintaining a comprehensive Health and Safety reference manual which can be accessed by all members of staff (to be kept under the notice board)
- ensuring that when engaging with third parties dynamic risk assessments are considered and staff remind invited third parties to make themselves aware of fire exits when entering buildings
- ensuring that if we act as the host of an event a risk assessment needs to be undertaken and a housekeeping announcement made at the start of the event.

## **Communications**

Health and Safety information is to be provided at office meetings, team 'huddles' or via the dedicated H&S notice board, emails or paper distributions. All staff are encouraged to communicate informally with me/the Health and Safety representative regarding any concerns or questions on their personal health and safety, either on a one-to-one basis, or at regular team meetings. If I cannot deal with an issue, I will seek advice from the appropriate part of the University.

Every member of the Office will receive a copy of this statement, and any revision or update to it. In addition, a designated Health and Safety notice board is in place which has a copy of the current version of the policy, contact details of the first aiders, evacuation marshals, DSE assessor and Health and Safety representative, details of where the first aid boxes are located, along with copies of the accident/incident report forms.

## **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 me if/when they are brought to my attention.

## **Monitoring and Review**

Terry Hudghton (Director of the Division of Communications and Marketing), Helen Leah (Office co-ordinator) and Milena Cimmarrusti-Davila (H&S advisor for the Division) meet regularly 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 these reviews are reported to all staff as needed.