

Health and Safety Code of Practice

MCP2 Arrangements for the Implementation of the Health and Safety Policy

Responsibility for Policy: Finance Director, Deputy Chief Executive

and University Secretary

Relevant to: University staff, students, users of and

visitors to the University

Approved by: Health and Safety Committee

Responsibility for document review: Manager, Safety and Health Services

Date introduced: January 1999

Date(s) modified: September 2000, September 2008,

October 2012, September 2013, March 2014, January 2015, May 2015, March

2017

Next review date: September 2020

RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP5 Incident Management
- SCP4 Safety Inspections, Audits and Reporting Hazards
- SCP7 Reporting and Investigation of Adverse Events
- SCP18 Risk Assessment

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

INDEX

- 1. Objective
- 2. University Health and Safety Strategy
- 3. Annual Health and Safety Action Plans
- 4. Annual Health and Safety Reports and information to the Strategic Management Team (SMT) and Board of Governors
- 5. Risk management
- 6. Health and Safety Codes of Practice
- 7. Health and Safety Guidance Notes
- 8. Consultation
- 9. Acquisitions and purchases
- 10. Active and reactive monitoring
- 11. Developing local policies where the University policy does not address all activities of the School/Institute or Department

1. OBJECTIVE

This Code of Practice has been developed to provide information on strategic and operational arrangements for the management and control of health, safety and associated environment matters relating to the activities of the University. This should be read in conjunction with the University's Health and Safety Policy Statement, signed by the Vice-Chancellor, which may be found on the University website:

https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=139&l=1

2. UNIVERSITY HEALTH AND SAFETY STRATEGY

The University's Health and Safety Strategy outlines the long term focus and aims of the University in regard to health and safety, and sets out its commitment to achieving them. This may be found on the University website:

https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=147&l=1

3. ANNUAL HEALTH AND SAFETY ACTION PLANS

The Annual Health and Safety Action Plans outline how the focus and aims of the University's Health and Safety Strategy are going to be delivered.

4. ANNUAL HEALTH AND SAFETY REPORTS AND INFORMATION TO THE STRATEGIC MANAGEMENT TEAM (SMT) AND BOARD OF GOVERNORS

Annual Health and Safety Reports are prepared and presented to SMT and to the Employment Committee of the Board of Governors.

Minutes of meetings of the University Health and Safety Committee are distributed to SMT and the Employment Committee of the Board of Governors. In this way information about success and feedback is passed from the local level to the institutional level and on to the governing body. Minutes of meetings of the University Health and Safety Committee may be found on the Health and Safety Unit's website http://www2.limu.ac.uk/HSU/index.htm

5. RISK MANAGEMENT

The components of the University's risk management framework support a sound system of internal control, contribute to effective corporate governance and assist in satisfying risk reporting requirements. The University's Risk and Business Continuity Management Policy and Risk Management strategy are available on the Risk Management framework website. The University's arrangements for incident management form part of its framework for Business Continuity Management. Further details may be found in MCP5 Incident Management: https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=21&l=1

In the University, where teaching and research are assumed to be dynamic processes, risk assessment will display these features too. Risk assessment will be a developing and fixed element of management activities throughout the institution. Details are contained in SCP18 Risk Assessment:

https://policies.limu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=24&I=1

Performance standard setting will be driven by the risk management process.

6. HEALTH AND SAFETY CODES OF PRACTICE

Health and Safety Codes of Practice, each of which have been formally approved by the University Health and Safety Committee, or more recently, the Strategic Management Team, are located on the Health and Safety Unit's website.

The standards laid down in the Codes of Practice are to be regarded as minimum standards. Procedures or equipment which fails to meet those outlined will be taken out of use or the activity suspended until compliance is achieved.

The Health and Safety Codes of Practice are divided into Safety, Management, Welfare and relevant Environment and Sustainability Codes of Practice. They set out the arrangements for the operation of the University's Health and Safety Policy and are routinely reviewed. They are all contained on the Health and Safety Unit's website, providing minimum standards in respect of the following:

1. Fire Precautions 2. Evacuation Procedures 3. Safe Use of Plant and Equipment 4. Safety Inspections, Audits and Reporting Hazards 5. Electrical Safety 6. Control of Substances Hazardous to Health (COSHH) 7. Reporting and Investigation of Adverse Events 10. Contractors 11. Out of Hours Working 12. Visitors and Use of University Premises 13. Supervision 14. Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises 16. Ionising Radiation 17. Manual Handling 18. Permits for Contractors 20. Display Screen Equipment 21. Non-ionising Radiation 22. Unattended Experiments 23. Placement of Students for Work Experience Work Experience Work Experience 24. Travelling and Working 25. Lone Working 26. Working at Home 27. Driving at Work 28. Pressure Systems 29. Asbestos (Policy and Management) (CDM) Regulations 34. Violence 35. Work Related Stress 36. Children on University Premises 37. Assisted Evacuation 38. Working at Height 40. Managing Meningococcal Disease among the Student Population 40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting 44. Approved Scaffolding 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of the Health and Safety Policy 48. Information, Instruction and Training 49. Prouse 20. Alcohol 30. No Smoking 40. Provision of Communicable 50. Practice (ECP) 40. Recycling and Waste Resource 41. Recycling and Maste Resource 42. Alcohol 97. Accidence (ECP) 43. Recycling and Maste Resource 44. Recycling and Waste	Safety Codes of Practice (SCP)		
4. Safety Inspections, Audits and Reporting Hazards 7. Reporting and Investigation of Adverse Events 10. Contractors 11. Out of Hours Working 12. Visitors and Use of University Premises 13. Supervision 14. Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises 16. Ionising Radiation 17. Manual Handling 18. Risk Assessment 19. Permits for Contractors 20. Display Screen Equipment 21. Non-ionising Radiation 22. Unattended Experiments 23. Placement of Students for Working at Home 24. Theruse Indoor Plann 25. Lone Working 26. Working at Home 27. Diving at Work 28. Pressure Systems 29. Asbestos (Policy and Management) (CDM) Regulations 31. Construction (Design and Management) (CDM) Regulations 34. Violence 35. Work Related Stress among the Student Population 40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. SCP46 Remotely Piloted Aircraft Systems 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 48. SCP46 Remotely Piloted Aircraft Systems 49. Approved Scaffolding Contractors 40. SCP46 Remotely Piloted Aircraft Systems 40. SCP46 Remotely Piloted Aircraft Systems 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. Provision, Storage and Safet Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 48. Provision, Instruction and Training 49. Information, Instruction and Training 40. Information, Instruction and Training 41. Incident Management 42. Arrangements for the Implementation of the Health and Safety Policy 43. Incident Management 44. Information, Instruction and Training 45. Provision, Storage and Safety Committee Implementation of the Health and Safety Committee Imp	1. Fire Precautions	2. Evacuation Procedures	
Adverse Events 10. Contractors 11. Out of Hours Working 12. Visitors and Use of University Premises 13. Supervision 14. Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises 15. Management of Microbiological Safety and Genetically Modified Material 16. Ionising Radiation 17. Manual Handling 18. Risk Assessment 19. Permits for Contractors 20. Display Screen Equipment 21. Unattended Experiments 22. Unattended Experiments 23. Placement of Students for Work Experience 24. Travelling and Working 25. Lone Working 26. Working at Home 27. Driving at Work 28. Pressure Systems 29. Asbestos (Policy and Management Plan) 31. Construction (Design and Management) (CDM) Regulations 32. Workplace Health, Safety and Welfare 33. Work Related Stress 34. Violence 35. Work Related Stress 36. Children on University Premises 37. Assisted Evacuation 38. Working at Height 39. Vibration at Work 40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 48. Information, Instruction and Training 49. Information, Instruction and Training 40. Information, Instruction and Training 41. Contagious or Communicable Diseases 42. Alcohol 53. Pandemic Influenza 54. Provision, Storage and Safety Committee Implementation of the Health and Safety Policy 44. Information, Instruction and Training 55. Incident Management 46. Contagious or Communicable 56. Pandemic Influenza 57. Associated 58. Pandemic Influenza 59. No Smoking 59. No Smoking 50. No Smoking 50. No Smoking 50. Pandemic Influenza 50. Pandemic Influenza 50. No Smoking 50. No Smoking		·	Control of Substances Hazardous to Health (COSHH)
13. Supervision 14. Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises 15. Management of Microbiological Safety and Genetically Modified Material 16. Ionising Radiation 17. Manual Handling 18. Risk Assessment 19. Permits for Contractors 20. Display Screen Equipment 21. Non-ionising Radiation 22. Unattended Experiments 23. Placement of Students for Work Experience 24. Travelling and Working 25. Lone Working 26. Working at Home 27. Driving at Work 28. Pressure Systems 29. Asbestos (Policy and Management) (CDM) Regulations 31. Construction (Design and Management) (CDM) Regulations 34. Violence 35. Work Related Stress 36. Children on University Premises 37. Assisted Evacuation 40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Eegionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 47. Thermal Comfort and Ventilation of the Health and Safety Policy 4. Information, Instruction and Training 4. Information, Instruction and Training 4. Information, Instruction and Training 5. Incident Management Welfare Codes of Practice (WCP) 4. Drugs 4. Contagious or Communicable Diseases Environment and Sustainability Codes of Practice (ECP)		8. Noise at Work	Equipment
and Adventurous Activities off University Premises 16. Ionising Radiation 17. Manual Handling 18. Risk Assessment 19. Permits for Contractors 20. Display Screen Equipment 21. Non-ionising Radiation 22. Unattended Experiments 23. Placement of Students for Work Experience Work Experience Work Experience 25. Lone Working 26. Working at Home 27. Driving at Work 28. Pressure Systems 29. Asbestos (Policy and Management Plan) 31. Construction (Design and Management Plan) 32. Workplace Health, Safety and Welfare 33. Work Related Stress 34. Violence 35. Work Related Stress 36. Children on University Premises 37. Assisted Evacuation 38. Working at Height 40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. SCP46 Remotely Piloted Aircraft Systems 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Systems 48. SCP46 Remotely Piloted Aircraft Systems 49. Approved Scaffolding Contractors 40. Travelling and Working Coverseas 41. Control of Water Quality, Legionellosis and Associated Risks 42. Dangerous Substances and Explosive Atmospheres 43. Lifting Operations and Lifting Contractors 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Systems 48. Prevision of the Implementation of the Health and Safety Policy 49. Incident Management 40. Management Codes of Practice (WCP) 41. Drugs 42. Alcohol 43. No Smoking 44. Provision of Practice (WCP) 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Systems 48. Prevision of the Health and Safety Committee Implementation of the Health and Safety Policy 49. Approved Scaffolding Systems 40. Management Plan Systems 41. Information, Instruction and Training Systems 42. Alcohol 43. No Smoking 44. Provision Systems 45. Provision,			Premises
19. Permits for Contractors 20. Display Screen Equipment 21. Non-ionising Radiation 22. Unattended Experiments 23. Placement of Students for Work Experience 25. Lone Working 26. Working at Home 27. Driving at Work 28. Pressure Systems 29. Asbestos (Policy and Management Plan) 31. Construction (Design and Management Plan) 32. Workplace Health, Safety and Welfare 34. Violence 35. Work Related Stress 37. Assisted Evacuation 38. Working at Height 40. Managing Meningococcal Disease among the Student Population 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 48. Information, Instruction and Training the Health and Safety Policy 49. Information, Instruction and Training the Indicators of Practice (WCP) 40. Information, Instruction and Training the Health and Safety Policy 41. Information, Instruction and Training the Indicators of Practice (WCP) 42. Alcohol 43. Information, Instruction and Training the Indicators of the Health and Safety Policy 44. Information, Instruction and Training the Indicators of the Health and Safety Policy 45. Provision, Storage and Safety Policy 46. Information, Instruction and Training the Implementation of the Health and Safety Policy 47. Incident Management the Implementation of the Health and Safety Policy 48. Information, Instruction and Training the Incident Management the Implementation of the Health and Safety Policy 49. Alcohol 40. Dangerous Substances and Explosion, Storage and Safety Policy 40. Information, Instruction and Training the Implementation of the Health and Safety Policy 41. Information, Instruction and Training the Implementation of the Health and Safety Policy 42. Alcohol 43. No Smoking 44. Provision, Storage and Safety Committee Implementation of the Health and Safety Policy 45. Provision, Storage and Safety Committee Implementation of the Health and Safety Committee Implementation of the Health and Safety Committee Implementation of th	13. Supervision	and Adventurous Activities off	Microbiological Safety and
19. Permits for Contractors 20. Display Screen Equipment 21. Non-ionising Radiation 22. Unattended Experiments 23. Placement of Students for Work Experience 25. Lone Working 26. Working at Home 27. Driving at Work 28. Pressure Systems 29. Asbestos (Policy and Management Plan) 31. Construction (Design and Management Plan) 32. Workplace Health, Safety and Welfare 34. Violence 35. Work Related Stress 37. Assisted Evacuation 38. Working at Height 40. Managing Meningococcal Disease among the Student Population 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 48. Information, Instruction and Training the Health and Safety Policy 49. Information, Instruction and Training the Indicators of Practice (WCP) 40. Information, Instruction and Training the Health and Safety Policy 41. Information, Instruction and Training the Indicators of Practice (WCP) 42. Alcohol 43. Information, Instruction and Training the Indicators of the Health and Safety Policy 44. Information, Instruction and Training the Indicators of the Health and Safety Policy 45. Provision, Storage and Safety Policy 46. Information, Instruction and Training the Implementation of the Health and Safety Policy 47. Incident Management the Implementation of the Health and Safety Policy 48. Information, Instruction and Training the Incident Management the Implementation of the Health and Safety Policy 49. Alcohol 40. Dangerous Substances and Explosion, Storage and Safety Policy 40. Information, Instruction and Training the Implementation of the Health and Safety Policy 41. Information, Instruction and Training the Implementation of the Health and Safety Policy 42. Alcohol 43. No Smoking 44. Provision, Storage and Safety Committee Implementation of the Health and Safety Policy 45. Provision, Storage and Safety Committee Implementation of the Health and Safety Committee Implementation of the Health and Safety Committee Implementation of th	16. Ionising Radiation	17. Manual Handling	18. Risk Assessment
22. Unattended Experiments 23. Placement of Students for Work Experience Work Experience Work Experience 25. Lone Working 26. Working at Home 27. Driving at Work 28. Pressure Systems 29. Asbestos (Policy and Management Plan) 31. Construction (Design and Management Plan) 32. Workplace Health, Safety and Welfare 33. New and Expectant Mothers Welfare 34. Violence 35. Work Related Stress 36. Children on University Premises 37. Assisted Evacuation 38. Working at Height 40. Managing Meningococcal Disease among the Student Population Equipment 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 47. Travelling and Working Overseas 48. Evacuation 49. Working at Height 41. Control of Water Quality, Legionellosis and Associated Risks 48. Approved Scaffolding Contractors 49. Travelling and Working Overseas 40. First Aid 41. Control of Water Quality, Legionellosis and Associated Risks 41. Control of Water Quality, Legionellosis and Associated Risks 42. Dangerous Substances and Explosive Atmospheres 43. Frovision, Storage and Safe Use of Transportable Gases 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Ventilation of Internal Spaces 47. Thermal Comfort and Ventilation of the Health and Safety Policy 48. Information, Instruction and Training Train		20. Display Screen Equipment	21. Non-ionising Radiation
25. Lone Working 28. Pressure Systems 29. Asbestos (Policy and Management Plan) 31. Construction (Design and Management) (CDM) Regulations 34. Violence 35. Work Related Stress 37. Assisted Evacuation 38. Working at Height 40. Managing Meningococcal Disease among the Student Population 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. SCP46 Remotely Piloted Aircraft Systems 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 48. Information, Instruction and Training 49. Information, Instruction and Training 40. Information, Instruction and Training 41. Drugs 42. Alcohol 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 48. Information, Instruction and Training 49. Alcohol 40. Management Codes of Practice (WCP) 40. Information, Instruction and Training 41. Contagious or Communicable Diseases 42. Alcohol 43. Health and Safety Committee 44. Alcohol 55. Pandemic Influenza 65. Pandemic Influenza 67. Driving at Work 67. Driving at Work 67. Children on University Premises 67. Children on University 68. Children on University 68. Children on University 69. Childre		23. Placement of Students for	24. Travelling and Working
Management Plan 32. Workplace Health, Safety and Management (CDM) Regulations 32. Workplace Health, Safety and Welfare 33. New and Expectant Mothers Welfare 34. Violence 35. Work Related Stress 36. Children on University Premises 37. Assisted Evacuation 38. Working at Height 39. Vibration at Work 40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 47. Thermal Comfort and Ventilation of Internal Spaces 48. Information, for the Implementation of the Health and Safety Policy 49. Information, Instruction and Training 5. Incident Management 50. Pandemic Influenza 50. Pandemic Influ	25. Lone Working		27. Driving at Work
Management) (CDM) Regulations 34. Violence 35. Work Related Stress 36. Children on University Premises 37. Assisted Evacuation 38. Working at Height 40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces Management Codes of Practice (MCP) 1. Organisation for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training 4. Information, Instruction and Training 5. Incident Management Welfare Codes of Practice (WCP) 2. Alcohol 3. No Smoking 4. Contagious or Communicable Diseases Environment and Sustainability Codes of Practice (ECP)	28. Pressure Systems	Management Plan)	30. First Aid
37. Assisted Evacuation 38. Working at Height 39. Vibration at Work 40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces Management Codes of Practice (MCP) 1. Organisation for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training 4. Information, Instruction and Training 4. Contagious or Communicable Diseases Environment and Sustainability Codes of Practice (ECP) 2. Alcohol 5. Pandemic Influenza Diseases Premises 39. Vibration at Work 42. Dangerous Substances and Explosive Atmospheres Environment and Sustainability Codes of Pateria. 42. Dangerous Substances and Explosive Atmospheres Environment and Sustainability Codes of Practice (ECP)		Welfare	33. New and Expectant Mothers
40. Managing Meningococcal Disease among the Student Population 41. Control of Water Quality, Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces 48. Arrangement Codes of Practice (MCP) 1. Organisation for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training 42. Arrangements for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training 5. Incident Management 42. Dangerous Substances and Explosive Atmospheres 43. Provision, Storage and Safe Use of Transportable Gases 45. Provision, Storage and Safe Use of Transportable Gases 46. Provision, Storage and Safe Use of Transportable Gases 47. Thermal Comfort and Spaces 48. Approved Scaffolding Contractors 49. Arrangements for the Implementation of the Health and Safety Policy 40. Information, Instruction and Training 41. Contagious or Communicable Diseases 42. Dangerous Substances and Explosive Atmospheres 43. Lifting Operations, Storage and Safe Use of Transportable Safety 45. Provision, Storage and Safe Use of Transportable Gases 46. Provision, Storage and Safe Use of Transportable Safety 47. Information, Instruction and Training 48. Approved Scaffolding Contractors 49. Approved Scaffolding Contractors 49. Approved Scaffolding Contractors 40. Approved Scaffolding Contractors 40. Approved Scaffolding Contractors 41. Contractors 42. Arrangements for the Implementation of the Health and Safety Policy 42. Dangerous Substances and Explosive Atmospheres 45. Provision, Storage and Safe Use of Transportable Safety 45. Provision, Storage And Safety Policy 46. Provision, Storage And Safety Policy 47. Information, Instruction and Training 48. Contaging Menicous And Safety Policy 49. Arrangement Contractory 40. Information, Instruction and Trainin	34. Violence	35. Work Related Stress	Premises
among the Student Population Legionellosis and Associated Risks 43. Lifting Operations and Lifting Equipment 44. Approved Scaffolding Contractors 45. Provision, Storage and Safe Use of Transportable Gases 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces Management Codes of Practice (MCP) 1. Organisation for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training 4. Contagious or Communicable Diseases Environment and Sustainability Codes of Practice (ECP)			
Equipment 46. SCP46 Remotely Piloted Aircraft Systems 47. Thermal Comfort and Ventilation of Internal Spaces Management Codes of Practice (MCP) 1. Organisation for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training Welfare Codes of Practice (WCP) 2. Arrangements for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training 5. Incident Management Welfare Codes of Practice (WCP) 2. Alcohol 3. No Smoking 4. Contagious or Communicable Diseases Environment and Sustainability Codes of Practice (ECP)		Legionellosis and Associated	
Systems Ventilation of Internal Spaces	Equipment	Contractors	
1. Organisation for the Implementation of the Health and Safety Policy 2. Arrangements for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training 5. Incident Management Welfare Codes of Practice (WCP) 1. Drugs 2. Alcohol 3. No Smoking 4. Contagious or Communicable Diseases Environment and Sustainability Codes of Practice (ECP)	Systems		
1. Organisation for the Implementation of the Health and Safety Policy 2. Arrangements for the Implementation of the Health and Safety Policy 4. Information, Instruction and Training 5. Incident Management Welfare Codes of Practice (WCP) 1. Drugs 2. Alcohol 3. Health and Safety Committee Implementation of the Health and Safety Policy 4. Information, Instruction and Training 5. Incident Management Contagious or Communicable Diseases Environment and Sustainability Codes of Practice (ECP)			
Welfare Codes of Practice (WCP) 1. Drugs 2. Alcohol 3. No Smoking 4. Contagious or Communicable Diseases Environment and Sustainability Codes of Practice (ECP)		Implementation of the Health and Safety Policy	Health and Safety Committee
1. Drugs 2. Alcohol 3. No Smoking 4. Contagious or Communicable 5. Pandemic Influenza Diseases Environment and Sustainability Codes of Practice (ECP)		5. Incident Management	
4. Contagious or Communicable 5. Pandemic Influenza Diseases Environment and Sustainability Codes of Practice (ECP)	Welfare Codes of Practice (WCP)		
4. Contagious or Communicable 5. Pandemic Influenza Diseases Environment and Sustainability Codes of Practice (ECP)	1. Drugs	2. Alcohol	3. No Smoking
	Contagious or Communicable	5. Pandemic Influenza	<u> </u>
	Environment and Sustainability Cod	les of Practice (ECP)	
Management	Recycling and Waste Resource	5. Hazardous and Offensive V	Vaste

7. HEALTH AND SAFETY GUIDANCE NOTES

Health and Safety Guidance Notes provide guidance on a wide range of health and safety topics, most of which are cross-referred to Codes of Practice. Where applicable, the Guidance Notes are contained on the Health and Safety Unit's website alongside the appropriate Code of Practice.

8. CONSULTATION

The University has a positive relationship with the Liverpool Students' Union and Safety Representatives, and actively consults with these persons. The principal forum for consultation on matters of health and safety is the University's Health and Safety Committee, details of which may be found on the Health and Safety Unit website: http://www2.limu.ac.uk/HSU/65143.htm

9. ACQUISITIONS AND PURCHASES

All purchases or acquisitions of equipment for use at work made by the University, subject to legal requirements on designed safety in force at the time of their being purchased or put into use (e.g. gifts from other organisations), must comply with standards on safety at the time of acquisition by the University.

10. ACTIVE AND REACTIVE MONITORING

Arrangements for active and reactive monitoring and reviewing the effectiveness of the Health and Safety Policy at the various levels of University management are contained in SCP4 Safety Inspections, Audits and Reporting Hazards and SCP7 Reporting and Investigation of Adverse Events. The University's health and safety arrangements are subject to audit by the Health and Safety Unit, the University insurers and internal auditors. Reports from the internal auditors are presented to the Audit Committee of the Board of Governors.

Health and Safety is a standing agenda item at each weekly meeting of SMT, meetings of the Strategic Delivery Forum (SDF) and meetings of the Board of Governors.

Health and Safety performance indicator data is provided to SMT on a monthly basis.

11. DEVELOPING LOCAL POLICIES WHERE THE UNIVERSITY POLICY DOES NOT ADDRESS ALL ACTIVITIES OF THE SCHOOL/INSTITUTE OR DEPARTMENT

The University's Health and Safety Policy Statement, Codes of Practice and Guidance may not be able to address all the activities of Schools/Institutes or Departments. Each School/Institute or Department which carries out activities outside the scope of the Health and Safety Policy Statement, Codes of Practice and Guidance must develop, publish, keep under review, and issue to all staff such local health and safety guidance and local rules.

The document should be entitled "LOCAL Health and Safety Policy of" The document should be the result of consultation with the Health and Safety Unit and staff representatives, with copies to be lodged with the Health and Safety and Unit, and the appointed Health and Safety Coordinator for that Faculty/Division.

The Local Health and Safety Policy Statement should contain at least:

- (a) A local Statement of Intent
- (b) The structure (organisation) for health and safety (named persons/post holders with their specific responsibilities for health and safety)

- (c) The arrangements for the development, operation, monitoring and improvement of the local health and safety policy. This could include:
 - The standards adopted for particular hazards (e.g. workshops, laboratories)
 - Internal procedures for testing and maintenance (e.g. electrical equipment/ pressure vessels)
 - Induction procedures for staff/students
 - Arrangements for staff/students with particular needs relating to health and safety
 - Hazard reporting procedures