



St Mary's
University
Twickenham
London

Health and Safety Policy (Draft 9)

April 2019

Subject to consultation with Trade Unions and review by SMT
Subject to approval by Finance and Resources Committee and Board of Governors

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1 Introduction by the Vice-Chancellor

The University is required under the provisions of the Health and Safety at Work etc Act 1974, to produce a statement of policy with respect to the health and safety of everyone who uses St Mary's University premises or may be affected by our undertakings off-campus.

1.1 Statement of Intent

- a) The BOARD OF GOVERNORS recognises its responsibilities under current Health and Safety legislation to provide in so far as reasonably practical a safe and healthy workplace for its employees and students and a safe environment for its guests and the general public. It has delegated the oversight of the Health & Safety Sub Committee to the Finance & Resources committee whilst retains overall responsibility.

- b) The University believes that minimising risks to people equipment and premises is an essential part of offering quality education and training.

- c) The University also recognises that Health and Safety must continually progress and adapt to change. A positive culture will be encouraged within the organisation actively supported by the Governors and Senior Management of the Institution.

- d) The discharge of these duties does not absolve the responsibility of the individual employee, student or member of the public to take reasonable care of their own health and their duty to the public.

- e) Particular attention will be paid, as far as reasonably practicable, to:
 - i. Provision and maintenance of plant, equipment and systems of work that are safe and without risk to health.
 - ii. Safe arrangements for the use, handling, storage and transport of articles, materials and substances.
 - iii. The maintenance of a safe and healthy place of work and the provision of safe access to and safe egress from places of work.
 - iv. The provision and maintenance of a safe and healthy working environment with adequate facilities and arrangements for employee's physical and psychological welfare.
 - v. Provision of information, instruction, training and supervision to enable all employees to contribute positively to their own and others safety and health at work and to avoid hazards.
 - vi. Provision and maintenance of safety equipment and protective clothing and ensuring that employees are informed about their obligations with regard to the care and use of such equipment and clothing.
 - vii. Making and recording a suitable and sufficient assessment of the risks to the health and safety of the employees to which they may be exposed whilst at work.
 - viii. Making and recording a suitable and sufficient assessment of the risks to the health and safety of person's not in the Institute's employment arising out of or in connection with the conduct of their undertaking
 - ix. To review/revise as necessary any risk assessment if there is reason to suspect the assessment is no longer valid or there has been a significant change in the matters to which the assessment relates and to take all necessary remedial actions as a result of this review

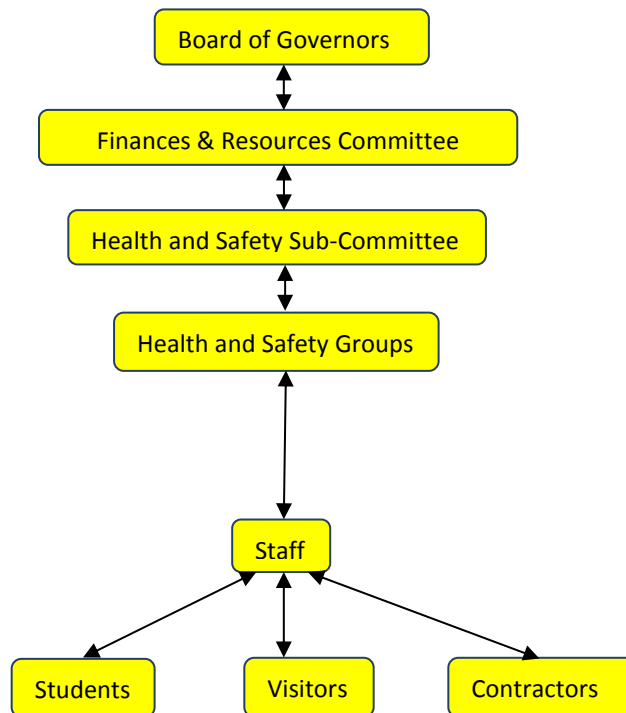
- g) The need for joint consultation on health and safety matters is recognised and a HEALTH AND SAFETY SUB-COMMITTEE chaired by the University Chief Operating Officer (on behalf of the Vice-Chancellor) that will have the necessary staff representation to enable employees to contribute positively to development of measures to promote health and safety at work.
- h) Employees at all levels are expected to set an example in safe behaviour and maintain a constant and continuing interest in their own health and safety and that of other persons who may be affected by their work or behaviour.
- i) In particular all staff have a duty to co-operate in the implementation and maintenance of University Health and Safety Regulations and Codes of Practice, which can be found in the Faculty /Service Health and Safety Management office, University Health and Safety Office or on the portal. When a dangerous practice is in process any member of staff should make their concerns known to the manager in charge of the operation and, if not satisfied with the response, to the Health and Safety Officer, who will intervene as necessary.
- j) A review of this statement will be carried out and modifications or additions will be made from time to time in the light of further regulations and the statement may be supplemented as appropriate by further statements.
- k) This policy and amendments to it will be brought to the attention of all employees, students and other visitors and other persons using the premises.

Francis Campbell
Vice-Chancellor, St Mary's University.

2. St Mary's University: Health and Safety Structure

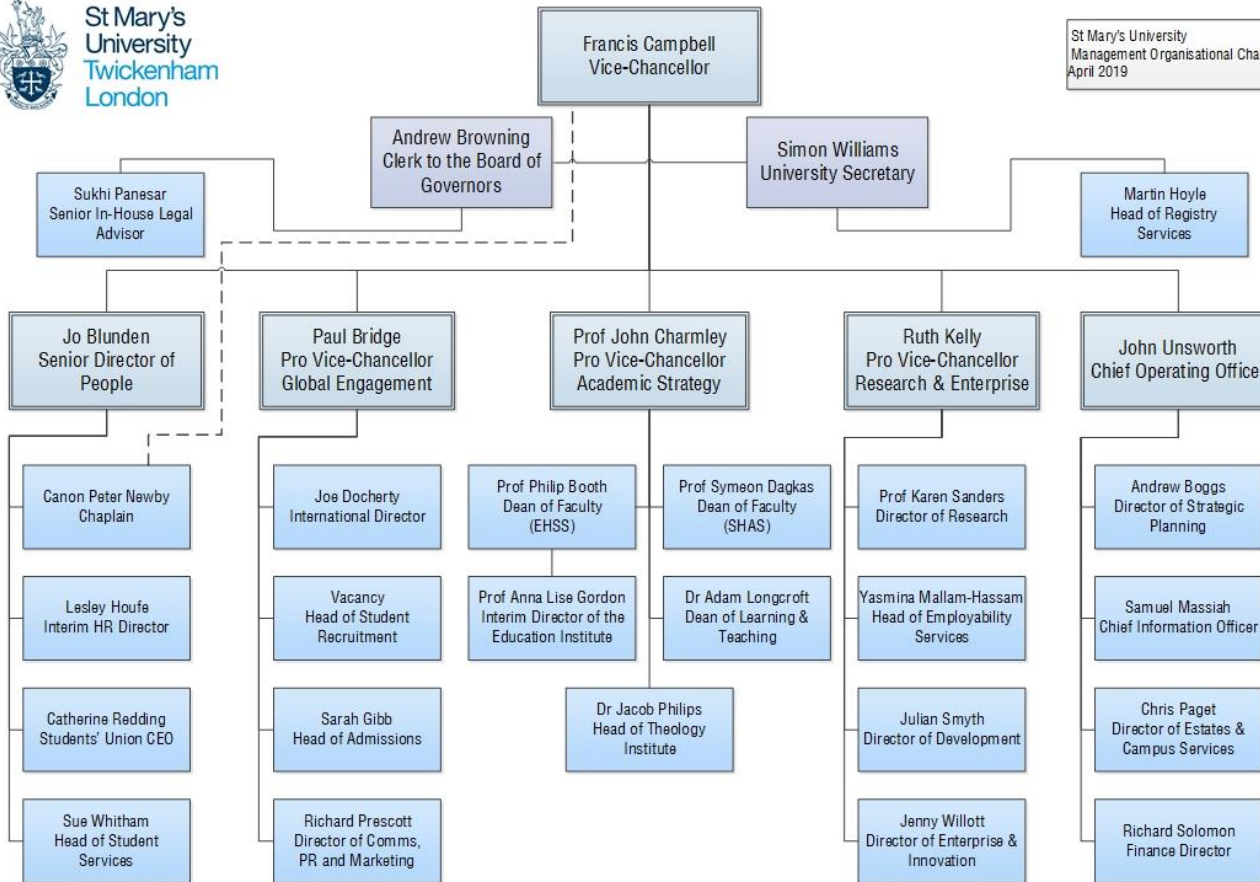
This sets out the organisational and general arrangements for the management of health and safety within the University, in support of the University health and safety policy. Figures 1 and 2 summarise the key organisational arrangements and responsibilities.

Figure 1: Committee Structure



For Figure 2 please turn over

3. Management responsibilities



H&S Officer responsibilities:

- Development of H&S policies, management systems and guidance
- Co-ordination and planning
- Advice on standards
- Advice on H&S training
- Liaison with regulators
- Overall monitoring, review and audit

Director of Estates and Campus Services, Project Managers, Duty Holders, Direct Labour teams, contractors, consultants and project team responsibilities:

- Design, construction, installation and maintenance of the University estate, including grounds

Heads of Faculty/Services, Managers, H&S Coordinators and H&S Groups responsibilities:

- Local implementation of H&S procedures, rules, safe systems of work and emergency procedures
- Risk management
- Training and supervision of staff and students
- Communication with staff/students
- Maintenance of a safe working environment ('housekeeping')
- Workplace inspections
- Accident/ incident reporting and investigation
- Reporting of H&S issues and remedial works
- Liaison with FMS on building maintenance/ alterations etc.

4. Organisation and Arrangements

4.1 General Roles and Responsibilities

- a) The Vice-Chancellor as executive Head of the University is responsible to the Board of Governors for Health and Safety matters.
- b) The Chief Operating Officer (COO) has, for practical purposes been given delegated authority for safety matters and for ensuring the implementation of the University's Health and Safety Policy.
- c) The COO is responsible for:
 - i. Understanding the main requirements of the Health and Safety at Work Act and assuming delegated responsibility.
 - ii. Ensuring the organisational structure and resource is appropriate to manage Health and Safety
 - iii. Ensuring that the same management standards are applied to Health and Safety as to other management functions and that Health and Safety is integrated in the management structure.
 - iv. Reviewing the performance of those responsible for Health and Safety management including the Director of Estates and Campus Services
- d) The COO will appoint, a deputy, the Director of Estates & Campus Services, should both the Vice-Chancellor and COO be away at the same time. The Deputy will have the full responsibilities and authority identified in this Policy as those of the COO.
- e) The COO will be assisted by the Heads of Facultys and Service departments within their responsibility who are responsible for Health and Safety management within their areas of responsibility.
- f) In the absence of the named Head of Faculty/Service, the designated Deputy Head of Faculty/Service will assume responsibility for all matters pertaining to Health and Safety within the area concerned
- g) The designated Health and Safety Management will have responsibility for:
 - i. Implementation within their area of authority of the University Health and Safety Policy.
 - ii. The Health and Safety of employees under their supervision
 - iii. Establishing, as far as reasonably practical, that all machinery, plant and equipment in their care is safe for its intended use and meets the requirements of the latest University and statutory guidelines.
 - iv. The preparation, implementation and monitoring of the safe use of machinery, plant and equipment in accordance with statutory guidelines and other guidance issued by the University.

- v. Making appropriate arrangements for the control and safety of contractors or other services providing services such as temporary employees.
 - vi. Carrying out, reviewing and revising risk assessments including the recording of accidents and near misses, which occur within the area under their control.
 - vii. Advising the Health and Safety Sub-Committee of any outstanding, unresourced or ultra-departmental risk pertaining to their Department that has failed to be addressed and of which they have knowledge.
- h) On the authority of the Chief Operating Officer, those responsible for health and safety management are required to designate staff, who within their area of authority hold supervisory positions, as Health and Safety Coordinators, to inform the nominees in writing and to inform the Chief Operating Officer of the nominations made. They will be given such appropriate training as the University is able to provide and will be given ready access to the local Faculty/Departmental health and safety management to whom they report. Health and Safety Coordinators are responsible to their area Health and Safety Management for all matters relating to Health and Safety in the delegated process.
- i) All members of staff whether full or part-time, academic, technicians and all other University personnel have individual obligations' as employees of the University. They have a duty to;
- i. Co-operate with the management in the implementation and maintenance of the University's Health and Safety Regulations and Codes of Practice.
 - ii. Take reasonable care of their own health and safety and that of other persons who may be affected by their work.
 - iii. Follow the reasonable advice given to them by their line managers on matters of health and safety, in particular relating to safe systems of work and on the use of protective clothing and equipment provided.
 - iv. To take responsibility for the safe conduct of their visitors and compliance of their visitor with the regulations of the University.
- j) The University has, as far as reasonably practical, to provide a safe environment for students. The University expects students to co-operate by taking proper care of the health and safety of themselves and others. Students are expected to comply with health and safety legislation and take reasonable steps to abide by University policies and requests emanating from those with responsibility in their area.
- k) The Finance & Resources Committee (via the Health & Safety Sub-Committee) has the function of keeping under review health and safety developments which might affect the University and the measures taken to ensure the health and safety at work of all employees and students and to promote co-operation between management and staffing in instigating, developing and carrying out such measures. These arrangements ensure health and safety at all levels through training, control, co-operation, co-ordination and competence. It will consider an annual report on Health and Safety from the Sub Committee

- l) The Faculty/Service Health and Safety Groups will work closely with the Health & Safety Sub-Committee and make recommendations where appropriate.
- m) The Health and Safety Officer is responsible for advice and guidance, ensuring sufficient training is provided when requested, guidance and development of health and safety systems and policies.
- n) The Health and Safety Officer is also responsible for maintaining lists on behalf of the Health and Safety Committee, of competent persons in the fields of:
 - i. Health and Safety Management and Co-Ordination.
 - ii. Fire Wardens (referred to as Fire Marshals)
 - iii. First Aidand advising the Committee of their competency.
- o) The Health and Safety Officer will also monitor and report on accident trends, jointly investigate accidents on behalf of the Committee, and review and advise the Committee on new legislation and revisions required to the Health and Safety Policy.
- p) The Health and Safety Officer will offer advice in the preparation of safe systems of work and risk assessments however will not have any executive authority or have any explicit or implied duty to manage risk. This is solely the discretion of local Health and Safety Management and their line management.

5. Areas of Responsibility

5.1 Responsibilities for University Based Activities

- a) Health and Safety Management responsibilities will be allocated throughout the University in accordance with Appendix 5.
- b) A list of Health and Safety Management and Coordinators proposed by the Health and Safety Managers and approved by the Health and Safety Sub-Committee can be found on the H&S portal pages.
- c) Safety Representatives:
 - i. The Safety Representatives and Safety Committee Regulations 1997 empower recognised Trade Unions to nominate Safety Representatives.
 - ii. The Trade Unions recognised in the Institution are:
 - University and University Union (UCU)
 - UNISON.

- iii. Union officials will notify the Chair of the Health and Safety Sub-Committee in writing of the names of the nominated Safety Representatives
- iv. The University will permit, without impediment, Safety Representatives to;
 - Investigate potential hazards and dangerous occurrences at the workplace (whether or not drawn to their attention by the employees they represent).
 - Make representations to the Health and Safety Manager of the area about any issue relating to employees health, safety or welfare at work.
 - Carry out inspections in accordance with the Regulations.
 - Represent those they were appointed to represent in consultations at the workplace with Inspectors of the Health and Safety Executive and of any other enforcing authority.
 - Receive information from Inspectors in accordance with the Act.
 - Attend meetings of the Health and Safety Sub-Committee and Faculty/Service Health and Safety Committees.

5.2 University Responsibility for Educational Visits and Study Field Trips

- a) Members of staff are expected to carry out risk assessments when required as part of their normal duty and, when appropriate, accompany students on visits to other premises and sites. Whilst away from the University a member of staff will be responsible for supervising the student group and for ensuring that they are aware of their responsibility to act with due consideration for their own safety and that of other people visiting or working at the site or premises.
- b) Members of staff accompanying students on field trips are responsible for adequate supervision of the group including ensuring the event organiser provides adequate instruction in the fire precautions and fire escape routes for the establishment visited.
- c) Further guidelines and Procedures are included in the Policy on Field Trips.

5.3 Responsibility of Individuals Organising Events at the University

Authorised organisers of activities within the University must ensure that:

- a) The premises do not become overcrowded
- b) Emergency exits are clearly indicated and not obscured and that emergency warnings are recognised.
- c) The gathering is properly organised and controlled and that no additional hazards are introduced.
- d) To know what action to take in an emergency
- e) No environmental nuisance is caused through noise from sound reproduction equipment or rowdiness.
- f) Alcoholic drink is not provided unless an appropriate Licence has been obtained.
- g) Premises are left secure and that no hazards remain after the gathering has dispersed.
- h) Further guidelines and Procedures are included in the Policy on Organised Events.

5.4 Visitors. Minors and Animals

- a) Visitors are expected to conduct themselves in a reasonable manner and to comply with the instructions given by a member of staff and/or by posted regulation.
- b) University buildings are not designed for children and there are many hazards for them. An adult must accompany children and should ensure that the children are safe, but also prevent them from doing anything that might endanger others.
- c) University buildings are not designed for the presence of animals. Only a registered guide dog, in exceptional circumstances, and as a recognised aid to a disability, will be allowed to enter University premises. The owner will take full responsibility for the animal's behaviour and will be asked to remove it from the premises if the animal becomes hazardous to health and safety.

5.5 Contractors

- a) Overall responsibility for the selection and employment of competent contractors working on University Grounds and Properties rests with the Director of Estates and Campus Services.
- b) The Chief Information Officer will have overall responsibility the selection and employment of Contractors working on information systems within the University. Visits to premises will be arranged as prescribed below.
- c) All staff employing visiting contractors should seek the necessary authorisation for visits to the premises and risk assessment via the procedure for controlling contractors on the premises.

6. Health and Safety Related Committees

6.1 The Health & Safety Role of the Finance and Resources Committee

The Health & Safety role of the Finance and Resources Committee established in accordance with the University's Health and Safety at Work Policy is to:

- a) Monitor the implementation of Health and Safety Policies in accordance with Section 2 of the Health and Safety at Work Act and other appropriate legislation.
- b) Ensure adequate training for safety representatives, staff and committee members enabling improved communication awareness, risk control and the identification of health and safety issues.
- c) Reinforce the University's safety culture and staff participation in identifying and solving health and safety issues.
- d) Study trends of accidents, dangerous occurrences, ill health and notifiable diseases, so that recommendations may be made to management for corrective action to be taken.
- e) Examining safety audit reports to note areas where improvements can be made and implement

appropriate action.

- f) Consider reports and factual information provided by Inspectors of the enforcing authority appointed under Health and Safety Legislation.
- g) Consider reports made by Safety Representatives and implement appropriate action.
- h) Assist in the development of safety rules and safe systems of work.
- i) Evaluate the effectiveness of staff and student safety training.
- j) Monitor the adequacy of Health and Safety communication and publicity.
- k) Act as a link between the University and the enforcing authority.
- l) Undertake continual reviews of the University's Health and Safety Policy and other health and safety organisation documents.
- m) Ensuring the maintenance of adequate records of proceedings and activities of the Committee.
- n) Establishing specialist sub-committees to report on topics of concern which require detailed /expert knowledge and discussion providing an annual report to the Board of Governors.
- o) Oversee the programme of health and safety training for staff.
- p) Meet once a term to discharge the above responsibilities.

6.2 The Role of the Health and Safety Sub-Committee

The role of the Health & Safety Sub-Committee established in accordance with the University's Health and Safety at Work Policy is to:

- a) Report to the University Finance and Resources Committee.
- b) Promote a positive and proactive approach to health and safety amongst staff, students and visitors.
- c) Implement practical guidance from University policies and established procedure on day-to-day operational matters affecting the Health and Safety Groups of the University.
- d) Advise the Finance and Resources Committee on its activities in operational matters referring matters of strategy and enforcement to the Finance and Resources Committee where necessary.
- e) Keep under review the University's Health and Safety Policy and the corporate disaster recovery plan and to make appropriate recommendations to the Finance and Resources Committee for change.

- f) Devise and oversee the development of well-trained and knowledgeable staff, at faculty/departmental level (particularly for off-campus activities), effective management of health and safety issues at the faculty/ departmental level, good reporting systems, regular review of legislative requirements.
- g) Receive regular reports from the University's Health and Safety Officer.
- h) Receive regular reports from the University's Health and Safety Groups.
- i) Meet once a term to discharge the above responsibilities.

[See Terms of Reference Appendix 1]

6.3 Faculty and Service Department Health and Safety Groups:

The role of the Faculty/Departmental Health and Safety Groups established in accordance with the Health and Safety Committee Policy is to;

- a) Make recommendations to the Health and Safety Sub-Committee.
- b) Standardise health and safety practices throughout the University.
- c) To deal with current operational issues concerning health and safety.
- d) Prepare the annual health and safety staff training programme.
- e) Make Faculty contributions to review of the Health and Safety Policy and other related documents.
- f) Investigate examine/report on items relating to staff/students on health safety and environmental matters.
- g) Meet in each Semester, as an individual group, to discharge the above responsibilities.

[See Terms of Reference Appendix 2]

7. Policy review, circulation of information, inspections and training

7.1 Policy Review

The Health and Safety Committee will review the Health and Safety at Work Policy' Organisations and Procedures each year. If there are any revisions or amendments a revised document will be sent to staff before the beginning of the new academic year.

7.2 Circulation of Information

The Health and Safety at Work Policy, Organisation and Procedures is issued to all members of staff and a copy of each is deposited in the Library, on the University notice board and on the portal. St Mary's University Guidance notes and Guidance Notes issued by the Health and Safety Executive on relevant matters are available from the Health and Safety Officer. Any relevant Guidance Notes issued by Industry will be circulated on request with a copy kept by the Secretary to the Finance and Resources Committee for Committee reference.

7.3 Inspections

Periodical safety inspections and checks will be carried out to each place of work by Health and Safety Managers/ Health and Safety Co-ordinators when and where necessary and remedial action will be taken by the appropriate staff.

Staff will have the right to be present at the inspections and see their outcomes.

7.4 Training:

Some aspects of safety training will be dealt with during induction and as far as reasonably practicable, training and information about health and safety at work will be provided as required and the training programme will be reviewed and updated regularly



Terms of reference for the Health and Safety Sub-Committee

The role of the Health & Safety Sub-Committee established in accordance with the University's Health and Safety at Work Policy is to:

- 1 Monitor the implementation of Health and Safety Policies in accordance with Section 2 of the Health and Safety at Work Act and other appropriate legislation.
- 2 Ensure adequate training for safety representatives, staff and committee members enabling improved communication awareness, risk control and the identification of health and safety issues.
- 3 Reinforce the University's safety culture and staff participation in identifying and solving health and safety issues.
- 4 Study trends of accidents, dangerous occurrences, ill health and notifiable diseases, so that recommendations may be made to management for corrective action to be taken.
- 5 Examining safety audit reports, including but not limited to, the University's internal auditors, HSE, Fire Service, Local Authority, to note areas where improvements can be made and implement appropriate action.
- 6 Consider reports and factual information provided by Inspectors, enforcing authorities, HSE, or other regulatory bodies appointed under Health and Safety Legislation.
- 7 Consider reports made by Safety Representatives and implement appropriate action.
- 8 Assist in the development of safety rules and safe systems of work.
- 9 Evaluate the effectiveness of staff and student safety training.
- 10 Monitor the adequacy of Health and Safety communication and publicity.
- 11 Act as a link between the University and the enforcing authority.
- 12 Undertake continual reviews of the University's Health and Safety Policy and other health and safety organisation documents.
- 13 Ensuring the maintenance of adequate records of proceedings and activities of the Committee.

- 14 Establishing specialist sub-committees to report on topics of concern which require detailed /expert knowledge and discussion.
- 15 Oversee the programme of health and safety training for staff.
- 16 Once a year, review and submit an annual report on health & safety matters to the University Operating Board and the Finance & Resources Committee.
- 17 Report to the University Operating Board and the Finance & Resources Committee.
- 18 Promote a positive and proactive approach to health and safety amongst staff, students and visitors.
- 19 Implement practical guidance from University policies and established procedure on day-to-day operational matters affecting the Health and Safety Groups of the University.
- 20 Advise the Finance & Resources Committee and the University Operating Board on its activities in operational matters referring matters of strategy and enforcement to the Health and Safety Committee where necessary.
- 21 Keep under review the University's Health and Safety Policy and the corporate disaster recovery plan and to make appropriate recommendations to the Finance & Resources Committee and the University Operating Board for change.
- 22 Devise and oversee the development of well-trained and knowledgeable staff, at Faculty/ departmental level (particularly for off-campus activities), effective management of health and safety issues at the Faculty/ departmental level, good reporting systems, regular review of legislative requirements.
- 23 Receive regular reports from the University's Health and Safety Officer.
- 24 Receive regular reports from the University's Health and Safety Groups.

Meetings

The sub-committee will meet at least once a term to discharge the above responsibilities.

Membership

Chief Operating Officer (Chair)
Director of Estates and Campus Services
Health and Safety Officer
Sport St Mary's Representation
HR Services Representation
Security Operations Manager
UCU Representative
UNISON Representative
Sub-Committee Secretary

18 Leads from each of the 6 Health & Safety Groups

Meetings

The sub-committee will meet at least once a term to discharge the above responsibilities.

Membership

- Chief Operating Officer (Chair)
- Director of Estates and Campus Services
- Health and Safety Officer
- HR Services Manager
- Security Manager
- UCU Representative
- UNISON Representative
- Sub-Committee Secretary

Leads from 6 Health & safety groups can be found at:

<http://staffnet/services-departments/HealthandSafety/Documents/Responsible-Staff-Lists/Departmental-H-S-Coordinators-List.pdf>



St Mary's
University
Twickenham
London

Faculty/Services Health and Safety Groups Terms of Reference

The Terms of Reference for the Faculty/Services Health and Safety Groups established in accordance with the Health and Safety Policy are;

- i. The Groups will make recommendations and report to the Health and Safety Sub-Committee;
- ii. To standardise health and safety practices throughout the University in accordance with University Health & Safety Policy;
- iii. To deal with emergent operational issues concerning health and safety in their areas;
- iv. To communicate any training needs for their area to the University Health and Safety Officer;
- v. To make contributions to the review of the Health and Safety Policy and other related documents in their area;
- vi. To investigate examine/report on items relating to staff/students on health safety and environmental matters in the capacity of the Group;
- vii. To assist the Head of Faculty/Service in monitoring the Faculty and Service in the discharge of their health and safety responsibilities;
- viii. To meet three times yearly, as an individual group, to discharge the above responsibilities and forward minutes of each meeting to the Health and Safety Sub-Committee.

Membership: Chair (member of staff from that area)
Elected Group Representatives
H&S Coordinator for the Faculty/Service

Health & Safety Officer or delegate (in attendance)

Updated Health Safety Policy Guidelines October 2018

Policies & Guidance Notes	Policy Number	Review List status	Date to be Completed/ last reviewed	Ratification Date	Review Date
Accident, Incident and Hazard Recording And Reporting	HSPG01	Complete	Mar-17	Oct-17	Mar-19
Accident, Incident Reporting (Staff Handbook)	HSPG01a	Complete	Sep-17	Oct-17	Aug-20
Administering Medication; Tablets and EpiPen	HSPG05a	Complete	Mar-17	Oct-17	Mar-19
Animals on Campus Policy	HSPG41	Complete	Aug-17	Oct-17	Aug-19
Artificial Optical Radiation	HSPG39	Complete	Mar-17	Oct-17	Mar-19
Asbestos Policy	HSPG10	Complete	Mar-17	Oct-17	Mar-19
Barbeque (BBQ) Policy & Guidance Notes	HSPG22a	Complete	Mar-17	Oct-17	Mar-19
Compressed Gases – Policy and Guidance on Safe Use and Storage	HSPG35	Complete	Aug-17	Oct-17	Aug-19
Compressed Gases; BCGA H&S Guidance	HSPG35a	Complete	Aug-17	Oct-17	Aug-19
Construction Work	HSPG15	Complete	Mar-17	Oct-17	Mar-19
Consultation and Communication with Staff	HSPG08	Complete	Mar-17	Oct-17	Mar-19
Contractors' Site Handbook	HSPG15a	Complete	Nov-17	Oct-17	Nov-19
Control of Legionella Bacteria in Water Systems	HSPG28	Complete	Mar-17	Oct-17	Mar-19
COSHH .Control of Substances Hazardous to Health	HSPG03	Complete	Aug-16	Oct-17	Aug-19
COSHH Guidance Notes	HSPG03a	Complete	Jul-17	Oct-17	Jul-19
Departmental Safety Inspection Policy	HSPG27	Complete	Mar-17	Oct-17	Mar-19
Display Screen Equipment (DSE) Guidance Notes	HSPG04a	Complete	Mar-17	Oct-17	Mar-19
Display Screen Equipment Policy	HSPG04	Complete	Aug-17	Oct-17	Aug-19
Drones	HSPG40	Complete	Aug-17	Oct-17	Aug-19
Electrical Safety and Portable Appliance Testing	HSPG16	Complete	Aug-17	Oct-17	Aug-19
Event Management Policy and Guidance Notes (Organised)	HSPG22	Complete	Dec-17	Oct-17	Dec-19
Fieldwork, Outdoor and Off-campus Activities	HSPG21	Complete	Aug-17	Oct-17	Aug-19
Fire Safety Policy	HSPG07	Complete	Mar-17	Oct-17	Mar-19
Fire drills	HSPG07a	Complete	Sep-16	Oct-17	Sep-19
Fire Safety Awareness Points	N/A	Complete	Sep-16	Oct-17	Sep-19
First Aid	HSPG05	Complete	Mar-17	Oct-17	Mar-19

Updated Health Safety Policy Guidelines October 2018

Policies & Guidance Notes	Policy Number	Review List status	Date to be Completed/ last reviewed	Ratification Date	Review Date
Food Safety & Hygiene	HSPG 38	Complete	Aug-17	Oct-17	Aug-19
Hand Arm Vibration at Work Policy	HSPG25	Complete	Mar-17	Oct-17	Mar-19
Hand Arm Vibration Guidance	HSPG25a	Complete	Mar-17	Oct-17	Mar-19
Hazard/ Near-miss Reporting Procedures - Staff Handbook	HSPG01b	Complete	May-17	Oct-17	May-19
Hazardous Waste Procedures	HSPG34	TBC	Dec-17		
Health & Safety Annual Reports	N/A	Complete	May-17	Oct-17	May-19
Health and Safety in Halls of Residence	N/A	Complete	Apr-17	Oct-17	Apr-19
Hepatitis B Immunisation Policy	HSPG37	Complete	Jul-17	Oct-17	Jul-19
Induction - Staff & Students Health & Safety	HSPG14	Complete	May-17	Oct-17	May-19
Infectious Diseases	HSPG12	Complete	Apr-17	Oct-17	Apr-19
Inspection Policy	HSPG36	Complete	Aug-17	Oct-17	Aug-19
Lift / Elevator Policy - including release of trapped passengers	HSPG26	Complete	Apr-17	Oct-17	Apr-19
Lone Working Policy	HSPG24	Complete	Apr-17	Oct-17	Apr-19
Major Incident plan (MIP)	N/A	Complete	Aug-16	Responsibility transferred to University Secretary	
Major Incident Plan/Roles & Responsibilities	N/A	Complete	Jul-17	Responsibility transferred to University Secretary	
Manual Handling Operations	HSPG11	Complete	Jul-17	Oct-17	Jul-19
MHO Safe practices	HSPG 11a	Complete	Jul-17	Oct-17	Jul-19
Noise at Work	HSPG17	Complete	Sep-17	Oct-17	Sep-19
Noise at Work Guidance	HSPG17a	Complete	Apr-17	Oct-17	Apr-19
Out of Hours Working	HSPG19	Complete	Apr-17	Oct-17	Apr-19
PEEP - Personal Emergency Evacuation Plans Guidance Notes	HSPG07b	Complete	Apr-17	Oct-17	Apr-19
PPE - Personal Protective Equipment	HSPG18	Complete	Sep-18	Oct-18	Sep-20
REACH	N/A	Complete	Mar-17	Oct-17	Mar-19
Responsible Research Guidance	N/A	Complete	Sep-17	Oct-17	Sep-19

Updated Health Safety Policy Guidelines October 2018

Policies & Guidance Notes	Policy Number	Review List status	Date to be Completed/ last reviewed	Ratification Date	Review Date
Risk Assessment Policy	HSPG02	Complete	Jul-17	Oct-17	Jul-19
Safe Use of Ladders & Step Ladders	HSPG23b	Complete	Mar-17	Oct-17	Mar-19
Safety in the Workplace	HSPG31	Complete	Jun-16	Oct-17	Nov-18
Safety of Children on site	HSPG33	Complete	Jun-16	Oct-17	Nov-18
Serious Incident Plan (SIP)	N/A	Complete	Aug-16	Responsibility transferred to University Secretary	
Smoking Policy	HSPG30	Complete	Mar-17	Oct-17	Mar-19
Stress Policy	HSPG06	Complete	Mar-17	Oct-17	Mar-19
Student Maternity Policy	HSPG29	Complete	May-17	Oct-17	May-19
Student Placement	HSPG09	Complete	Mar-17	Oct-17	Mar-19
Types of fire extinguishers	N/A	Complete	Oct-17	Oct-17	Oct-19
Violence & Aggression Policy	HSPG13	Complete	Mar-17	Oct-17	Mar-19
Work Experience at St Mary's	HSPG32	Complete	Apr-17	Oct-17	Apr-19
Working at Heights Guidance Notes	HSPG23a	Complete	Apr-17	Oct-17	Apr-19
Working at Heights Policy	HSPG23	Complete	Apr-17	Oct-17	Apr-19
Working Safely with Human Blood, Tissues and other Specimens in Research Laboratories Handbook	HSPG42	Complete	Aug-17	Oct-17	Aug-19

¹ SMUC HSPG – St Mary's University Health and Safety Policy Guidance

Health and Safety Management Areas of Responsibility

Area	Faculty/ Service Responsible	Notes
Block A	Strawberry Hill Trust (leaseholder/tenant)	University contact – Director of Estates, and Campus Services.(ECS)
Leased areas generally (including R Block Clinic)	Tenant	ECS responsibility- building structure and fabric where reported to helpdesk.
General teaching areas	Estates and Campus Services	IT and AV equipment to remain the responsibility of IS.
Specialist space	Designated Faculty/Service	i.e SHAS-Laboratory where managed by SHAS or catering- Kitchen Space/Dining area. ECS responsibility -building structure and fabric where reported to Helpdesk.
Public areas, Roads, paths, general corridors, general signage.	Estates and Campus Services	
Sports pitches and equipment.	Sports St Mary's	
Teddington Lock, pitches, Changing Rooms and Pavilions	Sports St Mary's (except Grounds Management sheds and offices)	ECS responsibility- building structure and fabric where reported to helpdesk.
Faculty/Service Offices	The Faculty/Service to whom the employee is designated. If shared the dominant Faculty/Service is responsible. If shared responsibility is allocated 50/50.	ECS responsibility-building structure and fabric where reported to helpdesk.
Residences & Wardens Flats (term time)	Student Services and Widening Access	ECS Services responsibility-building structure and fabric where reported to helpdesk.
Residences and Wardens Flats (Conference season)	Catering and Conference Services	ECS responsibility building structure and fabric where reported to helpdesk.
Surgery	Student Services and Widening Access	ECS responsibility- building structure and fabric where reported to helpdesk.
Chaplaincy & Chapel	Chaplain	ECS responsibility- building structure and fabric where reported to helpdesk.
Naylor Library	Library Services	ECS responsibility- building structure and fabric where reported to helpdesk.
60 Waldegrave Rd	SHAS and ECS	ECS responsibility- building structure and fabric where reported to helpdesk.
The Exchange	Enterprise	ECS responsibility- building structure and fabric where reported to helpdesk.

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