



## Health and Safety Code of Practice

# MCP1 Organisation for the Implementation of the Health and Safety Policy

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<b>Relevant to:</b>	University staff, students, users of and visitors to the University
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### RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Building Regulations
- Ionising Radiation Regulations 1999
- Construction (Design and Management) Regulations 2015

### RELATED POLICIES AND DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- MCP2 Arrangements for the Implementation of the Health and Safety Policy
- MCP3 Health and Safety Committee
- MCP5 Incident Management
- SCP2 Evacuation Procedures
- SCP10 Contractors
- SCP15 Management of Microbiological Safety and Genetically Modified Material
- SCP16 Ionising Radiation
- SCP21 Non-Ionising Radiation
- SCP31 Construction (Design and Management) Regulations
- SCP37 Personal Emergency Evacuation Plans

**THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY POLICY AND REPLACES ALL PREVIOUS ISSUES**

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## **1. INTRODUCTION AND OBJECTIVE**

This Code of Practice shows how LJMU is structured and the Health and Policy implemented. This Code of Practice should be read in conjunction with the Health and Safety Policy Statement, signed by the Vice-Chancellor, which may be found on the Health and Safety Unit website: <http://www2.ljmu.ac.uk/HSU/81889.htm>

The objective of the Code of Practice is to ensure that all staff know who is responsible for particular aspects of the health and safety management system; how their own responsibilities interact with those of others; and how they might be held accountable for their own acts or omissions at work.

## **2. GOVERNORS, MANAGEMENT, ALL STAFF AND THEIR REPRESENTATIVES**

Responsibilities for health and safety parallel the line management structure that the University has in place. These may be summarised as responsibilities of:

- The Board of Governors
- The Vice-Chancellor
- Members of the Strategic Management Team (SMT)
- Directors of School/Institute/Department
- Managers
- Supervisors
- All staff (including temporary staff, sessional staff and those with Emeritus status)
- Safety Representatives and Representatives of Employee Safety
- Students
- Contractors
- Estate Management Department

### **2.1 The Board of Governors**

The Board of Governors is responsible within the terms of the Instrument and Articles of Government for ensuring that, so far as is reasonably practicable, the University activities, premises, plant and equipment are operated and maintained and without hazard to the health or safety of staff, students and any other person affected by the operations of the University.

The Board of Governors will monitor health and safety performance via receipt of minutes of Health and Safety Committee meetings and Annual Health and Safety Reports and will endorse the annual reviews of the Health and Safety Policy from time to time to ensure its effective operation.

The Board of Governors will be advised through the Vice-Chancellor on any health and safety matters or, in his absence, the Finance Director & Deputy Chief Executive and University Secretary.

Health and safety will be a standing agenda item at meetings of the full Board of Governors and meetings of the Employment Committee.

### **2.2 The Vice-Chancellor**

The Vice-Chancellor, as Chief Executive, will ensure that the University procedures, systems, premises, plant/equipment and general activities comply with current legislation and the University Health and Safety Policy and associated Codes of Practice.

The Vice-Chancellor will monitor health and safety performance via receipt of minutes of Health and Safety Committee meetings, Annual Health and Safety Reports and monthly Health and Safety performance indicators.

The Vice-Chancellor will review and update, where necessary, the Health and Safety Policy Statement annually.

The Vice-Chancellor will ensure that there are adequate arrangements for sufficient information to be provided as may be reasonably required under the Health and Safety at Work etc. Act 1974 to staff, students and other persons relevant to their health, safety and welfare.

The Vice-Chancellor will delegate to members of the Strategic Management Team (SMT) such duties as are considered appropriate to assist in the discharge of his/her responsibilities.

The Vice-Chancellor will ensure that effective consultation with staff and students on matters relating to health, safety and welfare takes place.

The University Health and Safety Committee will advise the Board of Governors and Vice-Chancellor on health, safety and welfare matters (as identified in the Health and Safety at Work etc. Act 1974 and Regulations made under that Act).

The Chair of the Health and Safety Committee (Finance Director & Deputy Chief Executive and University Secretary) will be responsible for ensuring that decisions and recommendations made by the Health and Safety Committee are made known to the Board of Governors and the Vice-Chancellor. This will be discharged through the routine circulation of Health and Safety Committee minutes sequentially to the Vice-Chancellor, SMT and the Employment Committee of the Board of Governors with any particular issues to note highlighted; the regular monthly meetings of the Vice-Chancellor and Finance Director & Deputy Chief Executive and University Secretary (Chair of Health and Safety Committee); and, if necessary, the arrangement of urgent additional meetings or other appropriate communication with sequentially the Vice-Chancellor, SMT and the Employment Committee of the Board of Governors if this is warranted by an exceptional circumstance.

Assurance that the responsibilities detailed in 2.3 below are being discharged will be sought in PDPR meetings with members of SMT.

### **2.3 Members of the Strategic Management Team (SMT)**

SMT members have a duty to manage the activities for which they have responsibility in accordance with the University Health and Safety Policy and Codes of Practice.

Each member of SMT will ensure that sufficient resources are available to support health and safety in those activities, which are separate to those estate-related systems and workplace responsibilities, which are the responsibility of Estate Management (see 2.11 below).

Each appointed member of SMT will be responsible for ensuring that the arrangements for health, safety and welfare in the activities for which they have responsibility are adequate and comply with the University Health and Safety Policy, Codes of Practice and local or national standards for the activities undertaken. This includes ensuring that there is appropriate consideration of arrangements for activities outside hours of working when, for example, first aiders and fire wardens may **not** be on duty.

Members of SMT will develop written published Policies for those areas or activities where the University Health and Safety Policy does not address the risks within their area of responsibility. Further information is contained in MCP2 Arrangements for the Implementation of the Health and Safety Policy.

The SMT member will nominate a suitable person, in consultation with the Manager, Safety and Health Services, as Faculty/Division Health and Safety Coordinator to assist with coordinating health and safety management within their activities. The Faculty/Division Health and Safety Coordinator will act with the delegated authority of the SMT member on health and safety matters. (For further details, see Appendix 1 Section 1).

The SMT member will monitor the health and safety performance of the Faculty/Division via the Health and Safety Coordinator's report to the Health and Safety Committee (three times per year), containing KPIs, which has to be approved by the SMT member.

The SMT will have Health and Safety as a standing agenda item at their meetings and at Faculty/Division Management Team meetings that they chair.

Assurance that the responsibilities detailed in 2.4 below are being discharged will be sought in PDPR meetings with Directors of School/Institute/Department.

## **2.4 Directors of School/Institute/Department**

Directors of School/Institute/Department have the authority to manage Schools/Departments. With this authority comes the statutory responsibility to manage health and safety effectively. Health and safety management, therefore, is considered a core management activity.

Directors are responsible for the oversight of departmental arrangements for health and safety within their School/Institute/Department, to provide assurance that they are functioning in accordance with the University's Health and Safety Policy. Directors will:

- Ensure that the full range of health and safety risks are considered across the School/Institute/Department and that those with the highest priority or impact are recorded in Risk Registers
- Include health and safety in their operational plans
- Clarify with their managers the relative roles and responsibilities for health and safety within the School/Institute/Department and foster improved communication and consultation, including with staff representatives, on health and safety matters
- Ensure systems are in place for briefing newly appointed managers and supervisors on their health and safety responsibilities, including the responsibility to ensure the take up by staff and students of relevant training
- Collaborate with the Health and Safety Unit in audits and reviews of health and safety management
- Ensure that the health and safety implications of new research or novel technology are fully considered

Directors will nominate suitable persons, in consultation with the Manager, Safety and Health Services, as local Health and Safety Officers, to support Health and Safety Coordinators.

Collectively, as the Strategy Delivery Forum, Directors of School/Institute/Department will have Health and Safety as a standing agenda item at their meetings and will also have Health and Safety as a standing agenda item at management team meetings that they chair.

Assurance that the responsibilities detailed in 2.5 below are being discharged will be sought in PDPR meetings with Managers.

## **2.5 Managers**

In Faculties the terminology used here may need to be adjusted to reflect the reporting lines, for example Programme Leaders and Module Leaders.

Managers are responsible for the health and safety of staff, students and visitors in all areas under their control and are responsible for ensuring compliance with relevant legislation and the application of the University's Health and Safety Policy and associated Codes of Practice in those areas or responsibility.

Managers may delegate certain responsibilities for health and safety to individuals with authority for day-to-day management of others, such as supervisors. However, they retain ultimate responsibility for health and safety matters and, therefore, must ensure that the duties outlined in 2.6 below are carried out. If they have no supervisory staff reporting to them, they must take on board the duties outlined in 2.6 below themselves.

Assurance that the responsibilities detailed in 2.6 below are being discharged will be sought in PDPR meetings with Supervisors.

## **2.6 Supervisors**

Each person who directs or has responsibility for the activity of others is directly responsible for their health and safety while they are carrying out the allocated tasks.

Supervisors are responsible for planning work adequately to ensure risks are as low as practicably possible.

Academic staff are 'supervising' students whose activity they control or direct and are considered to be supervising technical staff who are assisting in teaching practical work.

In summary, supervisors must:

- be conversant with, and follow, the University's Health and Safety Policy, associated Codes of Practice and departmental local procedures
- ensure that staff, students, or visiting workers for whom they are responsible receive suitable induction training and information about emergency procedures
- ensure the necessary risk assessments have been completed and the health and safety provisions relating to the work discussed with those doing it
- ensure that relevant health and safety documentation is readily available for reference and scrutiny
- ensure that those under their supervision have received training appropriate to their needs and that health and safety considerations are integrated into this training
- document the training given to individuals
- ensure that the work environment and equipment are safe and well maintained
- identify and correct hazardous conditions
- investigate adverse events, report them to the Health and Safety Unit and revise risk assessments, where necessary

- ensure that relevant staff are notified to the Occupational Health Unit and that they attend health surveillance appointments when required
- monitor compliance with risk assessments, enforce the control measures and take appropriate action when there is failure to comply
- ensure the proper disposal of waste materials through the approved route
- ensure compliance with relevant departmental requirements and the proper handover of laboratory or other workspace to relevant parties.

Assurance that the responsibilities detailed in 2.7 below are being discharged will be a continual process, and formally sought in PDPR meetings with staff.

## **2.7 All staff (including temporary staff, sessional staff and those with Emeritus status)**

Each individual staff member bears some individual responsibility for health and safety. The core legal duty is to co-operate with the University in order to enable the University to meet its statutory obligations.

All staff are responsible for injuries or other loss resulting from their acts or omissions. All staff must not interfere with any item provided in the interest of health and safety.

In law, employees have a responsibility for their own health and safety and for others who may be affected by their acts or omissions. In particular they must:

- Familiarise themselves with, and follow, the University Health and Safety Policy, Codes of Practice and departmental procedures applicable to their work
- Inform their supervisors/line managers of newly identified risks in existing work, or new risks associated with new work
- Comply fully with health and safety requirements and control measures, including the correct use of personal protective equipment, stipulated in risk assessments or local rules
- Take reasonable care in all work activities and consult with supervisors or Health and Safety Officers in any case of doubt
- Familiarise themselves with the relevant emergency procedures
- Be aware of potentially unsafe conditions or equipment and report them to supervisors/line managers
- Report adverse events and work-related ill-health promptly so that remedial action can be taken to prevent recurrence
- Register with the Occupational Health Unit for health surveillance, where required by University policy or risk assessment and attend appointments where these have been arranged
- Attend any training that has been identified as necessary by their supervisor/line manager

They must not:

- Misuse equipment or interfere with safety devices or safety systems which are required for the safe operation of that equipment (e.g. disabling interlocks on centrifuges, or removing guards from machinery), or which are designed to alert operators to an unsafe condition (e.g. by covering fire or gas detector heads, or disabling airflow alarms on microbiological safety cabinets or fume cupboards)
- Disregard the health and safety provisions set out in risk assessments or local rules

## **2.8 Safety Representatives and Representatives of Employee Safety**

Trade Union and other employee appointed Representatives of Employee Safety may carry out the following functions so far as they affect the people they represent:

- (a) Investigate potential hazards and dangerous occurrences within the University and examine the causes of accidents at the University
- (b) Investigate complaints made by any member of staff represented, relating to that person's health, safety or welfare at work
- (c) Make representations to the Vice-Chancellor through the University Health and Safety Committee on general matters affecting the health, safety and welfare at work of members of the University staff whom they represent
- (d) Represent the members of staff he/she was appointed to represent in consultations with Inspectors of the Health and Safety Executive, Environment Agency and of any other statutory enforcing authority
- (e) Receive information from Inspectors in accordance with section 28(8) of the Health and Safety at Work etc. Act 1974
- (f) Attend Health and Safety Committee meetings (only in the case of designated Representatives)

The appointed Safety Representatives have the functions outlined in the guidance issued by the Health and Safety Executive.

## **2.9 Students**

Students are classed as visitors. The University has a duty to safeguard their health and safety. The University expects students to cooperate with all measures provided for health and safety, in line with those described for staff in Section 2.7 above.

## **2.10 Contractors**

The Estate Management Department has responsibility for ensuring health and safety arrangements are in place for contractors working on the fabric of LJMU property. This is detailed further in SCP10 Contractors.

## **2.11 Estate Management Department**

The Vice-Chancellor, delegating to the Finance Director & Deputy Chief Executive and University Secretary and then to the Director of Estate Management, has responsibility to ensure the workplace meets a number of basic requirements under health and safety regulations. These include:

- Ensuring the temperature is appropriate
- Providing sufficient space, ventilation and lighting
- Providing suitable sanitation and washing facilities
- Providing drinking water
- Maintaining equipment
- Keeping the premises clean and free of waste
- Ensuring that all building services installations are adequately maintained
- Ensuring that a robust Asbestos Management System is implemented
- Ensuring that all buildings comply with current Building Regulations and access/egress assets and systems are provided and maintained

- Ensure all water supplies comply with current legislation with regard to legionellosis
- Ensure that an Energy Performance Certificate (EPC) is issued for all buildings.
- Ensuring that all portable appliances, with the exception of specialised laboratory equipment, comply with the University's policy and are annually tested in accordance with current legislation.

The Vice-Chancellor, delegating to the Finance Director & Deputy Chief Executive and University Secretary and then to the Director of Estate Management, is responsible for providing and maintaining assets that are "fit for purpose" and conform to all legal requirements. The University's health and safety responsibilities include:

- Developing and implementing effective operational safety policies
- Ensuring management of assets and systems complies with health and safety requirements
- Ensuring that all proposed changes to assets, operating practices or modifications to maintenance regimes are validated and comply with current codes of practice and legislation
- Ensuring that all health and safety requirements are met for all contracts and projects
- Ensuring that assets and systems to effect safe access and egress are provided and maintained
- Assuring that all appointed contractors/suppliers working on the University estate have the appropriate management systems for effective control of health and safety.

### **3. SOURCES OF COMPETENT ADVICE AND SUPPORT**

The University obtains competent advice and support from the following staff and consultants:

- Manager, Safety and Health Services and the Health and Safety Unit
- Consultant Occupational Physician and the Occupational Health Unit
- Radiation Protection Adviser (consultant)
- Laser Safety Officer
- Microbiological Safety Adviser
- Biological Safety Adviser
- Head of CDM Coordination and Training

It is the responsibility of the recipient of the advice to act upon it.

#### **3.1 Manager, Safety and Health Services and the Health and Safety Unit**

The Manager, Safety and Health Services is responsible for advising the Vice-Chancellor, SMT members and the University Health and Safety Committee on University Health and Safety Policy.

He/she will maintain a specialist advisory service on all matters concerning health and safety.

He/she will prepare a Health and Safety Strategy, annual Health and Safety Action Plans and an Annual Report of the state of health and safety matters within the University for presentation to SMT, Employment Committee, and the Health and Safety Committee. He/she will also provide monthly Health and Safety performance indicators to SMT.

He/she will draft the University's Health and Safety Policy and associated Codes of Practice and Guidance that are designed to ensure that the University complies with relevant legislation by ensuring that all features of a successful health and safety management system are in place.

The Health and Safety Unit supports the University's research and teaching activities by providing competent advice and assurance of legal compliance.

Its main functions are:

- providing advice to all Divisions and Faculties, staff and students on all aspects of health and safety, including fire safety and radiation protection, via the Radiation Protection Adviser
- providing a wide range of health and safety training courses
- carrying out health and safety audits
- investigating serious adverse events and reporting as appropriate
- liaising with enforcing agencies (e.g. Health and Safety Executive, Environment Agency, Merseyside Fire and Rescue Service)
- providing advice to be taken into account in building design
- servicing the University Health and Safety Committee (which, along with SMT when appropriate, considers and approves draft Codes of Practice) and other Health and Safety Groups and Sub-Committees
- to carry out specialised risk assessments and surveys

### **3.2 Consultant Occupational Physician and Occupational Health Unit**

The Consultant Occupational Physician provides clinical leadership of the Occupational Health Unit, advice on the assessment of disability and fitness for work and the identification and surveillance of specific occupational hazards to health.

The Occupational Health Unit advises and supports clients in how work and the work environment affect staff health and how their health can affect their ability to work. The Unit also provides a screening and referral service for healthcare students, pharmacy students, biomolecular science students and student teachers.

### **3.3 Radiation Protection Adviser (RPA)**

A Radiation Protection Adviser (RPA) will be appointed by the Vice-Chancellor, via the Manager, Safety and Health Services, to carry out the duties specified in the Ionising Radiation Regulations 1999.

- (a) This may be a person or organisation outside the University. Currently it is Radman Associates
- (b) He/she is responsible for advising the Vice-Chancellor via the Radiation Protection Supervisors Committee and the Health and Safety Committee on all matters relating to radiation protection
- (c) He/she will assist with the development and maintenance of a Code of Practice controlling the use of Ionising Radiation in the University (SCP16 Ionising Radiation)
- (d) The appointed RPA will submit an annual report to the Health and Safety Committee containing details of incidents, significant changes and level of compliance with Regulations. The report will be provided at the first meeting of the University Health Safety Committee of each academic year
- (e) If an external RPA is appointed the Manager, Safety and Health Services will present the report

- (f) The appointed RPA will also act as the University's Radioactive Waste Adviser to ensure arrangements for compliance with the issued Permit under the Environmental Permitting Regulations 2010 are in place

### **3.4 Laser Safety Officer**

A Laser Safety Officer will be appointed by the Vice-Chancellor, via the Manager, Safety and Health Services. The Laser Safety Officer will:

- (a) Advise all staff concerned with the use of lasers on the current guidance issued by National Agencies and by sector lead bodies
- (b) Produce and submit an annual report of activities to the Health and Safety Committee
- (c) Assist in the development and maintenance of a Code of Practice governing the use of lasers in the University (SCP21 Non-ionising Radiation)
- (d) Monitor the use of lasers in the University

Please see the duties of the Laser Safety Officer in Appendix 1.

### **3.5 Microbiological Safety Adviser**

A Microbiological Safety Adviser will be appointed by the Vice-Chancellor, via the Manager, Safety and Health Services. The Microbiological Safety Adviser will, in summary:

- (a) Advise all staff concerned with the use of potentially harmful organisms on the current Regulations and Guidance
- (b) Produce and submit an annual report of activities to the Health and Safety Committee
- (c) Assist in the development and maintenance of a Code of Practice governing the use of pathogens in the University (SCP15 Management of Microbiological Safety and Genetically Modified Material)
- (d) Monitor activities using potentially harmful organisms

Please see the duties of the Microbiological Safety Adviser in Appendix 1.

### **3.6 Biological Safety Adviser**

A Biological Safety Adviser will, in summary, be appointed by the Manager, Safety and Health Services to provide professional biological safety advice to School Directors and the University community on the use, storage, transport and disposal of biological materials that pose a hazard to human health or to the environment e.g. pathogens, parasites, microbial toxins, genetically modified organisms (GMOs), human/animal tissues and body fluids, allergy-inducing animals and sensitizers.

Please see the duties of the Biological Safety Adviser in Appendix 1.

### **3.7 Head of Construction (Design and Management) Coordination and Training**

The post holder will act on behalf of Estate Management to ensure that all responsibilities/duties under the Construction (Design and Management) (CDM) Regulations 2015 are satisfied.

#### **4. NETWORKS OF STAFF WITH ADDITIONAL HEALTH AND SAFETY RESPONSIBILITIES**

The University has a network of staff with additional health and safety responsibilities that are an essential part of the health and safety management system:

- Faculty/Division Health and Safety Coordinators
- Local Health and Safety Officers
- Fire Evacuation Coordinators
- Fire Wardens
- First Aiders
- Evacuation Chair Operators

The responsibilities of these staff are detailed in Appendix 1. Additional information relating to their appointment, for example, may be found in SCP2 Evacuation Procedures and SCP37 Personal Emergency Evacuation Plans.

##### **4.1 Appointment of Health and Safety Coordinators**

Each SMT member must appoint a Coordinator for health and safety matters, in consultation with the Manager, Safety and Health Services. The Health and Safety Coordinator will assist the SMT member in the discharge of his/her responsibilities. The appointed Coordinator will act with the delegated authority of the SMT member on urgent health and safety matters.

Where Faculties and Divisions are made up of distinct Schools/Institutes/Departments with separated functions, the SMT member may appoint a Health and Safety Coordinator for each School/Institute/Department. Adopting this alternative will not affect the SMT member's right to have one place on the University Health and Safety Committee.

As organisation structures change SMT members must ensure that all parts of their area of responsibility are covered by Health and Safety Coordinator(s).

Further details are available in Appendix 1.

##### **4.2 Appointment of local Health and Safety Officers**

Each Director will appoint a Health and Safety Officer, in consultation with the Manager, Safety and Health Services, or in the case of smaller teams, may themselves act as local Health and Safety Officer.

Further details are available in Appendix 1.

##### **4.3 Appointment of Fire Evacuation Coordinators**

Fire Evacuation Coordinators and as many deputies as are necessary will be appointed by SMT member(s) in consultation with the Health and Safety Coordinators(s) and the Manager, Safety and Health Services to ensure, so far as is reasonably practicable, that a person with sufficient knowledge and understanding is present in a designated building during the working day who is in a position to exercise the authority and take up the duties of the Fire Evacuation Coordinator as referred to in this Code.

The appointed Fire Evacuation Coordinators and Fire Wardens, who will deputise in their absence, will receive training to help them carry out their duties. Such training will be the responsibility of the Health and Safety Unit.

Further details are available in Appendix 1.

#### **4.4 Appointment of Fire Wardens**

In agreement with the SMT member and the Manager, Safety and Health Services, the Fire Evacuation Coordinator will appoint sufficient Fire Wardens to ensure the safe evacuation of people from LJMU buildings.

Further details are available in Appendix 1.

#### **4.5 Appointment of Evacuation Chair Operators**

In agreement with the SMT member and the Manager, Safety and Health Services, the Fire Evacuation Coordinator will appoint sufficient Evacuation Chair Operators to ensure the safe evacuation of people from LJMU buildings.

### **5. COMMITTEES AND GROUPS**

The University has a number of Committees and Groups where health and safety issues are discussed, consulted upon or reviewed at both strategic and operational levels. These forums include:

- University Health and Safety Committee
- Divisional and Faculty Health and Safety Committees and Sub Committees
- University Research Ethics Committee
- Incident Management Team
- Stress Risk Assessment Steering Group

In addition, the following all have health and safety as standing agenda items at their meetings: Board of Governors, Strategic Management Team, Strategy Delivery Forum, Faculty and Division Management Teams.

#### **5.1 University Health and Safety Committee**

The University Health and Safety Committee is the principal means of consultation on matters of policy development and strategic issues. This is chaired by the Finance Director & Deputy Chief Executive and University Secretary. Further details may be found in MCP3 Health and Safety Committee.

#### **5.2 Divisional and Faculty Health and Safety Committees and Sub-Committees**

Divisional and Faculty Health and Safety Committees and Sub-Committees meet to discuss operational health and safety issues and report to the University Health and Safety Committee; for example, the Management of Microbiological Safety and Genetically Modified Material Sub-Committee.

#### **5.3 University Research Ethics Committee**

The University Research Ethics Committee (REC) reviews applications for ethical approval for research falling into one of four categories: undergraduate research; postgraduate research; staff research; research conducted by external organisations accessing LJMU premises, staff or students. There are also seven School/Faculty-based RECs.

#### **5.4 Incident Management Team**

In the event of a major incident, the Incident Management Team, on behalf of the Vice-Chancellor and other members of the Strategic Management Team, will have responsibility for all arrangements for the operation of the University until it is confirmed that either

normal business can be resumed or the University can implement business continuity or disaster recovery plans.

The objectives are to reduce losses and to hasten the return to normal working. LJMU's arrangements for incident management form part of its framework for business continuity management. Further details may be found in MCP5 Incident Management. The Incident Management Team is chaired by the Director, Estate Management.

## **5.5 Stress Risk Assessment Steering Group**

The Stress Risk Assessment Steering Group oversees and facilitates the stress risk assessment process within the University. The Steering Group is chaired by the Finance Director & Deputy Chief Executive and University Secretary.

## **APPENDIX 1**

### **DETAILED ROLE DESCRIPTIONS FOR ADDITIONAL ROLES UNDERTAKEN BY STAFF AT LJMU**

#### **1. Duties of Health and Safety Coordinators**

The duties of Health and Safety Coordinators are to:

- a) Assist the SMT member in the discharge of his/her responsibilities, as contained in Section 2.3 of MCP1 Organisation for the Implementation of the Health and Safety Policy.
- b) Be a principal point of contact for the Health and Safety Unit, particularly when the Unit is auditing the health and safety management system.
- c) Act as a health and safety champion across the Faculty/Division and lead, encourage and publicise health and safety management. See note 1.
- d) Meet with the Manager, Safety and Health Services no less than twice per year in order to discuss health and safety key performance indicators (KPIs) as contained in the Health and Safety Coordinator report to the Health and Safety Committee.
- e) Meet regularly with Health and Safety Officers in order to discuss the health and safety KPIs mentioned above.
- f) In consultation with the Health and Safety Unit, positively engage with Trade Union Safety Representatives and/or Representatives of Employee Safety.
- g) If acting as the Division/Faculty representative of the University Health and Safety Committee (i.e. in the absence of the SMT member), provide a KPI report to the Health and Safety Unit for inclusion at meetings of the Committee, following the agreed structure for the report and in good time to enable the Secretary to compile the papers for the meeting.
- h) Actively engage with the SMT member and obtain authorisation for the report. See note 2.
- i) Act as a member of, or Chair of, the Divisional Health and Safety Committee; or attend Faculty Health and Safety Committee meetings as a member (or Chair if also the Faculty Head of Operations). See note 3.
- j) Bring to the attention of SMT members items that affect them or require their attention/actions immediately following either the University Health and Safety Committee meeting or Faculty/Divisional Health and safety Committee meeting. See note 4.
- k) With the SMT member and Manager, Safety and Health Services, appoint Evacuation Coordinators if required. See note 5.
- l) Develop and proactively maintain a close working relationship with the Evacuation Coordinators via regular meetings to discuss, for example, findings from Fire Warden inspections.
- m) Plan and coordinate the activities of Health and Safety Officers, in order to ensure that those activities contribute to achieving the health and safety KPIs contained in the Health and Safety Coordinator report to Health and Safety Committee.

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- n) Refer problems that cannot be resolved locally promptly to the SMT member or the Health and Safety Unit.
- o) Act with the delegated authority of the SMT member on matters of urgency where there is an unacceptable risk of harm to any person.
- p) Maintain a relationship with Building User Groups.

### Notes

1. For example by circulating updated Codes of Practice for consultation to all staff within the Faculty/Division and notifying them of the approved Codes of Practice.
2. This should be achieved by providing the SMT member with the report in good time to enable careful consideration before the report is sent to the Secretary.
3. Currently there is one Health and Safety Committee covering all the Divisions. The Chair can be any Divisional Health and Safety Coordinator.
4. Minutes of the Health and Safety Committee meetings are received by SMT and the Employment Committee of the Board of Governors. SMT members should have as much time as possible to prepare for any queries about their areas of operation that may arise.
5. If a building is shared by different Divisions, Faculties or a combination of both, the relevant Health and Safety Coordinators, SMT members and the Manager, Safety and Health Services will make the most appropriate choice with due regard to the job description and person specification.

A person specification has been developed for this role.

## 2. Duties of local Health and Safety Officers

The duties of local Health and Safety officers are to:

- a) Meet regularly with the Division/Faculty Health and Safety Coordinator to ensure that the Health and Safety Officer's activities all contribute to the collation of key performance indicator (KPI) information for the Health and Safety Coordinator to report to the University Health and Safety Committee. See note 1.
- b) Proactively engage with managers and supervisors to receive confirmation that those managers and supervisors have put the following in place:
  - Appropriate working practices, procedures and risk assessments (including for project and research work)
  - Adequate precautions regarding any existing hazard or hazards that are about to be introduced
  - Maintenance of plant, equipment and processes as required by relevant legislation
  - Suitable information, instruction, training and supervision for staff and students, including health and safety induction
  - Maintenance of adequate health and safety records, as required by relevant legislation or University Policy. See note 2

## MCP1 Organisation for the Implementation of the Health and Safety Policy

- Arrangements for the availability and use of sufficient and suitable personal protective equipment
  - Maintenance of a high standard of housekeeping. See note 3
- c) Assist the Health and Safety Coordinator to circulate health and safety information (and other documentation if required, such as revised Codes of Practice) from the Health and Safety Unit and the Faculty/Division Health and Safety Coordinator to **all** staff in the School/Institute/Department and students, where appropriate.
- d) Circulate health and safety information, or obtain health and safety information, on behalf of the Health and Safety Unit where such information is related to that specific School/Institute/Department.
- e) Conduct regular health and safety inspections using the template workplace and equipment health and safety checklist (see SCP4 Safety Inspections, Audits and Reporting Hazards) and report these to the Health and Safety Coordinator.
- f) Provide the Health and Safety Unit with information on request, in regard to adverse events that may occur within the School/Institute/Department.
- g) Attend meetings of the Division/Faculty Health and Safety Committee.
- h) Refer problems that cannot be resolved locally promptly to the Director, the Health and Safety Coordinator or the Health and Safety Unit.
- i) Act with the delegated authority of the Director on matters of urgency where there is an unacceptable risk of harm to any person.

### Notes

1. All the activities of the Health and Safety Officer are intended to provide the data for the KPIs contained in the Health and Safety Coordinator's report to Health and Safety Committee three times per year. This data is collated by the Health and Safety Coordinator, approved by the SMT member and then presented to Health and Safety Committee, SMT and Employment Committee of the Board of Governors.
2. For example training records, records of portable appliance testing and copies of display screen equipment checklists for staff in the School/Institute/Department.
3. For example storage management in laboratories, workshops and offices for compliance with the Control of Substances Hazardous to Health Regulations 2002 (as amended), Regulatory Reform (Fire Safety) Order 2005 and the Workplace (Health, Safety and Welfare) Regulations 1992.

A person specification has been developed for this role.

### 3. Duties of Fire Evacuation Coordinators

The duties of Fire Evacuation Coordinators are:

- (a) To ensure that procedures to evacuate the buildings are in place as part of Building Emergency Plans
- (b) To advise on the appointments of deputies to act in his/her absence

- (c) To ensure that all users of buildings are aware of the procedures to be followed in case of evacuation
- (d) To coordinate practice evacuations at least twice per year and to make a record of these practice evacuations
- (e) To assist with the selection of a Predetermined Assembly Point (where the Fire Wardens report to the Fire Evacuation Coordinator and where the Fire Evacuation Coordinator meets the Fire and Rescue Service in the event of a fire) and an Assembly Point (where evacuation staff/students/visitors congregate to await further instruction). Both of these shall be away from the building
- (f) To take control and authority in the event of an evacuation and liaise with the Emergency Services and/or others to make the final decision as to whether the building may be re-occupied
- (g) To ensure that sufficient Fire Wardens have been appointed throughout the building by advising Senior Managers of the areas where additional Fire Wardens are required. This is particularly relevant where staff work late in isolation
- (h) To, where possible, encourage academic volunteers for Fire Warden duties. Administration staff are often grouped together in Units; therefore there is a risk that buildings or parts of buildings may have insufficient cover

### **3.1 Role of the Fire Evacuation Coordinator in a non-fire condition (proactive)**

The role of the Fire Evacuation Coordinator, when there is no fire, is to:

- Liaise with the Health and Safety Unit
- Update the Health and Safety Unit about Fire Warden cover
- Ensure that Fire Wardens are carrying out periodic inspections to ensure that:
  - fire exit doors are free from obstruction and operate correctly
  - fire protection equipment is correctly located and maintained
  - fire escape routes are free from obstruction
- Liaise with Directors, Managers and SMT members on all fire safety issues
- Ensure building fire safety log box contents are maintained
- Ensure new members of staff are conversant with the Fire Safety Procedures and that all staff are trained in local emergency evacuation procedures at least once every twelve months
- Ensure that there are sufficient Fire Wardens within the designated building(s) and, where there are insufficient, notify the Senior Manager in the area concerned in order that staff can be identified and nominated to be Fire Wardens
- Ensure that there is a nominated Fire Evacuation Coordinator deputy
- Ensure that test fire evacuations are carried out at least twice per year and that the Health and Safety Unit are notified of such events

### **3.2 Role of the Fire Evacuation Coordinator during a fire condition**

The main function of the Fire Evacuation Coordinator is to coordinate the evacuation of people from a building during the operation of the fire alarm. Should any difficulties be encountered, the Fire Evacuation Coordinator should report findings to the Lead Fire Fighter upon the arrival of the fire appliance.

- On hearing the Fire Alarm, proceed immediately to the fire alarm control panel, if safe to do so

- Look at the fire alarm control panel to try to identify which part of the building the alarm was activated from
- Open the log box and gather the required equipment/information
- Await information from each Fire Warden as they evacuate the building
- Tick each area searched off the plans
- Inform the Lead Fire Fighter of areas searched
- If a Fire Warden locates the fire she/he will report this to the Fire Evacuation Coordinator immediately. It is **vital** that this information is passed to the Lead Fire Fighter upon his/her arrival
- The Fire Evacuation Coordinator should not put himself/herself at risk
- Provision should be made to assist disabled persons in accordance with the agreed procedures

#### 4. Fire Wardens

##### 4.1 Role of the Fire Warden in a non-fire condition (proactive)

The role of the Fire Warden, when there is no fire, is to:

- Liaise with the Fire Evacuation Coordinator and the Health and Safety Unit
- Carry out periodic inspections (one per month) of the allocated area to ensure that:
  - fire exit doors are free from obstruction and operate correctly
  - fire protection equipment is correctly located and maintained
  - escape routes remain free from obstruction
- Liaise with local managers on all fire safety issues
- Ensure new members of staff are conversant with the Fire Safety Procedures
- Be responsible for walking new members of staff around the Fire Warden's allocated area
- Identify hazards in the work place
- Record and report observations to the Fire Evacuation Coordinator and the Health and Safety Unit

##### 4.2 Role of the Fire Warden during a fire condition

The main function of the Fire Warden is to assist in the evacuation of people from a building during the operation of the fire alarm. Should any difficulties be encountered they should simply evacuate to the **Pre-determined Assembly Point** and report findings to the **Fire Evacuation Coordinator**.

- On hearing the Fire Alarm, commence search of allocated area, and complete within two minutes
- On completion of the search, evacuate the building and report to the Fire Evacuation Coordinator
- Fire Wardens should never tackle a fire unless it blocks an escape route and it is safe to do so
- If the Fire Warden locates the fire she/he should terminate the search and report to the Fire Evacuation Coordinator immediately
- The Fire Warden should not put himself/herself at risk
- Provision should be made to assist disabled persons in accordance with the agreed procedures

If in doubt whether you should raise the alarm, always **raise the alarm!**

The fire alarm should be operated on all occasions where a fire extinguisher or a fire blanket is required to deal with a fire.

## **5. First Aiders**

The following is an extract from the handbook provided to First Aiders at LJMU: "First aid is the initial assistance or treatment that is given to a casualty for any injury or sudden illness before the arrival of an ambulance, doctor or any other qualified person."

The purposes of First Aid are to:

- Preserve life
- Prevent the condition from worsening
- Promote recovery

In addition, First Aiders maintain first aid boxes and at LJMU they complete an online adverse event report form in the event of an injury/illness.

The Health and Safety Unit has been accredited by the Health and Safety Executive to deliver first aid training. Details of dates for first aid training are published by the Health and Safety Unit on its website.

## **6. Evacuation Chair Operators**

The main duty of an Evacuation Chair Operator is to assist wheel chair users/mobility impaired people out of the building in an emergency/non emergency situation (for example in the event of a lift failure).

In addition, the Evacuation Chair Operators will:

- Assist the Fire Evacuation Coordinator in preparing site specific procedures in the event of an emergency and be consulted, where appropriate, on the development of Personal Emergency Evacuation Plans
- Attend local Fire Safety Group meetings
- Be required to practice the safe operation of the evacuation chair at least once a month to maintain competence and confidence
- Attend Refresher training with the Health and Safety Unit when required
- Inspect chairs monthly and report any faults or defects to the Estate Management Help Desk

## **7. Laser Safety Officer**

The Laser Safety Officer will monitor the use and safe operation of lasers in the University in accordance with SCP21 Non-Ionising Radiation.

The Laser Safety Officer should also assist users to ensure that:

1. All lasers, except for low power Class 1 and 1M lasers, are registered.
2. All lasers are labelled in accordance with these Notes for Guidance.
3. Schemes of work are drawn up by the supervisors where necessary for the safe operation of lasers. These will generally be required when using Class 3B and Class 4 lasers and when the beam paths are not totally enclosed.
4. All personnel intending to work with Class 3R lasers or above are trained for work with lasers.
5. All laser workers receive copies of local rules and relevant schemes of work.
6. All laser workers receive training in the safe use of lasers.
7. Laser safety goggles are provided for all work with Class 3B and Class 4 lasers where the laser beam is not totally enclosed.

8. Undergraduates work with the minimum power laser practicable and that they operate under safe schemes of work.

The Laser Safety Officer, as appropriate, should also carry out routine surveys of laser installations to monitor their compliance with these Notes for Guidance at least annually. The Health and Safety Unit will, on behalf of the Laser Safety Officer:

- a) Maintain a record of registered lasers and users
- b) Assist the Laser Safety Officer and present reports at least annually to the University Health and Safety Committee

## **8. Microbiological Safety Adviser**

The Microbiological Safety Adviser's duties are as follows:

- Advise all staff concerned with the use of potentially harmful organisms on the current regulations and guidance
- Produce and submit an annual report of activities to the Health and Safety Committee
- Assist in the development and maintenance of a Code of Practice governing the use of pathogens in the University
- Monitor activities using potentially harmful organisms, including inspections of sites and laboratories
- Chair the Management of Microbiological Safety and Genetically Modified Material Sub-Committee
- Liaise with microbiologists at other UK Universities with regard to current practice in microbiological laboratories
- In liaison with the central Health and Safety Unit, discuss laboratory practice and seek advice from Health and Safety Executive
- Advise on the design of containment laboratories
- Liaise with the central Health and Safety Unit and the Health and Safety Executive in relation to the application for licences for microbiological work
- Compile annual returns in relation to microbiological and gene manipulation work
- Receive protocols and risk assessments prior to microbiological and genetic modification experiments and advise on their approval and the appropriateness of the laboratory facilities at the Management of Microbiological Safety and Genetically Modified Material Sub-Committee
- Liaise with the Occupational Health Unit in relation to professional training placements

## **9. Biological Safety Adviser**

The Biological Safety Adviser's duties are as follows:

- Responsible for the provision of specialist advice and assistance on all aspects of biological safety to staff and students to enable the University to comply with its statutory duties and to promote good laboratory practice

- In conjunction with the Faculty Health and Safety Coordinator and the Health and Safety Unit, provide advice on the design, refurbishment and construction of facilities for biological activities and research in accordance with Advisory Committee on Dangerous Pathogens (ACDP) Codes of Practice
- Participate in the Management of Microbiological Safety and Genetically Modified Material Sub-Committee and provide reports to and attend the University Health and Safety Committee
- Coordinate registration procedures, including the establishment and maintenance of a central record system relating to biological agents and biological materials used within each area of the University including agents pathogenic for plants or non-human animals and those personnel involved
- Liaise with the Health and Safety Unit and external agencies where there are enquiries about compliance with legislation (such as the Anti-Terrorism, Crime and Security Act, Health and Safety Law and Home Office Licensing) and implement a system to manage the acquisition of new strains or species to comply with the above legislation
- Advise on the appropriate training and supervision for the relevant staff in regard to genetically modified microorganisms (GMOs) and other biological materials, including animal asthmagens and respiratory sensitizers
- Advise and assist the Health and Safety Unit in the investigation of accidents and incidents involving biological agents and biological materials including GMOs. Provide emergency incident advice; advise on and monitor emergency arrangements where biological agents and biological materials are handled and ensure these are adequate
- Review and make recommendations on standard operating procedures and advise on University Safety Codes of Practice on request to ensure compliance with the statutory requirements and best practice guidance relating to biological agents and biological materials, promoting the development and introduction of common standards. Advise on day to day supervision for all work with GMOs and biological agents
- Advise on the management of the disposal of hazardous biological waste
- Support the audit and inspection process where biological agents, biological materials and GMOs are present
- Liaise, where necessary, with the University's Occupational Physician or Senior Occupational Health Nurse in respect of health surveillance required for compliance with the requirements of the Control of Substances Hazardous to Health Regulations
- Liaise with the Faculty Health and Safety Coordinator to develop site-wide protocols where any biological agent or biological material exists which may pose a health risk to Estate Management staff, contractors and maintenance staff, or emergency services staff in the course of their duties
- Liaise with the Analytical Services Manager to ensure relevant equipment servicing and testing certificates are kept appropriately
- Liaise with the Health and Safety Unit in respect of any changes to legislation and relevant Codes of Practice and Guidance

- Ensure staff are aware that they should undertake risk assessments prior to any work involving GM materials and other activities using biological agents and biological materials
- The Biological Safety Adviser has the authority to stop GM activities where the containment measures are considered insufficient to control the risks

#### **10. Radiation Protection Supervisors (RPS)**

The appointed RPSs have the following responsibilities:

- a) Co-ordinate the drafting of local rules for the control of radioactive substances
- b) Ensure that records, as required by the Regulations or by the School Director, are kept for his/her School
- c) Ensure, so far as is reasonably practicable, that places where radioactive substances are used are suitable for the purpose and in compliance with the Regulations
- d) Represent the School on the Radiation Protection Supervisors Group
- e) Conduct any monitoring considered necessary by the Radiation Protection Adviser, the School Director or the Health and Safety Unit and maintain appropriate records of this monitoring
- f) Provide the Health and Safety Unit with the information necessary to coordinate the University record system

## **APPENDIX 2**

### **DIVISIONAL AND FACULTY HEALTH AND SAFETY COMMITTEES TERMS OF REFERENCE AND MEMBERSHIP**

#### **1. DIVISIONAL HEALTH AND SAFETY COMMITTEE**

##### **1.1 Operational context**

The Divisional Health and Safety Committee supports the promotion of good Health and Safety practice within the Divisions and provides consultative fora for the monitoring of health and safety key performance indicators.

Individual Divisional Health and Safety Committees may be established in larger or more complex Divisions, providing there is consultation with the Health and Safety Unit and that the terms of reference for the Divisional Health and Safety Committee are adhered to.

##### **1.2 Terms of reference**

- To monitor the day to day implementation of the University's Health and Safety Policy and its supporting Health and Safety Codes of Practice, specifically by reference to the KPIs which form the Divisional Health and Safety Coordinators' reports to the Health and Safety Committee
- Prepare and administer a rolling improving programme designed to continually improve KPIs
- To consult with Union Safety Representatives on matters of Health and Safety affecting their membership and others whom they may represent
- To advise the respective Divisional Management Teams on issues requiring their attention Work with the Divisional Management Teams and the Health and Safety Unit on initiatives to ensure that all Divisional staff are aware of their health and safety responsibilities, as contained in MCP1 Organisation for the Implementation of the Health and Safety Policy
- To receive reports from enforcing authorities, via the Health and Safety Unit; reports of other active and reactive monitoring undertaken in, or on behalf of, the Division such as those relating to workplace inspections and adverse events
- Report, via the Chair (or the Divisional Health and Safety Coordinator), to the University Health and Safety Committee to make recommendations regarding changes, or additions to, the Health and Safety Policy or its supporting Health and Safety Codes of Practice
- Identify and capture risks in relation to Health and Safety matters and ensure they are appropriately documented and entered on the Divisional risk register
- To receive fire risk assessments when they are updated
- To discuss fire safety management, particularly reports on fire drills and activations
- Coordinate health and safety inspections

##### **1.3 Relationships**

The Chair of the Divisional Health and Safety Committee will be a member (or liaise with the appointed representative) of the University Health and Safety Committee.

##### **1.4 Membership**

- SMT member or a Divisional Health and Safety Coordinator (Chair)

- Health and Safety Coordinators
- Health and Safety Officers representing Departments
- Representative from the University Health and Safety Unit
- Union Safety Representatives
- Representative from Estate Management
- Any other person whom the SMT member may require to assist the Committee
- A Secretary

### **1.5 Reporting line**

The Divisional Health and Safety Committee reports to the Divisional Management Teams and the University Health and Safety Committee.

### **1.6 Frequency of meetings**

The Divisional Health and Safety Committee will meet at least three times a year, in advance of meetings of the University Health and Safety Committee.

## **2. FACULTY HEALTH AND SAFETY COMMITTEES**

### **2.1 Operational context**

Faculty Health and Safety Committees support the promotion of good Health and Safety practice within the Faculties and provide consultative fora for the monitoring of health and safety key performance indicators.

### **2.2 Terms of reference**

- To monitor the day to day implementation of the University's Health and Safety Policy and its supporting Health and Safety Codes of Practice, specifically by reference to the KPIs which form the Faculty Health and Safety Coordinator's report to the Health and Safety Committee
- Prepare and administer a rolling improving programme designed to continually improve KPIs
- To consider reports submitted by Trade Union appointed Safety Representatives
- To advise the Faculty Management Team (FMT) on issues requiring their attention
- Work with the FMT and the Health and Safety Unit on initiatives to ensure that all Faculty staff and students are aware of their health and safety responsibilities, as contained in MCP1 Organisation for the Implementation of the Health and Safety Policy and other relevant Codes of Practice and Guidance Notes
- To receive reports from enforcing authorities, via the Health and Safety Unit; reports of other active and reactive monitoring undertaken in, or on behalf of, the Faculty such as those relating to workplace inspections and adverse events
- Report, via the Chair (or the Faculty Health and Safety Coordinator), to the University Health and Safety Committee to make recommendations regarding changes, or additions to, the Health and Safety Policy or its supporting Health and Safety Codes of Practice
- Identify and capture risks in relation to Health and Safety matters and, where appropriate, pass on to the relevant Faculty management for documenting and entry onto the Faculty risk register

- To receive and respond to mandatory actions arising from Fire Risk Assessments when they are updated; to consider recommendations arising from FRAs and respond, as appropriate
- To discuss fire safety management, particularly reports on fire drills and activations
- Coordinate health and safety inspections

### **2.3 Relationships**

The Chair of the Faculty Health and Safety Committee will be a member (or liaise with the appointed representative) of the University Health and Safety Committee.

### **2.4 Membership**

- SMT member or Head of Operations (Chair)
- Faculty Health and Safety Coordinator (if he/she is not the Head of Operations)
- Health and Safety Officers representing Schools and technical/administrative staff
- Representative from the University Health and Safety Unit
- Union Safety Representatives (academic staff and technical/administrative staff)
- Representative from Estate Management
- Any other person whom the SMT member may require to assist the Committee
- A Secretary

### **2.5 Reporting line**

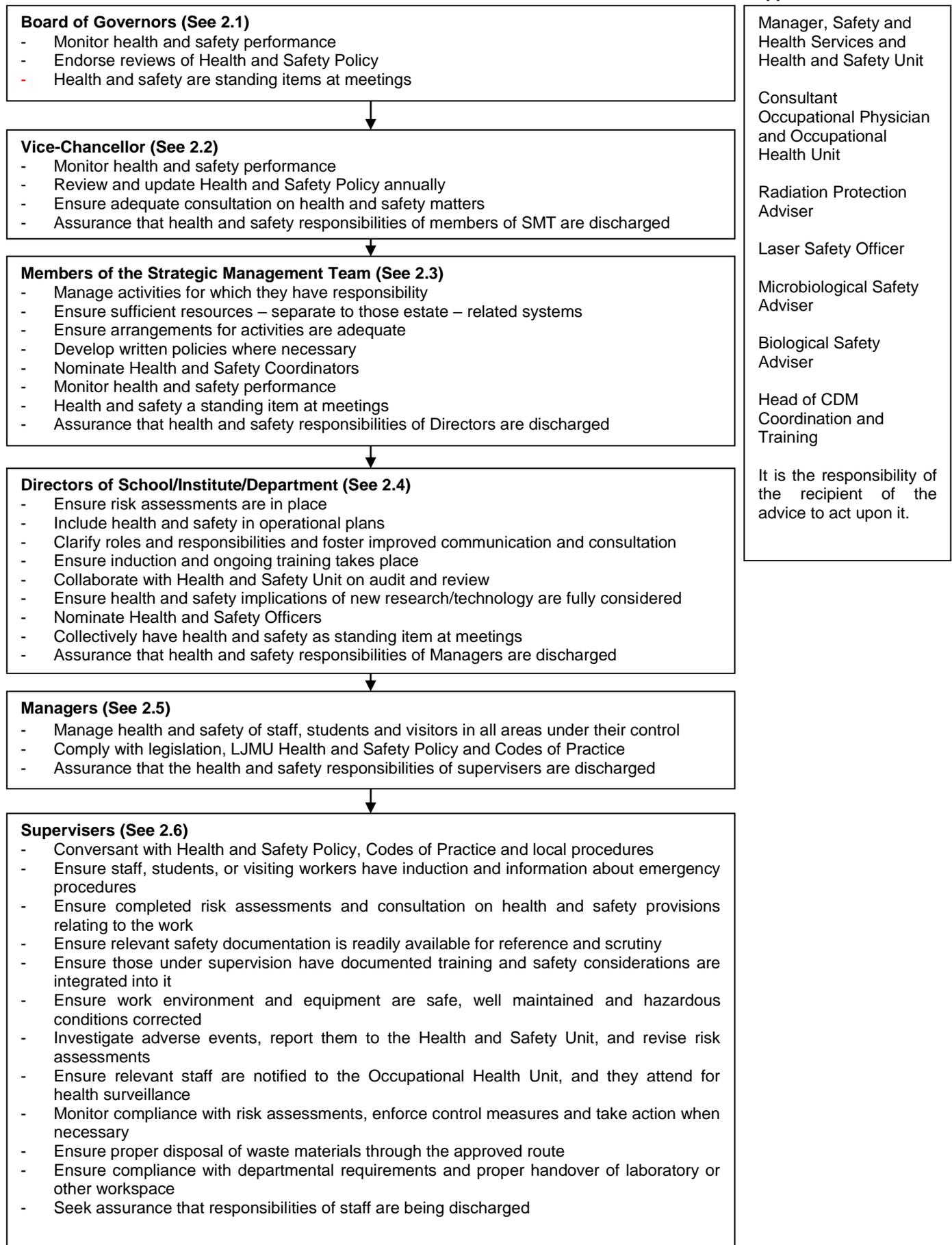
The Faculty Health and Safety Committee reports to the Faculty Management Team and the University Health and Safety Committee.

### **2.6 Frequency of meetings**

The Faculty Health and Safety Committee will meet at least three times a year, in advance of meetings of the University Health and Safety Committee.

**APPENDIX 3  
LJMU Health and Safety Responsibilities**

**Competent  
advice and  
support**



**Staff (including temporary and sessional staff and those with Emeritus status) (See 2.7)**

- Familiarise themselves with Health and Safety Policy and applicable Codes of Practice and procedures
- Inform supervisors/line managers of new risks in existing work, or new risks associated with new work
- Comply fully with safety requirements and control measures
- Take reasonable care in all activities and consult with supervisors or Health and Safety Officers if in doubt
- Familiarise themselves with the relevant emergency procedures
- Be aware of potentially unsafe conditions or equipment and report them to supervisors/line managers
- Report accidents, incidents, near misses and work-related ill-health promptly
- Register with Occupational Health Unit for health surveillance, where required, and attend appointments
- Attend any training that has been identified as necessary

They must not:

- Misuse equipment or interfere with safety devices or safety systems which are required for the safe operation of that equipment (e.g. disabling interlocks on centrifuges, or removing guards from machinery), or which are designed to alert operators to an unsafe condition (e.g. by covering fire or gas detector heads, or disabling airflow alarms on microbiological safety cabinets or fume cupboards)
- Disregard the safety provisions set out in risk assessments or local rules



**Safety Representatives and Representatives of Employee Safety (See 2.8)**

- Investigate potential hazards and dangerous occurrences and examine causes of accidents
- Investigate staff complaints as they relate to their health, safety or welfare at work
- Contact the Vice-Chancellor via Health and Safety Committee on general health, safety and welfare matters
- Represent staff in consultations with HSE, Environment Agency and other statutory enforcing authorities
- Receive information from Inspectors of the above
- Attend Health and Safety Committee meetings



**Students (Undergraduate, Masters and Post-Graduate) (See 2.9)**

- Cooperate with all measures provided for health and safety, in line with those described for staff



**Contractors (See 2.10)**

- The Estate Management Department has responsibility for ensuring health and safety arrangements are in place for contractors working on the fabric of LJMU property



**Estate Management Department (See 2.11)**

- Ensure temperature is appropriate
- Provide sufficient space, ventilation and lighting
- Provide suitable sanitation and washing facilities
- Provide drinking water
- Maintain equipment
- Keep premises clean and free of waste
- Ensure all building services installations are adequately maintained
- Ensure a robust Asbestos Management System is implemented
- Ensure all buildings comply with current Building Regulations and access/egress assets and systems are provided and maintained
- Ensure all water supplies comply with current legislation with regard to legionellosis
- Ensure Energy Performance Certificates (EPC) are issued for all buildings
- Ensure all portable appliances comply with the University's policy and are tested
- Develop and implement effective operational safety policies
- Ensure management of assets and systems complies with health and safety requirements
- Ensure all proposed asset changes operating practices or modifications to maintenance regimes are validated and comply with current codes of practice and legislation
- Ensure all health and safety requirements are met for all contracts and projects
- Ensure safe access and egress policies and procedures are enforced
- Assure that all appointed contractors/suppliers working on the University estate have the appropriate management systems for effective control of health and safety