



University  
of Exeter

# Health and Safety Policy



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of Exeter

## **Policy Statement**

### **Our commitment to Health and Safety**

The University of Exeter proudly commits to ensuring, as low as reasonably practicable, the health, safety and welfare of all staff, students, visitors and contractors. People are our most important asset and we commit to ensuring, as low as reasonably practicable, that all necessary arrangements are in place to protect our staff, students and visitors.

The University has set itself the aim to firmly establish itself within the top ten universities in the UK and its education and research strategies are designed to achieve this ambition. We recognise and value the contribution made by our employees and by working together, we strive to ensure the work we do sustains a safe and healthy environment for everyone.

The Council of the University is charged with ultimate responsibility for health and safety and is committed to ensuring that this responsibility is effectively discharged throughout the University. The Council has delegated responsibility to the Vice-Chancellor who has appointed a team to disseminate safety instruction throughout the organisation. Through these devolved duties all staff have a role in creating and sustaining a healthy and positive working environment.

We have adopted a health and safety management system that sets clear direction for us to follow to ensure that excellent standards are implemented and maintained. We will ensure, as low as reasonably practicable, that all staff are competent in managing their own safety and that of others.

### **Forward by the Vice-Chancellor**

The University of Exeter is proud to combine world-class research with the highest quality education and student satisfaction at our campuses in Exeter and Cornwall. Protecting the health and safety of our community and our campuses is absolutely paramount and we know that this is achieved through safety being an embedded and integral part of everything we do. Our health and safety and management teams constantly strive to lead the way in managing safety openly, in consultation with staff and students, so that together we create a safe and healthy working and learning environment for all. Our approach also aims to ensure not only that our standards of safety are legally compliant and focussed on continual improvement, but also truly add value to all of our activity.

No environment or activity can be totally risk-free; however, we aim to prevent any work-related accidents and ill-health through working together and thinking innovatively and proactively.

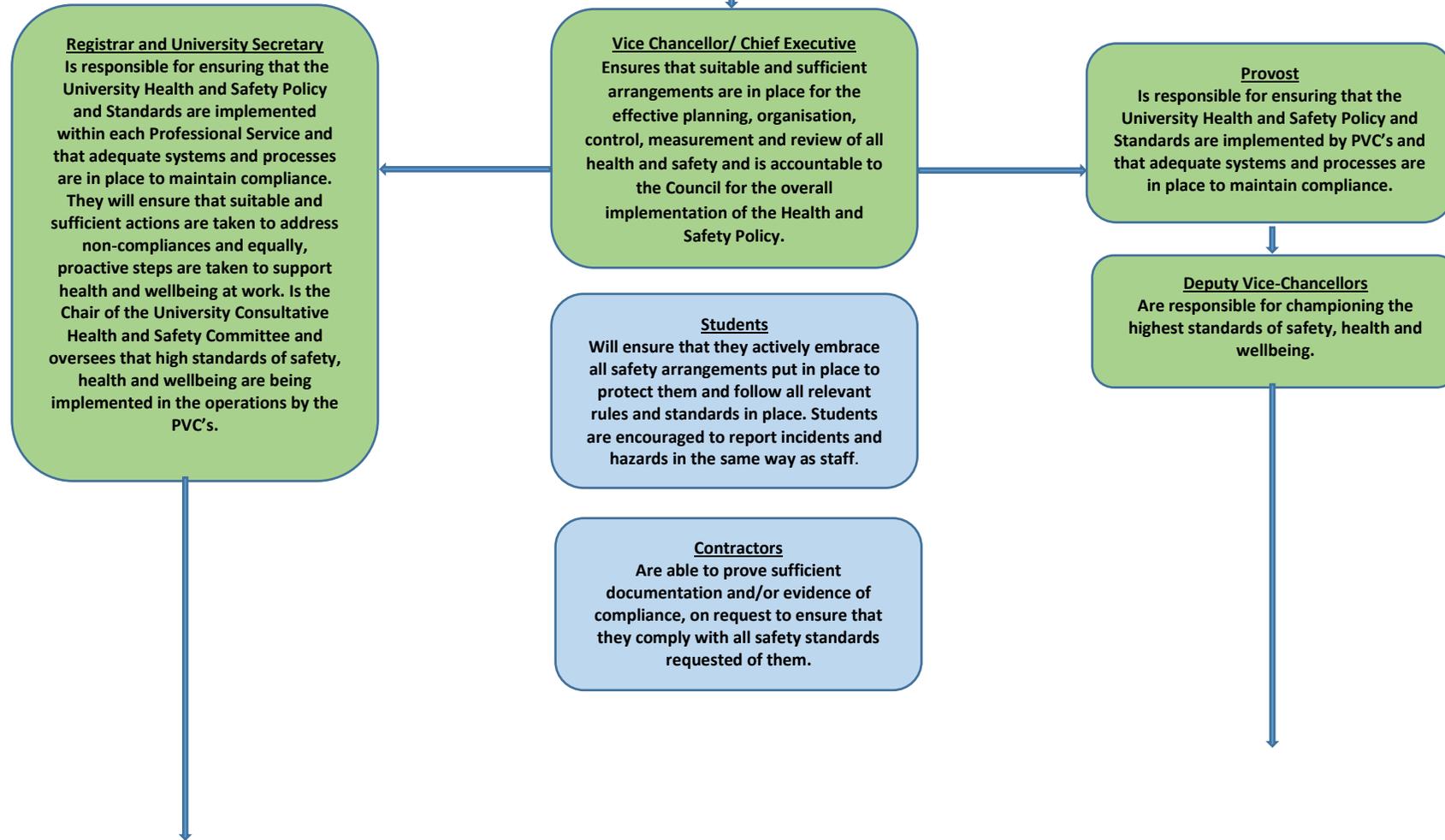
The University's governing body (The Council) delegates' health and safety responsibility to me, but ultimately it is everyone's responsibility to ensure that we put safety at the heart of all we do. We all have a role in the safety, health and wellbeing of our community, and senior leadership is critically important. We each need to demonstrate our commitment to safety each and every day.

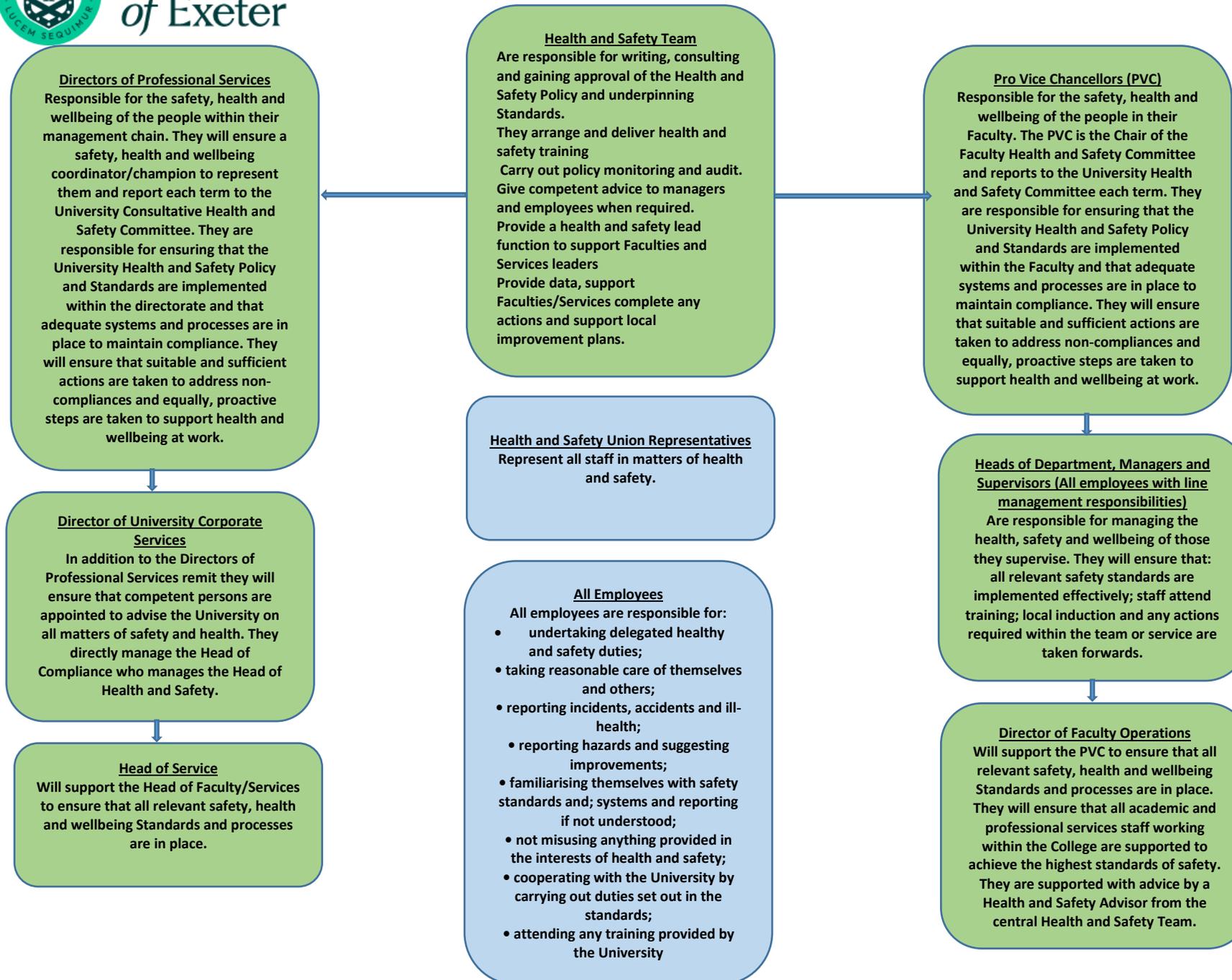
This policy sets out the key principles which guide us, how our health and safety management works, and how we monitor our progress and performance.

Thank you to everyone for your support and cooperation to deliver the University Health and Safety Policy, and for keeping one another safe.

Professor Lisa Roberts

Chief Executive and Vice-Chancellor







## **Health and Safety Management Structure (above)**

Everyone has a role to play in managing safety at the University. There is a University Health and Safety Committee which reports to Council. Faculties and Professional Services also have meetings in place to discuss and take action on safety issues. Additional information relating to Health and Safety Roles and Responsibilities can be found at [www.exeter.ac.uk/staff/wellbeing/safety/guidance/hsmanagement](http://www.exeter.ac.uk/staff/wellbeing/safety/guidance/hsmanagement)

## **Arrangements for Health and Safety**

### **Policy and Standards**

The University of Exeter has one overarching policy for health and safety which sets out how health and safety will be managed and by whom. The Health and Safety Policy includes our commitment to fire safety which, although largely governed by separate legislation, is managed within the same management structure; therefore any reference to health and safety can also be construed as a reference to fire safety.

The University Health and Safety Policy is consulted on with all employees and unions through the agreed consultation process.

In addition, the University has a set of safety Standards. The Standards set out what safety arrangements are required and how each Standard will be measured to ensure each area is performing.

The University Consultative Health and Safety Committee acts within the remit agreed by Council to approve the health and safety Standards. Consultative Health and Safety Representatives act on behalf of staff at the University Health and Safety Committee and are part of the policy and Standards consultation process.

All current health and safety standards can be found at: [exeter.ac.uk/staff/wellbeing/safety](http://exeter.ac.uk/staff/wellbeing/safety)

### **Implementation of Policy and Standards**

Once approved, University health and safety Standards are cascaded throughout the Faculties and Professional Services.

Faculties and Professional Services are responsible for ensuring that all relevant Standards are fully implemented. In some cases there may be a need to agree how a specific Standard will be implemented. Advice can be sought from the Health and Safety Team whenever required and the agreed process will be approved at the local Safety Committee or equivalent.

Standards are short documents that give information and instruction on what is required. Standards also include links to tools such as risk assessment templates and guidelines for further information. Managers may ask staff to carry out tasks to support them in the implementation of the Standards; however these staff must be trained to do this.

There is a person assigned from the University Health and Safety Team (or associated departments such as Campus Services) to lead on every Safety Standard. These advisors provide a Health and safety Lead role to Faculties and Services, this role includes providing safety data, supporting actions are completed and made available, to provide competent advice as required.

### **Training and Support**

Employees are required to complete the mandatory online Health and Safety course within the first week of starting work at the University. Completion of this training is checked by the manager in the probation process. The University Consultative Health and Safety Committee receive a report each term on current



rates of completion and managers can review their own compliance levels using the MI Hub. Employees will also be given a local induction by their manager or supervisor which will cover the specific arrangements in place to manage safety within their work area.

In addition, managers and staff may be required to attend other more specific safety training that is relevant to their role. This will depend on the hazards within the job. All health and safety training is available to book on Trent. Managers will ensure that all staff attend training required for the role. All employees are required to refresh their knowledge on health and safety by completing the mandatory online training session every two years.

#### **Monitoring and Auditing the Effectiveness of the Health and Safety Policy and Standards**

##### **Monitoring the effectiveness of this policy**

The University Health and Safety Policy will be monitored every two years and results will be reported to the Council and the Health and Safety Committee. Specifically the topic lead for the Health and Safety Policy will measure and report to the Health and Safety Committee on the following criteria:

1. The number of times the University Health and Safety Committee has taken place and acted within its terms of reference
2. The number of Safety Standards that have been review compared with the number requiring a review
3. The number of new staff who have completed the University Introduction to Health and Safety online training
4. From a sample of new starters across Colleges and Professional Services, identify how many staff have received a local induction which includes information and instruction on local health and safety arrangements, rules and Standards
5. The number of staff who have worked at the University for over two years who have completed the Health and Safety online training
6. Review on the number of managers who have completed management training

The Health and Safety Team carry out a programme to monitor how effective the implementation of the safety standards are within all Faculties and Services. Any actions identified following this monitoring are reported to and are monitored by the University Health and Safety Consultative Committee. Faculties and Professional Services are responsible for completing their own actions.

In addition to the monitoring of Standards, the Health and Safety Committee undertake Health and Safety Walkabout Inspections which are carried out on an annual programme. Teams from the Health and Safety Committee carry out these Walkabout Inspections of buildings or departments and identify best practice and any areas for improvement. Any Faculty/Service actions arising from these walkabouts are monitored at the Health and Safety Committee. Any actions are passed to the relevant manager and actions are monitored at the Health and Safety Committee until complete.



7. An improvement plan is in place and there is evidence to demonstrate that improvements have been made in accordance with this annual plan and relevant risk registers have been updated to reflect the risks identified.

## Emergency Information

### Fire

On discovering a fire:

- Sound the alarm
- Call the Fire Service by dialling (9)999 (be prepared to give them the address of the building)
- Summon help and if possible (and without taking personal risk and only if trained to do so) attack the fire with available equipment

On hearing the fire alarm:

If appropriate and without taking personal risks, check adjacent rooms to warn any occupants who may not have heard the alarm or who may need assistance.

If you have a designated role in an emergency (e.g., fire marshal) carry out that role, otherwise:

- Leave the building by the nearest available exit and go to the assembly point
- Close doors behind you, unless this will hinder escape
- Do not linger to collect personal belongings
- Do not use lifts

- If you have mobile communications equipment, notify Estate Patrol (if they are not already on the scene)

### Gas

If you suspect a gas leak within a building:

- Turn off the gas supply if possible
- Do not operate electrical switches or fire alarms or create any sources of ignition
- Open the windows
- Contact Campus/Estate Services or equivalent (for off campus buildings)/ Campus Patrol/Security

### Asbestos

Never attempt to drill or tamper with University buildings (walls, floors, etc). In the event of discovering asbestos/suspected asbestos contact Campus/Estate Services and Campus Patrol/Security immediately.

Suspicious Packages

- Do not touch the package
- Remove all persons from the area
- Contact Campus Patrol/Security immediately



## **First Aid**

Posters are displayed in all buildings in the common areas which list the trained first aiders close by and locations of defibrillator's. A list of all first aiders is also available on the website

[www.exeter.ac.uk/staff/wellbeing/safety](http://www.exeter.ac.uk/staff/wellbeing/safety)

In the event of a significant injury call an ambulance immediately on (9)999 and then contact a first aider.

Exeter Campuses: Please also inform the Estate Patrol security team on ext. 3999 (01392 723999), or on their emergency number, ext. 2222, (01392 722222).

## **SECURITY ISSUES**

### **Exeter Campuses:**

Building or grounds related emergencies: Campus Services Helpdesk 01392 724552 (ext.4552).

Security related emergencies: Estate Patrol 01392 722222 (ext. 2222). In cases of serious or imminent danger, contact the Police on (9)999 immediately and also call the Estate Patrol security team on their emergency number: ext. 2222 (01392 722222).

### **Penryn Campuses:**

Building or grounds related emergencies:

Estate Services Helpdesk 01326 370400 (ext. 2704), Radio: 401.

Cornwall Campuses: Please also inform Campus Security on 01326 251400 (ext. 1400) during the day or 07768 557779 at night.

## **Incident Reporting**

Report all incidents, accidents and ill-health using the University incident reporting form which can be found at: [www.exeter.ac.uk/staff/wellbeing/safety](http://www.exeter.ac.uk/staff/wellbeing/safety) Incident reporting at RILD and KSpa should be completed using the NHS Trust Datix system.

## **Reporting a Hazard**

Contact the Campus Services Helpdesk: [www.exeter.ac.uk/campushelp](http://www.exeter.ac.uk/campushelp)

Security related emergencies: Campus Patrol on 01326 251400 (ext. 1400) during the day or 07768 557779 at night.

## **RILD:**

Building related emergencies:

Estate Services 01392 403113 (ext. 3113).

Security related emergencies: 01392 406666 (ext. 6666).



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Out of hours – Call switchboard 01392 411611 (internal dial (0) and ask for the shift engineer) or bleep 257 if you have a device to do so.

**Knowledge Spa (KSpa):**

Building related emergencies:

KSpa Reception 01872 256400 (ext.6400).

Security related emergencies: Security 01872 252999 (ext. 2999) except for fire related emergencies 01872 254444 (ext. 4444).

**Science Park:**

Building related emergencies: Reception

01392 249222 (8.30am-5.30pm).

Out of hours emergencies: Security 01392 276294.

For other off campus premises please familiarise yourself with local building and security contact numbers.

**HEALTH AND SAFETY UNION REPRESENTATIVES**

The University supports Health and Safety Union Representatives by arranging for allocated time to be spent on health and safety duties. All staff have access to discuss safety matters with their local union representative. The contact details for the Health and Safety Union Representatives can be found at [www.exeter.ac.uk/staff/employment/union/join](http://www.exeter.ac.uk/staff/employment/union/join)

For further information or to talk to one of the team about health, safety and fire safety at work please contact the main desk on 01392 725347, email [safety@exeter.ac.uk](mailto:safety@exeter.ac.uk) , [firesafety@exeter.ac.uk](mailto:firesafety@exeter.ac.uk) or visit the website: [www.exeter.ac.uk/staff/wellbeing/safety](http://www.exeter.ac.uk/staff/wellbeing/safety)