

School of Health Sciences

Faculty of Biology, Medicine and Health

Health and Safety Statement of Intent

Statement of Intent

The School of Health Sciences fully recognises and accepts its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and associated legislation.

It is the policy of the School to pursue the highest standards of Health and Safety in all of its activities. Minimum compliance with legal requirements is not the objective and we seek progressive, continuous improvement in safeguarding all staff, students, visitors and others who may be affected by our work activities.

This statement of intent identifies the essential elements of our safety management system and details the commitment the School has for maintaining and improving safety management standards. So far as is reasonably practicable, we will provide a safe work environment that meets all relevant statutory requirements.

Our employees and students are our key resource and it is crucial that risks to their safety are properly controlled through an effective safety management system. We expect staff, students, visitors, and others who work and study with the School to share this commitment by complying with our policies and procedures and to understand that they also have a legal and moral obligation to themselves and to others.

The School acknowledges that good Health and Safety is a core management function that should be fully integrated into the management of its key activities. The avoidance of significant risk to the safety of people is a key business priority.

To do this effectively the School takes a systematic approach to identifying risks and ensuring that resources are allocated proportionally to manage them. In addition to having in place the School's Health and Safety Statement of Intent and supporting local arrangements, the School examines its work activities and makes suitable and sufficient assessments of all significant Health and Safety risks. These assessments determine service priorities and set objectives for eliminating hazards, reducing risks and achieving a progressive reduction in accidents and injuries.

The School recognises the importance that strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents and accidents at work. We are committed to improving safety performance and this statement provides the framework for this goal to be achieved. The School values the important contribution that staff and safety representatives make in improving safety standards. A partnership approach to managing safety is crucial to the School meeting its objectives for maintaining and improving safety performance.

The School will ensure that adequate resources are allocated to support the requirements of this statement, which complements that of the University of Manchester:

<http://documents.manchester.ac.uk/display.aspx?DocID=654>

This policy has been written based on guidance provided by Chapter 13 of the University H&S arrangements details can be found here: <http://documents.manchester.ac.uk/display.aspx?DocID=13894>.

I, Kay Marshall, as Head of School, make this statement on behalf of the employer, and take primary responsibility for the setting of standards to ensure the safety of all employees and others who may be affected by our activities.

Our Commitment

The School believes that good safety management is an important and integral part of any employer's social and corporate responsibility. Reducing risks in the workplace reduces costs and ultimately benefits the School and the reduction of significant risk to safety of people is a key business priority.

We are committed to achieving high standards in the safety for all staff, students, visitors and others who may be affected by our activities.

The School accepts that the implementation of effective Health and Safety arrangements contributes to the performance of the School by:

- Having strategic plans which set Health and Safety goals, acknowledge the resources required to achieve those goals and provide clear direction for the School to follow;
- Taking Health and Safety into consideration in all relevant strategic planning in respect of teaching, research and all other business decisions;
- Ensuring that significant safety issues arising from operational and functional changes across the School are suitably addressed;
- Ensuring that Health and Safety performance and development needs of staff are fully considered;
- Supporting staff and student development needs, encompassing information, instruction, supervision and training;
- Submitting annual safety reports to the School Leadership Team
- Ensuring that managers across the School implement the requirements of this policy and allocate resources for Health and Safety according to risk;
- Ensuring managers attend and chair relevant Health and Safety meetings and oversee formal Health and Safety inspection programmes;
- Recognising that the prevention of accidents and incidents at work and the health and well-being of all staff and students requires effective management and that managers approve risk control systems;
- Developing a positive safety culture that will allow the School to maintain, monitor and improve safety performance;
- Maintaining effective means for communication and consultation on safety matters;
- Committing to a collaborative approach which recognises the important contribution that staff and their representatives can make to improve safety;
- Providing safe equipment and working conditions and ensuring all premises, plant and systems of work provided by them or under their control, or as specified in agreements with others, are maintained without compromise to Health and Safety;
- Having in place plans for dealing with emergencies and their effects;
- Ensuring that activities undertaken by the School are suitably managed and do not present a foreseeable risk to non-employees (including placement and fieldwork activity);
- Ensuring that arrangements are in place for all new staff and students to receive corporate, Faculty, School and local Health and Safety induction when joining the School;
- Providing access to competent specialist Health and Safety advice via the School Compliance and Risk Manager and specialist advisors;
- Ensuring, via the process of hazard mapping and risk profiling that all significant risks to staff, students, and others are suitably assessed and controlled;
- Implementing a clear and well disseminated safety management system by which managers and academic supervisors are able, where appropriate, to delegate the assessment and control of risk

to those who are trained and competent to do so, the overall responsibility and accountability remains with the manager;

- Working in line with the University's arrangements for the management of shared workplaces and liaising with the Directorate of Estates and any other parties regarding any issues where there is a joint responsibility.

Your Commitment

The School expects all staff, students, visitors and contractors to co-operate on safety matters, take care of their own safety and that of others who may be affected by their actions.

In particular by:

- Not undertaking any actions which constitute a danger to yourselves or others;
- Not intentionally or recklessly interfering or misusing anything provided in the interests of safety;
- Cooperating with the School and supporting its policies and procedures on Health and Safety;
- Making yourself aware of the contents of all risk assessments relevant to your work and implementing the required stated procedures to control the risks identified.
- Bringing to the attention of your manager any situations or practices that may lead to injuries, or damage to plant or equipment;
- Using all materials and equipment in a safe and responsible way;
- Maintaining good housekeeping in areas in which you are working;
- Reporting all near misses, incidents, and accidents;
- Undertaking all such safety training as is relevant to your work activities;
- Setting a high standard of Health and Safety at all times;
- Being involved in decisions that will affect your Health and Safety and promote best practice.

Signed by:

Professor Kay Marshall (Head of School)

Signature: Kay Marshall Date: 16.11.20

Sharon Grant (Head of School Operations)

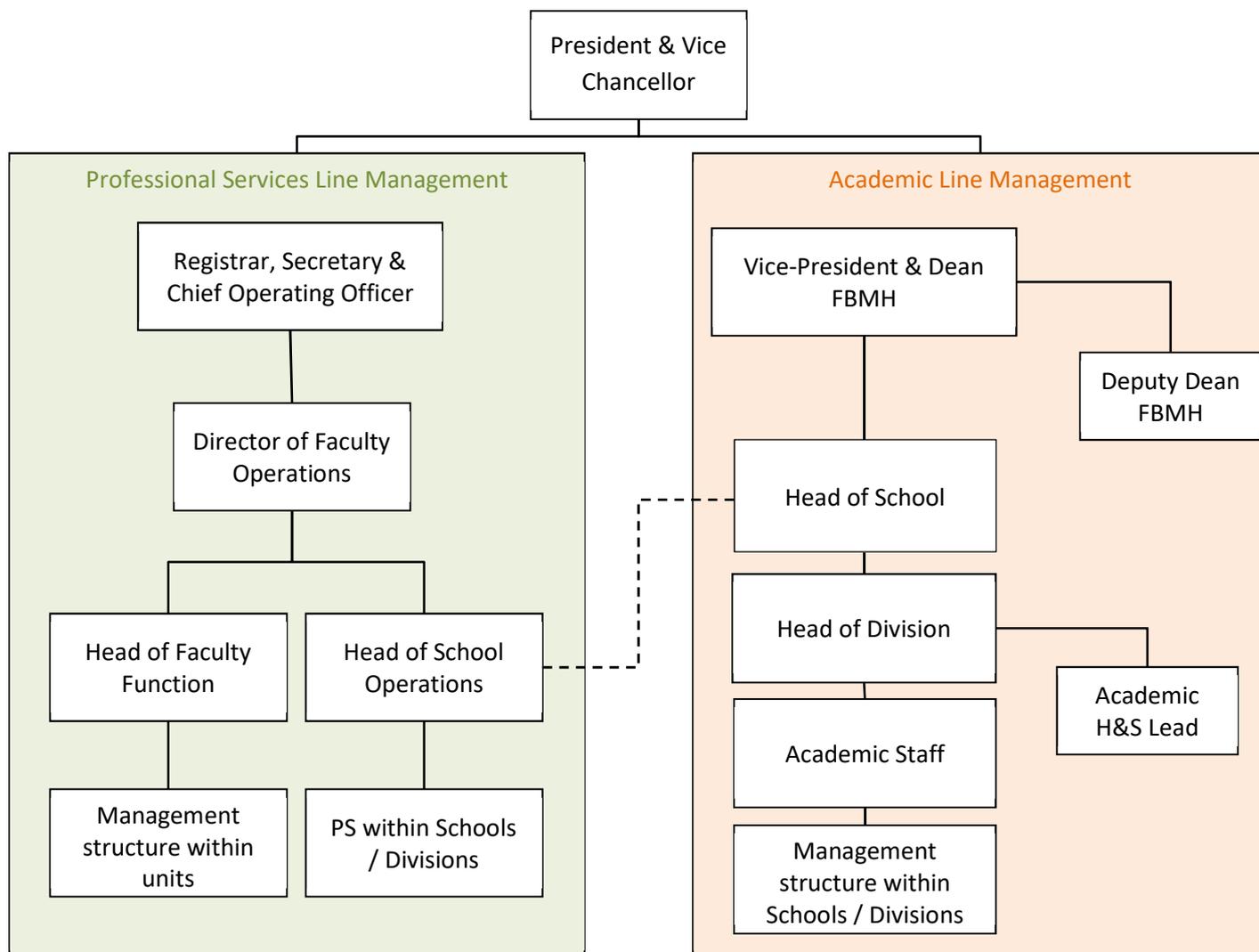
Signature: Sharon Grant Date: 16.11.20

(A signed copy will be kept on file.)

The following pages reflect the Faculty's Organisational Control, Responsibilities and Roles.

Organisational Control, Responsibilities and Roles

In the Faculty of Biology, Medicine and Health the following Health and Safety management structure has been agreed:



The Vice-President and Dean of the Faculty of Biology, Medicine and Health is responsible for the health, safety and wellbeing of all staff, students, visitors and others who may be affected by the activities of the Faculty and is accountable to the President and Vice Chancellor.

The Vice-President and Dean is responsible for ensuring that the arrangements for Health and Safety for staff and students located within the partner NHS Trusts are appropriately addressed, as set out in the University Health and Safety Arrangements, Chapter 20: University and NHS Trust Shared Premises – health and safety arrangements for the management of jointly Shared Workplaces.

<http://documents.manchester.ac.uk/display.aspx?DocID=14772>

The Vice-President and Dean of Faculty has established a Faculty Health and Safety Committee which will be co-chaired by the Dean and Director of Faculty Operations. Although responsibility for Health and Safety within the Faculty lies with the Vice-President and Dean, all Health and Safety matters concerning Schools and Divisions within the Faculty have been devolved to the relevant Heads of School / Division. A list of the Schools and Divisions and the post to which responsibility has been devolved can be found at Appendix 1.

Head of School (HoS) is responsible for the health, safety and wellbeing of all staff, students, visitors and others who may be affected by the activities of the School and is accountable to the Vice-President and Dean of the Faculty of Biology, Medicine and Health.

Each Head of School must:

- Prepare, approve and keep up to date a local Health and Safety statement of intent in accordance with legal requirements and the policies and procedures of the University, as well as monitoring compliance against these policies and procedures;
- Establish and chair a School Health and Safety committee;
- Ensure that all persons who may be affected by the activities of staff and students are informed about the arrangements outlined in its Health and Safety statement;
- Where appropriate, approve statutory notifications and complete statutory compliance returns;
- Prepare an Annual Health and Safety monitoring report for inclusion in the Faculty Monitoring report;
- Ensure the provision of suitable and appropriate information, instruction, training and supervision to the staff, students and academic visitors under their control;
- Ensure suitable arrangements are in place for the preparation and approval of risk assessments, and that these are signed and kept up-to-date;
- Where appropriate, liaise with the University's Occupational Health Service on the necessity for health surveillance of staff and students;
- Ensure the reporting and investigation of accidents, incidents and near misses in accordance with University arrangements and guidance, (including those that occur off campus during organised placements, etc.) and disseminate appropriately;
- Provide such resources as are necessary to enable safety management to be implemented and effective throughout the school;
- When required to identify and appoint local specialist safety advisors (biological, radiological, laser etc.) as required to assist in the development, implementation, monitoring and review of the School/Division Health and Safety arrangements;
- Ensure suitable induction arrangements are in place for all new or transferring staff and students;
- Appoint a sufficient number of first aiders, evacuation marshals and other personnel to assist in emergency procedures and evacuations.

Heads of Schools may delegate the day to day management of Health and Safety to the Heads of Division. For the avoidance of doubt, where responsibility has not been delegated in writing, it shall remain with the former.

Head of Division (HoD) has delegated responsibility for ensuring the health, safety and wellbeing of all staff, students, visitors and others who may be affected by the activities of the Division and is accountable to the Head of School.

Each Head of Division will:

- Ensure that all persons who may be affected by the activities of staff and students are informed about the arrangements outlined in its School Health and Safety statement;
- Ensure the provision of suitable and appropriate information, instruction, training and supervision to the staff, students and academic visitors under their control;
- Ensure suitable arrangements are in place for the preparation and approval of risk assessments, and that these are signed and kept up-to-date;
- Have delegated responsibility for ensuring that staff in the divisions adhere to University/Faculty policies and procedures as appropriate
- Where appropriate, liaise with the University's Occupational Health Service on the necessity for health surveillance of staff and students;

- Ensure the reporting and investigation of accidents, incidents and near misses in accordance with University arrangements and guidance, (including those that occur off campus during organised placements, etc.) and disseminate appropriately;
- Provide such resources as are necessary to enable safety management practices to be implemented and effective throughout the division;
- Ensure suitable induction arrangements are in place for all new or transferring staff and students;

Academic H&S Leads will liaise between the School Compliance & Risk Manager (CRM), Technical Operations Managers (TOM) and other School Safety Advisors (SSA) to advise on safety matters. The academic H&S lead post is not one that carries responsibility for safety management; it is primarily to assist managers by providing information, advice and support and to promote awareness of Health & Safety and engage with all staff across the School/Division. The academic H&S leads are responsible to the Heads of Division.

Divisional Academic H&S Leads will:

- Be an active member of the School Health and Safety Committee and ensure Health and Safety matters are discussed regularly at this meeting;
- Be an active member of the Divisional Leadership Team and ensure Health and Safety matters are discussed regularly at this meeting;
- Chair the Divisional Health and Safety Committee;
- Ensure that all academic, research and Professional Services (PS) staff within the Division understands their responsibility for health and safety;
- Work with the School CRM, TOMs and SSAs to advise on procedures to ensure the safety of operations within the Division;
- Work with the TOMs and School CRM to ensure new members of the Division, including students, receive appropriate induction in safety policy, codes and standards, as well as School safety arrangements and procedures;
- Work with the School CRM to ensure all members of the Division, including students, are informed of new developments with particular reference to any changes of policy or procedure;
- Work with the School CRM to raise awareness of health and safety and help ensure that accidents and incidents are reported promptly. Work with the School/Division accident investigation team, as required;
- Report any instances of non-compliance to the Head of Division and School CRM;
- In conjunction with the TOMs, SSAs, School CRM and other members of staff, carry out workplace inspections and other monitoring work (for example, checking that risk assessments are available and kept up-to-date, and visually monitoring the presence and condition of safety equipment such as fire protection equipment, in accordance with current University guidance on workplace inspections), and to report any items seen to be missing or faulty so that prompt action may be taken to remedy that fault or deficiency;
- Inform the School CRM of any special hazards in, or new hazards about to be introduced into, the Division;
- Ensure that monitoring of health and safety matters occurs on a regular basis;
- Participate in health and safety audits (e.g. HASMAP);
- Participate in preparing the School annual monitoring report.

Academic Staff/Principal Investigators are responsible for the management of all aspects of Health and Safety relating to research projects and also that of any staff, students or research participants associated with the project; this is assumed unless an alternative arrangement is agreed with the Head of School/Division and written down as part of the research documentation. In addition, they have a duty of care to their students whilst teaching. They are responsible for ensuring that their students are aware of and comply with University health and safety regulations.

Research Project responsibilities include:

- 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;
- Ensuring that comprehensive risk assessments are carried out for all aspects of the work and that those preparing them have received the appropriate training, resources, advice and support and are competent to do so;
- Ensuring that all risk assessments (including CoSHH assessments) are reviewed and kept up-to-date as the research proceeds, and that everybody involved in the work activity has read, understood and is compliant with the requirements in the relevant risk assessment(s);
- Maintaining ownership and responsibility for all biological samples produced or purchased by staff and/or students whilst in their research group even after the individual has left;
- Maintaining ownership and responsibility for all chemicals purchased by staff and/or students whilst in their research group within the chemical inventory software LabCup, even after the individual has left;
- Preparing and implementing relevant Safe Operating Procedures (SOP's) based on significant findings of risk assessments;
- Ensuring that risk control measures are implemented and continue to be effective;
- 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;
- Maintaining suitable records of exposure to substances hazardous to health, in accordance with University policies, arrangements and guidance;
- Arranging for all appropriate Health and Safety training, including training identified in the risk assessment;
- 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);
- Attending specialist committees (or sending a nominee) where notifiable activities are being considered;
- Liaising with school safety advisors and other special hazards advisors, and providing information on request about the risks and control measures;
- Complying with recommendations made as a result of inspections by school and University Safety Co-ordinators or formally submitting a written explanation for delayed or non-compliance to the appropriate safety committee;
- Ensuring that all research group members respond to, and co-operate with any requests for them to attend for health surveillance and advice.

Teaching responsibilities include:

- Ensuring that the students are familiar with the building's local arrangements, including first aid and fire alarms;
- In the event of an emergency evacuation, ensuring that all students have safely evacuated the premises;
- Completing a risk assessment for all practicals and making this available to all students, demonstrators, teaching and technical staff involved;
- Ensuring that all students wear the PPE specified in the risk assessment.

The Director of Faculty Operations is responsible for the Health and Safety of all professional services (PS) staff within the Faculty. Where PS staff are based within a School, the day-to-day management of health and safety will reside within that Unit and will be managed by the Head of School Operations and the Head of School. Assurances are obtained by the Director of Faculty Operations through the Faculty Health and Safety Committee. Day-to-day management of Health and Safety for PS staff not assigned to a School is devolved as per Appendix 1. In accordance with University arrangements Chapter 18, the Director of Faculty Operations ensures the health and safety of the human resources, IT, estates and finance staff assigned to the Faculty through the Faculty Office Health and Safety Committee. Assurances are provided to the Director of the central function through the provision of minutes.

Head of School Operations: The health and safety management of PS staff assigned to a School lies with the relevant Head of School Operations. The day-to-day management of the Health and Safety of this group of staff resides within the School and as such is managed through the Head of School; however, they are accountable to the Director of Faculty Operations.

Faculty Function Heads: The health and safety management of PS staff assigned to a particular Faculty Function lies with the Faculty Function Head, devolved from the Director of Faculty Operations.

All staff and students must take reasonable care of themselves and others who may be affected by their acts or omissions whilst at work and comply with both central and local policies and follow the procedures laid out in local arrangements and risk assessments covering activities, to enable the University of Manchester to discharge its legal duties with regard to Health and Safety.

Safety Advisors: Specialist roles have been assigned within the faculty to provide advice and support. Further information with respect to roles, responsibilities and contact details can be found on the associated intranet pages.

- Safety Advisors including; Compliance and Risk Managers; Biological Safety; Radiation Safety; Laser Safety; and Local Safety Advisors can be found at:
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/laboratory-safety/safety-advisors/>
- A list of DSE Assessors and the areas they cover can be found at:
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/risk-assessments/dse-assessments/>
- The University Safety Coordinators can be found at:
<http://www.healthandsafety.manchester.ac.uk/aboutus/contactus/>
- Fire Evacuation Marshalls (FEMs) operate in all buildings to facilitate the safe evacuation of all personnel via the nearest safe exit.
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/emergency-procedures/fire-and-evacuation-procedures/>

Faculty and University Arrangements

Key Health and Safety arrangements for the Faculty (over and above those contained herein) mirror those which are contained in further detail on the University's Safety Services website under 'Arrangements Chapters' <http://www.healthandsafety.manchester.ac.uk/policy/arrangementschapters/>

Local Arrangements

All Schools in FBMH are required to have a Health and Safety statement of intent with supporting procedural and site-specific local arrangements. A number of Biology, Medicine and Health staff and students work in space controlled by partnering NHS Trusts, and others. Others share premises with the staff and students of other Faculties or Schools. Due to this, detailed rules and procedures will be set out in local arrangements documents specific to each site.

These local arrangements will encompass all activities relevant to the School and will cover all key areas including:

- Fire safety and evacuation arrangements
- First aid provision
- Risk assessment and risk control
- Off campus activities
- Lone working
- Monitoring and reporting arrangements
- Accident / incident reporting and investigation procedures
- Emergency arrangements
- Key contacts with Health and Safety responsibilities
- Shared premises arrangements

The specific local arrangements governing the procedures and activities undertaken by staff and students both on and off-campus are described within the Health and Safety pages of the FBMH intranet:

<http://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/>

Health and Safety Committee

To ensure effective communication of health and safety matters and to enable appropriate assurances to be obtained regarding health and safety management, the Faculty has established a Health and Safety Committee structure as outlined in Appendix 2.

Membership of the Faculty Health and Safety Committee includes the Dean (chair), Deputy Dean, all Heads of School (or their representative), Director of Faculty Operations, CRUK-MI Chief Operating Officer, Head of Faculty Planning, Compliance & Governance, Head of Faculty Estates, Faculty Compliance and Risk Senior Manager and Trade Union representatives.

This School's Health and Safety committee will be chaired by the Head of School (or Head of School Operations) with representation from each of its Divisions; matters that cannot be resolved locally should be escalated to the Faculty Committee, where necessary. The Chair of each committee will, by agreement of the Faculty, have sufficient authority to act upon any issues or concerns. Reports from all Divisional meetings should be sent to the appropriate Head of School.

Work involving biological agents, genetic modification (GM) and/or genetically modified organisms is managed through the Faculty GM and Biohazard Safety Committees. Matters arising will be reported to the relevant H&S committees listed above and escalated, where appropriate.

As part of the Shared Premises Agreement, Partner Trusts have responsibility for ensuring health and safety management, so far as is reasonably practicable of any persons within their areas of control. Faculty representatives will attend Trust Health and Safety Committees at Manchester University NHS Foundation Trust, Christie NHS Foundation Trust and Salford Royal NHS Foundation Trust. Minutes of these meetings will be sent to each Head of School with activity on that site. Any issues arising will be raised at the Faculty

Committee. Issues that cannot be dealt with at the Faculty Committee will be referred to the Associate Dean for Clinical Affairs.

Terms of Reference for the Faculty Health and Safety Committee and all supporting FBMH Health and Safety Committees are set out separately. Terms of Reference outline the purpose, remit and role of each Committee within the structure and are reviewed and updated by each Committee, as required.

Monitoring and Review

To ensure that the Faculty is meeting the requirements of the University, the Vice-President and Dean will ensure regular monitoring of Health and Safety performance is undertaken. This will be done through:

- Representation from all Schools on the Faculty Health and Safety Committee;
- Feedback from Schools and Institutes regarding specific Health and Safety issues as they arise at Faculty Leadership Team or on request;
- Monitoring of accident reports and subsequent investigations;
- Schools and Faculty Monitoring Reports;
- Audits / Inspections / Safety Sampling / Investigations carried out by the Faculty;
- Health and Safety is a standing item on the School and Division Leadership Team meeting agendas, reports will be submitted to the Faculty Leadership Team twice a year;
- Monitoring of the Faculty Health and Safety Action Plan and associated goals;
- Review of accident and incident rates / trends at the appropriate committees;
- To produce a risk profiling inventory / risk register;
- Annual review of risk profiles;
- Regular Safety Inspections carried out by SSA's and other safety personnel;
- Managers carrying out / engaging in safety inspections / tours;
- Health and Safety Management Profile (HASMaP) Audits;
- Monitoring and review of relevant Health and Safety arrangements, as well as Trust site audits of linked NHS sites;

Accident and Incident statistics for the whole of the Faculty are reported through Safety Committees at quarterly intervals. The Committees also take an overview of the general safety standards and performance across the Faculty.

Statement of Intent Approval and Distribution

This statement will be formally approved by the School Health and Safety Committee. The statement will be reviewed annually by the School Compliance and Risk Manager (or sooner if there are any changes to personnel, structure, legislation or following a significant event) and approved at the School Health and Safety Committee.

The statement will be brought to the attention of all staff and students via the announcements service and will be available to be read on the Faculty intranet.

Appendix 1

List of the Schools and Divisions and the post to which Health and Safety responsibility has been devolved:

School/Institute	Responsible Post
School of Biological Sciences	Head of School
Division of Cell Matrix Biology and Regenerative Medicine	Head of Division
Division of Evolution and Genomic Sciences	Head of Division
Division of Infection, Immunity and Respiratory Medicine	Head of Division
Division of Molecular and Cellular Function	Head of Division
Division of Musculoskeletal and Dermatological Sciences	Head of Division
Division of Neuroscience and Experimental Psychology	Head of Division
School of Medical Sciences	Head of School
Division of Cancer Sciences	Head of Division
Division of Cardiovascular Sciences	Head of Division
Division of Dentistry	Head of Division
Division of Developmental Biology and Medicine	Head of Division
Division of Diabetes, Endocrinology and Gastroenterology	Head of Division
Division of Medical Education (including CHSTM)	Head of Division
School of Health Sciences	Head of School
Division of Human Communication, Development & Hearing	Head of Division
Division of Informatics, Imaging and Data Sciences	Head of Division
Division of Nursing, Midwifery and Social Work	Head of Division
Division of Pharmacy and Optometry	Head of Division
Division of Population Health, Health Services Research & Primary Care	Head of Division
Division of Psychology and Mental Health	Head of Division
Cancer Research UK MI	Institute Director

List of the Faculty Functions and areas to which Health and Safety responsibility has been devolved:

Function/Office	Responsible Post
School of Biological Sciences PS staff	Head of School Operations
School of Medical Sciences PS staff	Head of School Operations
School of Health Sciences PS staff	Head of School Operations
Student Experience	Head of Faculty Student Experience
Research, PGR and Business Services	Head of Faculty Research, PGR and Business Services
Planning, Compliance, Governance and NHS	Head of Faculty Planning, Compliance and Governance
Marketing, Communications and Student Recruitment	Head of Faculty Marketing, Communications and Student Recruitment
Technical Services	Head of Technical Services
BSF	Director of BSF
Faculty Core Facilities	Director of Core Facilities
Manchester: Integrating Medicine and Innovative Technology	Director of MIMIT
Faculty IT Services	IT Partner
Faculty Estates	Head of Faculty Estates
Faculty HR	Head of Faculty HR
Faculty Finance	Head of Faculty Finance

Health & Safety Committee Structure in FBMH

