



**Produced by the University Health & Safety Unit
January 2019**

Human Resources Policy Statement HRPS2

Health & Safety Policy

1. POLICY STATEMENT OF INTENT

Middlesex University provides a modern and dynamic learning and working environment for students and staff. Like most Universities we have a diverse risk profile and operate across a range of different locations.

Middlesex University is committed to reducing risk and providing a safe, healthy and inclusive environment for employees, students and other users of the University. Middlesex University is committed to a process of continuous improvement in risk control and the management of health, safety and wellbeing in all areas of work and study

Middlesex University fully accepts the responsibility placed on it by law for the health, safety and welfare of its employees, students and other users. This includes compliance with the Equality Act 2010 and in addition to its legal duties the University actively promotes and supports wellbeing for staff and students.

In its overseas operations the University will comply with local health and safety regulations and endeavour to maintain best practice whenever practicable, taking into account local culture and national standards.

Middlesex University will ensure adequate financial provision is made for managing the risks associated with its undertaking and implementing this Health & Safety Policy.

Middlesex University aims to ensure that all staff are competent to carry out their work safely and without danger to others, by assessing capabilities and providing additional training as appropriate.

Middlesex University will ensure that there are effective channels of communication and consultation for health, safety and welfare for its employees and their representatives at all levels.

Middlesex University will bring to the attention of its employees the Health & Safety Policy, the arrangements for implementing the Policy and ensuring all employees know what is expected of them. For new employees this will begin with the H&S induction process.

All students taking part in University controlled activities must take care of their own health and safety and the health and safety of others. They must comply with University policies, safe systems of working and safety procedures and immediately report hazardous conditions to their teaching supervisors or staff. All students will receive appropriate safety instruction as an integrated part of their studies.

Visitors (including contractors and visiting public) are required to comply with University policy, codes and procedures, and report any problems to University staff whilst on University premises. No person shall intentionally or recklessly interfere with, or misuse anything provided for the purpose of health, safety or welfare.

Middlesex University will measure health and safety performance regularly by means of an auditing programme to ensure that policy and practices are effective in ensuring continual improvement. It will do this using the Health and Safety Management Performance Standards (HASMAP) which have been developed by the Universities Safety & Health Association. This policy will be monitored and reviewed for a period not exceeding five years.

The Vice-Chancellor is responsible for ensuring implementation of this Health & Safety Policy.

Local health and safety policies may be set up by Faculties, Services, or overseas campuses and regional offices in order to clarify local arrangements with regards to regulatory requirements, structures, responsibilities and arrangements. However, these will always be in-line and supportive of this policy.

2. HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES

Appendix 1 provides a generic outline of the management responsibilities for health & safety.

2.1 Board of Governors

The Board of Governors carries and accepts ultimate responsibility for the discharge of the University's legal duties.

2.2 Delegation

Implementation of the University's Health & Safety Policy is a line management responsibility. A manager may issue instructions/guidance and delegate this to staff under their control. However, the duty to ensure compliance remains with the line manager at all times. The persons to whom the functions are passed has a duty to carry these out within the authority delegated to them.

The Head of Health and Safety has delegated authority from the Vice Chancellor to suspend work or activities considered an imminent or serious danger. The suspension of any work or activities likely to cause a significant interruption to the normal business of the University will be discussed as soon as possible with the Vice Chancellor and/or Chair of the University Health and Safety Committee.

2.3 Vice-Chancellor

The Vice-Chancellor is responsible for:

The management of health and safety and the implementation of the University's Health & Safety Policy;

Reporting to the Governing Board issues relating to the management of the health, safety and welfare.

Acting as The 'Responsible Person' as required under the Fire Safety Order 2005.

The Vice-Chancellor delegates management responsibility for health and safety to members of the Executive.

2.4 The Executive Team and Deans

Responsible for assisting the Vice-Chancellor in:

The implementation of the University's Health & Safety Policy;

The management of health and safety within areas under their control, and the health and safety of staff, students and visitors;

Defining the organisational responsibilities for the management of health and safety within the relevant Faculty/Service. Providing and implementing health & safety arrangements for carrying out the Health & Safety Policy appropriate to the needs of the Faculty/Service;

Bringing to the attention of the Vice-Chancellor any part of the Health and Safety Policy where it is thought that revision is necessary or additional resources are required.

2.5 Deputy Deans

Responsible for assisting the Executive Deans in:

Adopting and implementing the University's Health & Safety Policy within their area of responsibility;

Defining the organisational responsibilities for the management of health and safety within the school/department. Providing and implementing health & safety arrangements for carrying out the Health & Safety Policy appropriate to the needs of the school/department;

Defining, with the support of the University H&S Unit the risk profile for the Faculty.

Providing a H&S Development Plan for areas determined by the Head of Health and Safety as being 'higher risk'.

Developing effective channels of communication to their staff.

Ensuring risk assessments for activities on and off campus (including for travel and placements) are proportionate to the risk, suitable and sufficient and properly implemented

Ensuring staff are properly trained and competent to undertake their work, and responsibilities effectively;

Ensuring staff are briefed in how to 'Assist with Evacuation'

Bringing to the attention of the Executive Dean any part of the Health and Safety Policy where it is thought that revision is necessary or additional resources are required.

2.6 Directors of Services

Responsible for assisting their Executive Line Manager by:

Adopting and implementing the University's Health & Safety Policy within their area of responsibility;

Defining the organisational responsibilities for the management of health and safety within the service;

Providing and implementing health & safety arrangements for carrying out the Health & Safety Policy appropriate to the needs of the service;

Defining, with the support of the University H&S Unit the risk profile for the Service.

Providing a H&S Development Plan for areas determined by the Head of Health and Safety as being 'higher risk'.

Developing effective channels of communication to their staff.

Ensuring risk assessments for activities on and off campus (including for travel and placements) are proportionate to the risk, suitable and sufficient and properly implemented

Ensuring staff are properly trained and competent to undertake their work, and responsibilities effectively;

Ensuring staff are briefed in how to 'Assist with Evacuation'

Bringing to the attention of the Executive any part of the Health and Safety Policy where it is thought that revision is necessary or additional resources are required.

2.7 Generic Management Responsibilities

Managers are responsible for assisting Deputy Deans, Directors/ Head of Service and Heads of other management units in:

Adopting and ensuring implementation of the University's Health & Safety Policy within their area of responsibility;

Ensuring risk assessments are carried out and that safe systems of work are in operation and used by staff and students;

Communicating and consulting with staff regarding any changes in safe systems of work under their control;

Ensuring sufficient information, supervision, instruction and training is provided to staff to ensure that staff, students, contractors and others operate in a safe and healthy manner;

Ensuring sufficient resources are available to implement this Health and Safety Policy;
Co-operating with other managers, where responsibilities interface or overlap, to ensure all health and safety issues are addressed in line with best practice;

Ensuring all physical/technical resources, i.e. equipment and substances etc., used by their staff, students and all visitors are in safe working order and are safely handled;

Ensuring sufficient health and safety inspections are carried out within areas under their control to maintain a safe working environment;

Ensuring that all accidents, near misses and hazardous incidents are reported, investigated and appropriate action taken;

Ensuring staff are briefed in how to 'Assist with Evacuation'

Bringing to the attention of the Deputy Dean, Director/Head of Service or other management units any part of the Health and Safety Policy where it is thought that revision is necessary.

2.8 Employees and Students

Responsible for:

Taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions;

Complying with safe systems of work or any other safety instruction that will safeguard them and other fellow employees, students and other users of the University;

Reporting to their immediate supervisor/line manager any defects in plant, machinery, equipment, slip/trip hazards or systems of work;

Making use and taking proper and reasonable care of protective/safety equipment, tools, plant and equipment.

Staff are required to assisting with the evacuation of all buildings in the event of a fire or other emergency and all students are required to immediately follow the evacuation procedures.

2.9 Additional Key Responsibilities

2.9.1 Overseas Campus Directors

Campus Directors are currently in place for Malta, Mauritius and Dubai and are responsible for:

Developing and promoting a pro-active health and safety culture on campus; acting as the senior coordinating officer for the campus they represent; liaising and progressing health and safety issues raised on campus

Ensuring there is a framework with sufficient resources available to meet statutory compliance for health and safety in the host country

Developing, maintaining and practicing an incident management plan.

2.9.2 Director of Estates & Facilities Management Services

The Director of Estates & Facilities Management Service is also responsible for:

Ensuring that the physical premises, facilities and services within the University are safe and fit for purpose;

Responsible for ensuring the appointment of: an asbestos manager; appointed person for legionella and competent persons for fire safety

Managing health and safety arrangements in the 'communal areas' not assigned to other departments (especially in respect of fire precautions and emergency evacuation arrangements).

Maintaining relevant statutory records relating to the Campus (and workplaces), this shall be determined by the (Director of Estates and Facilities Management).

In addition, ensuring, dissemination of health and safety information on and around campus.

2.10 University Occupational Health and Safety Unit (UHSU)

The University Health and Safety Unit consists of two health and safety professionals:

- Head of Health and Safety
- Health and Safety Manager (Occupational Health and Wellbeing)

2.10.1 Head of Health and Safety

The Head of Health and Safety is responsible for:

Defining the risk profile of the University and the development of an effective Occupational Health and Safety Management System that reflects the operating nature of the University;

Providing advice, guidance and support to the University to ensure compliance with the health and safety legislative requirements of the University's undertaking;

Working closely with other health and safety personnel of the University, including: specialist advisers, occupational health advisers, health and safety and wellbeing practitioners

Producing reports for the University Governing Board, University Occupational Health and Safety Committee and the Executive on the annual performance of the University in terms of occupational health and safety;

Acting as the University's main representative with all statutory and other external agencies relating to health and safety matters;

Reporting to the Health and Safety Executive as and when required by regulatory requirements, and assisting such enforcement bodies in the course of their duties.

The Head of Health and Safety has delegated authority from the Vice Chancellor to suspend work or activities considered an imminent or serious danger. The suspension of any work or activities likely to cause a significant interruption to the normal business of the University will be discussed as soon as possible with the Vice Chancellor and / or Chair of the University Occupational Health and Safety Committee.

2.10.2 Occupational Health and Wellbeing Manager

The Occupational Health and Wellbeing Manager will promote and support all areas of occupational health and wellbeing.

To work closely with other wellbeing practitioners and interested stakeholders within the University

To provide specialist advice to Human Resources and CCSS.

To assist Human Resources on the management of sickness and Occupational Health Referral.

Provide advice, guidance and support on stress and mental health, including the management of the employee assistance programme and other mental health support services.

Provide return to work, workstation and workplace risk assessments to all schools and services, identify reasonable adjustments, communicate adjustments with line management and ensure that they are reviewed for suitability.

Chair the corporate Wellbeing Steering Group, assist in the delivery of the People Enabling Plan and Staff Survey Action Plan.

Represent Health, Safety and Wellbeing at the various Equality, Diversity and Inclusivity action plan.

Manage the provision of campus First Aid, including accident investigation and first aid training.

Deputise for the Head of Health & Safety in his absence.

2.10.3 Professional Health & Safety Managers, Officers and Advisers (Practitioners)

Executive Deans, Deputy Deans and Directors of Service may appoint Health and Safety practitioners for specialist roles under their control. These Health and Safety practitioners (Managers / Officers and advisers) are responsible for:

Provision of specialist advice, guidance and support to the Faculty/service to ensure compliance with the health and safety legislative requirements of the Faculty/service's undertaking;

Ensuring that the Faculty/service operates in accordance with the Occupational Health and Safety Policy;

Working closely with the Head of Health and Safety University Occupational Health and Wellbeing Manager.

2.10.4 Specialist Adviser(s)

(E.g. Radiation Protection Adviser, Occupational Health Physician(s) / Nurse(s))

In liaison with the Head of Health and Safety and the Occupational Health and Wellbeing Manager (and other Health and Safety practitioners): to advise on all health and safety matters within their field of competence, and ensure compliance with relevant legislation and assist in the production of codes of practice and safe systems of work where appropriate. They shall also assist in the preparation of reports for various bodies, for example the University Occupational Health and Safety Committee and/or Enforcement Agencies.

2.11 Consultation (see appendices 3, 4, 5, 6)

Consultation with employees on health and safety can make a significant contribution to creating and maintaining an effective health and safety culture. The University recognises this contribution and will consult with, and address concerns raised by employees covered by recognised trade unions and those not covered by recognised trade unions.

The University Occupational Health & Safety Committee provides a meaningful forum for consultation and encourages an atmosphere of positive consultation by promoting and adopting best practice.

Health and safety consultation with trade unions can also take place in meetings held under the Trade Union Recognition Agreement.

Each overseas campus will have a formal process for consultation that complies with national health and safety regulations and local customs and standards.

1. HEALTH AND SAFETY ARRANGEMENTS

Due to the size of the University and the diversity of its operations, it is necessary to distinguish between arrangements that are made centrally (corporate) and those made at a local level.

The UH&S Unit will provide corporate Codes of Practice, Guidance Notes, Risk Assessments and Safe Systems of Work on a range of corporate risks via the University Occupational Health and Safety Committee.

Local Codes of Practice, Guidance Notes, Risk Assessments and Safe Systems of Work should be in line with the categories below and are subject to inspection and auditing by the UH&S Unit

3.1 Generic Arrangements

The day to day arrangements for implementing this Health & Safety Policy are contained within the [General Health & Safety Code of Practice](#). All staff will be made aware of the Health & Safety Policy and day to day arrangements and new staff will be made aware through the induction process.

3.2 Codes of practice

The purpose of the codes of practice is to set out management standards of health and safety, based on best practice and any legal requirements relevant to specific areas of health and safety law. Staff with management or supervisory responsibilities must ensure that the codes are implemented as required.

3.3 Guidance Notes

Guidance notes provide basic generic information and guidance to assist managers in developing local safe systems of work based on sector specific best practice. Guidance Notes often describe and include reference to corporate procedures and arrangements.

3.4 Risk Assessment

The UHSU will provide a quality control process for all locally produced occupational health and safety risk assessments. Managers must ensure that risk assessments for high risk activities are approved by the UHSU before relying on them as a suitable and sufficient risk control

3.5 Safe Systems of Work

A Safe System of Work provides the operational procedure for risk control and safe working. Staff with management or supervisory responsibilities must ensure that local safe systems of work are based on risk assessment that have been approved by the UHSU.

3.6 Linked University policies and codes

The following policies and codes are formal arrangements under this umbrella policy:

- [Fire Safety Policy](#)
- Social Events Policy
- [General H&S Code of Practice](#)

4. MEASURING HEALTH AND SAFETY PERFORMANCE

Measuring performance is an essential element in all health and safety management systems. Measuring performance provides an indication of the effectiveness of the health and safety policy and senior management commitment to achieving continuous improvement.

4.1 Active monitoring

Active monitoring takes the form of inspections and audits and may include: the examination of documentation, observations of working practices and interviews with workers.

4.2.1 Management

Executive Deans, Deputy Deans, Directors etc. shall ensure that a programme of formal inspections of workplaces and activities is planned for each academic year. The level of risk in the respective Faculty/school and service/management unit will inform the frequency of inspections. After each inspection, a report identifying any actions will be produced. It is a management responsibility to ensure that actions are monitored and resolved.

4.2.2 Recognised Trade Union Safety Representatives (see appendix 5)

Middlesex University recognises the vital contribution trade union safety representatives make towards improving health and safety standards at work. The University will work in partnership with them to ensure that standards are met and maintained. Safety representatives are encouraged to carry out their duties and issue reports to the appropriate manager for action in the first instance (copied to the University H&S Unit).

4.3 Reactive monitoring

Reactive monitoring refers to the recording and investigation of accidents and incidents that cause harm or have the potential to cause harm. Accidents and incidents may indicate a failure of the risk control arrangements identifying areas for improvement. All accidents, near misses and hazardous incidents are to be reported to the UHSU

The UHSU shall categorise and analyse all incidents of injury or ill health, and report the findings to the University Occupational Health & Safety Committee. The Head of Health and Safety will ensure the statutory requirement to report incidents to the HSE is fulfilled.

5. AUDIT AND REVIEW

The UHSU will provide a programme of corporate level health & safety audits to assess the effectiveness of the H&S policy and also to promote continual improvement in the management of health and safety in the Faculties services and management units.

Executive Deans, Deputy Deans and Directors etc. are responsible for ensuring the production of an annual health and safety development plan for areas assessed as being of 'higher risk'.. The annual report shall be sent to the UHSU and form part of the University Annual Occupational Health & Safety Report.

The Head of Health and Safety will produce a University Annual Occupational Health & Safety Report for submission to the Board of Governors based on reports received and its own monitoring activities. It will outline progress and actions taken during the preceding 12 months and the objectives set for the future period.

The Head of Health and Safety shall ensure that the whole health & safety management system including the elements of policy, organisation, implementing and monitoring are audited to ensure the whole system remains effective.

6. LIASON AND CONTACT WITH THE HEALTH AND SAFETY EXECUTIVE

Statutory Notifications to Regulatory Bodies including the HSE

All statutory notifications to the HSE require corporate approval. The Head of Health and Safety should be informed of the intention to report:

- First Use Notifications under COSHH.
- CDM F10s
- Asbestos Removal Notifications.

RIDDOR Accident and incidents

All reportable accidents and incidents (as defined under RIDDOR 2013) to the HSE will be reported on behalf of the University by the Head of Health and Safety.

Contractors are responsible for RIDDOR by following their own arrangements but the University should be notified of all on-site accidents as soon as possible.

HSE Inspections and Enquiries by the HSE

All HSE inspections and enquiries should be referred to the Head of Health and Safety in the first instance.

Fire Inspections and Enforcement

All issues relating to fire safety inspections or enforcement by the Fire Service should be referred to the Head of Health and Safety

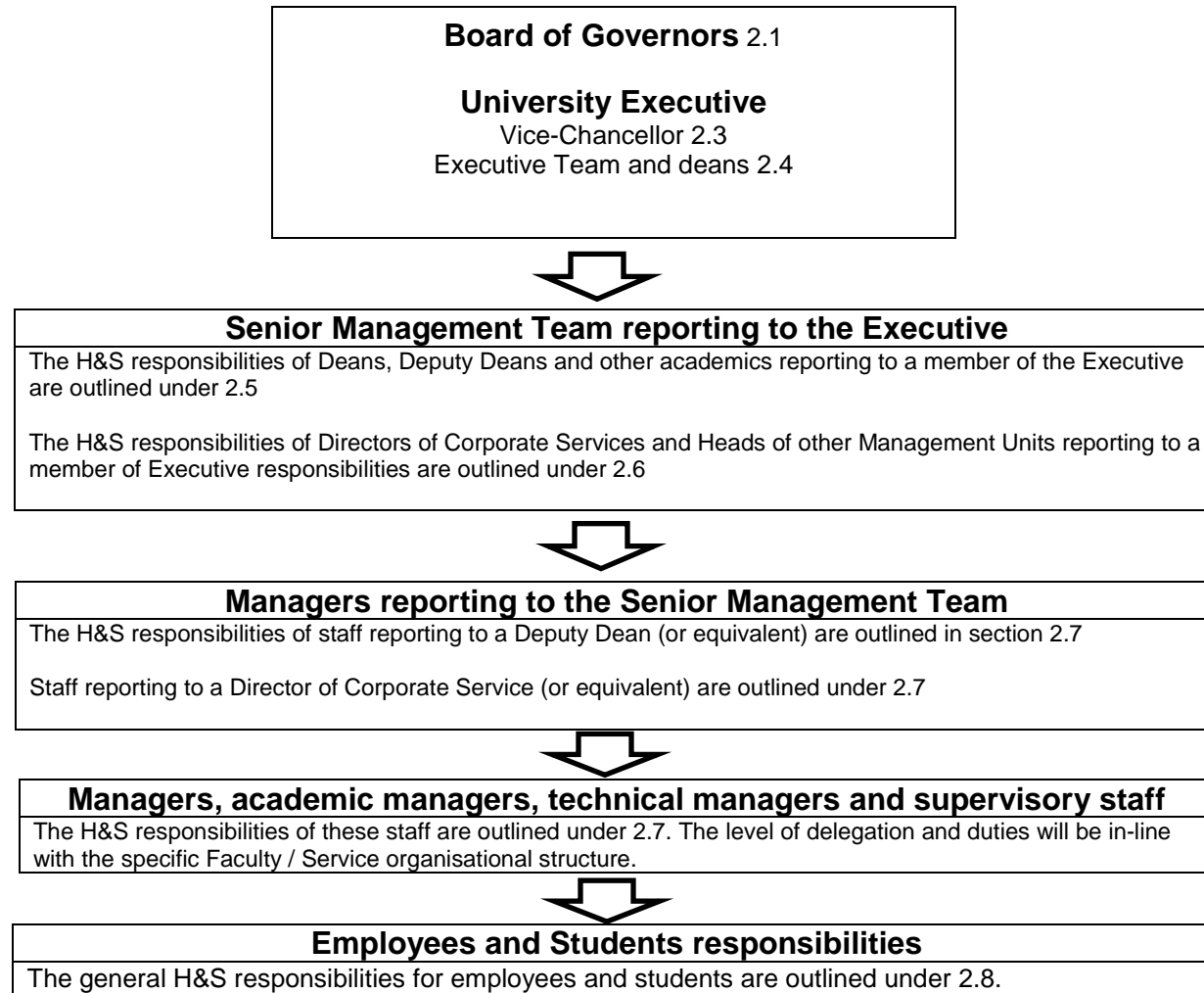
The Head of Health and Safety and the Occupational Health and Wellbeing Manager will provide mutual cover at all times for all contacts with the HSE. This includes initiating contact with the University's appointed specialist legal representatives in the event of a serious injury or a fatality.

7. POLICY REVIEW DATE

January 2024

Appendix 1

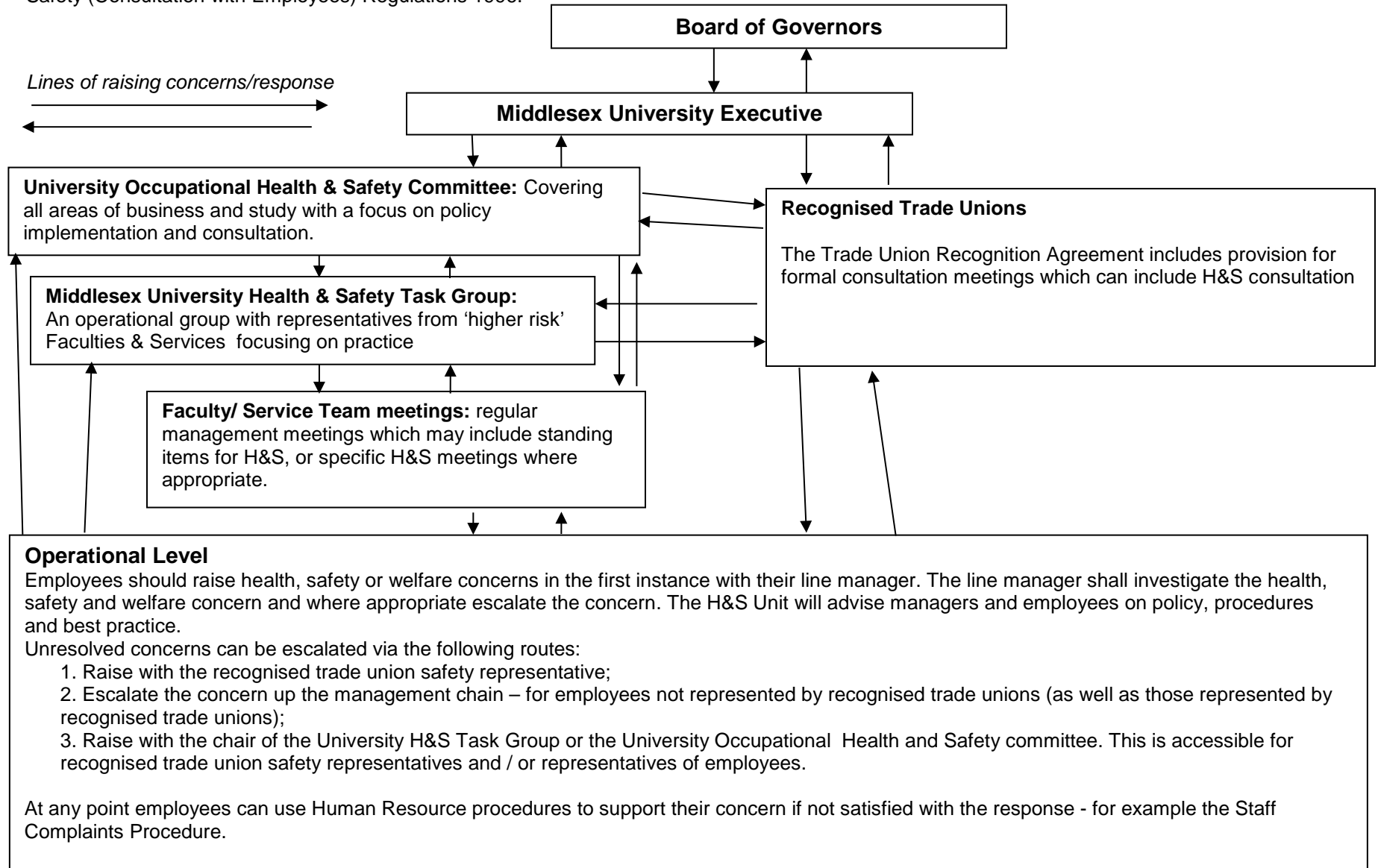
Middlesex University Health & Safety Organisation and Responsibilities



Appendix 2

Middlesex University Generic Framework on Health and Safety Consultation

The following framework is based around implementing the Safety Representatives and Safety Committees Regulations 1977 and The Health & Safety (Consultation with Employees) Regulations 1996.



Appendix 3

University Occupational Health & Safety Committee

Terms of Reference

General

Middlesex University believes in meaningful consultation between management and employees in all areas of H&S management. The key role of the committee is to monitor the implementation of the H&S Policy and to promote and support a process of continuous improvement in the management of Health, Safety and Welfare all employees, students and others.

Objectives

The Corporate Health & Safety Committee shall consider the health, safety and welfare of all employees and shall submit advice and recommendations regarding the above to appropriate fora.

The Committee's functions include consideration of the following:

1. To receive and consider recommendations from the University H&S Task Group
2. To receive and consider proposals relating to occupational health and wellbeing for staff and the wellbeing of students
3. To review the accident / incident, disease statistical trends for the University;
4. To review safety inspection reports as appropriate;
5. To approve Corporate Codes of Practice and related policy arrangements
6. Effectiveness of local health & safety communication;
7. Provision of information relating to changes in the workplace which may impact on health, safety and wellbeing;
8. Consideration of reports provided by the enforcing authority (HSE, Fire & Environmental)
9. Consideration of safety reports which safety representatives may wish to submit
10. Monitoring the effectiveness of employee health and safety training
11. To receive health and safety related reports from Team / Management meetings and consider issues referred from other groups as appropriate. The Chair shall decide how best to submit advice and recommendations to the appropriate management team.

The Health & Safety Committee may, on occasions, consider it appropriate to carry out independent health & safety inspections / investigations.

Membership

- Vice - Chancellor / Deputy Vice - Chancellor - Chair
- Head of Health and Safety Secretary / convenor
- Elected Safety Representatives – Unison , UCU
- Other Management representatives as agreed by the Chair but will include:
- Occupational Health and Wellbeing Manager,
- Executive Dean
- Director of Human Resources Services,
- Directors of EFMS.
- Representatives of the University H&S Task Group (maximum of four per meeting)
- Managers as requested by the Chair (it is a requirement that all management representative shall be sufficiently positioned to provide adequate information on the agenda items.

- Ex officio;
 - Executive Deans, deans and Deputy Deans
 - Directors of Services
 - Heads of units
- Co-opted members may be invited as follows:
 - Specialists Advisers; e.g. Radiation Protection Coordinators;
 - Health & Safety Practitioners

The following person(s) shall also be invited to embrace the spirit of a positive co-operation in promoting and adopting best practice:

- Representative of the MUSU.

Meetings

- Three per year.
- Formal agendas will be prepared for each meeting and proposed agenda items and supporting documentation should be forwarded to and discussed with the Head of Health and Safety. This shall enable appropriate management representatives to be present.
- It is recognised that proper preparation for such meetings will enable a more meaningful agenda to be produced and a more constructive meeting to take place.
- Minutes of each meeting will be circulated to all parties of the group, within 21 days of the last meeting.
- The agenda and supporting documentation will be circulated within 14 days of the next meeting, and will be subject to ratification at that meeting of the group.

Quorum

To be determined by the Committee.

Suggestion:

The minimum shall be four (4 management representatives + 1 trade union rep)

This excludes the following:

- *Chair*
- *Secretary / convenor*

Appendix 4

University Health and Safety Task Group

General

The University H&S Task Group will take an operational approach to the implementation of this policy and will be attended by managers who have operational responsibility for higher risk activities within the University. The Task Group is open to trade union safety reps, representatives from lower risk areas and fixed-term specialist contractors who will be required to attend as appropriate

Objectives

The Health and Safety Task Groups shall consider the health, safety and welfare of employees and how this impacts on students (and others) and shall submit advice and recommendations. To the University Occupational H&S Committee.

The Task Groups functions include consideration of the following:

1. To review all reported accident and incidents ;and make recommendations for corrective action as appropriate to those who own the risk
2. Review inspection and audit reports;
3. Monitoring; risk profiles, safety codes, risk assessments and systems of work;
4. Monitoring the effectiveness of local health & safety communication;
5. Provision of information relating to changes in the workplace;
6. Consideration of reports provided by the enforcing authority (HSE)
7. Consideration of safety reports which safety representatives may wish to submit
8. Monitoring the effectiveness of employee health and safety training.
9. To discuss and develop health and safety in specific areas of concern, such as: events, working at heights, slips and trips, manual handling, etc.
10. To receive updates on changes to H&S law and to receive management briefings on H&S topics
11. To review Faculty and Service Plans and changes to risk profiles

Membership

Representation will be mandatory for those Faculties and Services identified as having 'higher risk' activities/workplaces. Management representative must be of sufficient authority to represent their Dean, Deputy Dean, Director or Head of unit and to report back to their Dean, Deputy Dean, Director or Head of unit as required.

- Chaired by the Head of Health and Safety, or in his absence the Occupational Health and wellbeing Manager.
- Representatives from higher risk Faculties and Services
- Elected Safety Representatives – Unison , UCU
- Management representative from any 'lower risk' Faculty or Service.
- The Task Group will co-opt members to serve as appropriate according to the business of the meetings

Meetings

- To be determined by the Task Group but monthly meetings will be the norm during September to June
- Formal agendas will be prepared for each meeting
- Minutes of each meeting will be circulated to all parties of the group.

Quorum

To be determined by the Task Group.

Appendix 5

Recognised Trade Union Safety Representatives

Recognised Trade Union Safety Representatives have functions under regulation 4 of the Safety Representatives and Safety Committees Regulations 1977, to do the following:

- (a) investigate potential hazards, and dangerous occurrences at the workplace [whether or not they are drawn to his attention by the employees he/she represents] and to examine the causes of accidents at the workplace;
- (b) investigate complaints by any employee he/she represents relating to that employee's health, safety or welfare at work;
- (c) make representations to the employer on matters arising out of (a) and (b);
- (d) make representations to the employer on general matters affecting the health, safety or welfare at work of the employees at the workplace;
- (e) carry out inspections in accordance with regulation 5, 6 and 7 of the Safety Representatives and Safety Committees Regulations 1977;
- (f) represent the employees he/she was appointed to represent in consultations at the workplace with inspectors of the Health & Safety Executive and of any other enforcing authority;
- (g) receive information from inspectors in accordance with section 28(8) of the 1974 Act ;
- (h) attend meetings of safety committees where he/she attends in his/her capacity as a safety representative in connection with any of the above functions.