

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.**

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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.ljmu.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.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=24&l=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:

Safety Codes of Practice (SCP)		
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	8. Noise at Work	9. Personal Protective Equipment
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. Non-ionising Radiation
22. Unattended Experiments	23. Placement of Students for Work Experience	24. Travelling and Working Overseas
25. Lone Working	26. Working at Home	27. Driving at Work
28. Pressure Systems	29. Asbestos (Policy and Management Plan)	30. First Aid
31. Construction (Design and Management) (CDM) Regulations	32. Workplace Health, Safety and Welfare	33. New and Expectant Mothers
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	42. Dangerous Substances and Explosive Atmospheres
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	2. Arrangements for the Implementation of the Health and Safety Policy	3. Health and Safety Committee
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	5. Pandemic Influenza	
Environment and Sustainability Codes of Practice (ECP)		
4. Recycling and Waste Resource Management	5. Hazardous and Offensive Waste	

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.ljmu.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 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