



University Health and Safety Policy Part 2 - Management Organisation

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Organisation for implementing University Health and Safety Policy

1.0 Introduction

In compliance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 2002, the University is obliged to document the organisation it has in place for the implementation of its health and safety policy including the responsibilities of those charged with its implementation. This document describes the health and safety organisation and key responsibilities at Kent set out in three parts; policymaking, executive management and specialist advice and monitoring. It is applicable to all activities under the control of the University of Kent. The role of members of staff is important and therefore staff responsibilities are included in section 4.0.

All staff will be made aware of their responsibilities and held accountable for meeting them.

2.0 Policy Making Organisation

(Appendix A outlines the Health and Safety Committee structure for Policy making and Consultation).

2.1 University Council

Council, as the governing body of the University, holds the responsibility for the health and safety of employees, students and others affected by its operations. Council delegates executive responsibility for the management of health and safety to the Vice-Chancellor.

It is the role of Council to:

- approve the University's health and safety policy
- ensure that the University has an appropriate management organisation to implement the policy
- provide health and safety policy leadership to the organisation
- ensure that adequate resources for health and safety are provided
- receive assurances of compliance with health and safety legislation
- ensure its decisions are consistent with the intentions of the policy
- encourage the active participation of employees in improving health and safety
- formally review health and safety performance at least annually

Council receives an annual report from the Safety, Health and Environment Executive Committee on University performance which includes a summary of school/departmental annual health and safety performance reports.

2.2 Safety, Health and Environment Executive Committee (SHEEC)

SHEEC is an integral part of the University safety, health and environment committee structure, reporting directly to Council. It is currently chaired by the Executive Group member with responsibility for health and safety. The Health, Safety and Environment Consultative Committee (HSECC) and local school/departmental and area safety committees report to this committee via the Director of Safety, Health and Environment, as appropriate.

SHEEC is responsible for overseeing the implementation of University policy and standards on safety, health and the environment throughout the University and provides a forum for co-ordinating executive action, to determine action or to advise the Vice-Chancellor and Council on health and safety policy and

performance. The Director of Safety, Health and Environment acts as professional adviser to this committee. The terms of reference of SHEEC are detailed in Appendix B.

2.3 Finances and Resources Committee

The Finances and Resources Committee is a sub-committee of Council and in relation to health and safety is responsible, when setting institutional budget, for receiving assurances that the funds being made available are sufficient to enable the Institution to meet its legal responsibilities and that budget decisions are based on risk assessment principles.

2.4 Staff Policy Committee

The Staff Policy Committee is a sub-committee of Council and is responsible for ensuring that appropriate staff-related policies support the University's Health and Safety Policy.

2.5 Executive Group

The Executive Group [EG] comprises the senior management of the University and acts as an advisory body to the Vice-Chancellor. In relation to health and safety it endorses policy and strategy and ensures that they are acted upon and implemented by University management.

2.6 University Safety, Health and Environment Unit

The University Safety, Health and Environment Unit provides support and advice to the University and its policy-making committees and is staffed by experienced personnel with appropriate qualifications and knowledge of safety, health and environmental issues arising from the University's activities (see Appendix C for organisation chart). The University is committed to ensuring adequate resources for the functioning of this Unit. The Occupational Health function is also structured within this Unit.

3.0 Executive Management Organisation

Health and safety is a management responsibility and therefore it is important that the responsibilities of staff are properly defined and that people are held to account for meeting them. The University therefore has in place a clearly defined chain of executive responsibility for health and safety in all of its areas of operation.

Staff who have executive management duties are responsible for ensuring that within areas assigned to them University's Health and Safety Policy is implemented, that resources are available to ensure that strategic planning objectives and statutory requirements can be met, and that they have in place arrangements for monitoring health and safety performance. (Appendix D outlines the University Executive Management Structure).

3.1 Vice-Chancellor

The Vice-Chancellor has ultimate executive responsibility for implementation of the health and safety policy and specifically for putting in place the people and management systems that will:-

- plan and manage University business in accordance with this Policy
- direct and monitor the implementation of the Health and Safety Policy through the management organisation, University safety committee structure and Safety, Health and Environment Unit
- determine the allocation of resources necessary to sustain the policy and strategy
- review and evaluate safety management systems and policy

In the absence of the Vice-Chancellor an appropriate member of the Executive Group will deputise in respect of the duties and requirements of the Health and Safety Policy.

3.2 Executive Group member responsible for health and safety

The Vice-Chancellor will appoint a member of the Executive Group to be the senior manager with responsibility for overseeing health and safety and to champion the implementation of the policy and strategic planning objectives. He or she [appointed by Council] will chair the Safety, Health and Environment Executive Committee (SHEEC) and will have absolute authority to stop or suspend any dangerous activity or practice if necessary. However, in reality, the authority to stop or suspend dangerous activities will be delegated to the Director of SHE, or Deputy, in his or her absence. In addition this, Executive Group Member will be responsible for ensuring that:-

- There is adequate budget provision for the management of health and safety
- appropriate financial and procurement policies are in place to ensure that only competent contractors and suppliers are engaged by the University
- University insurance arrangements adequately reflect the requirements of this policy

3.3 Secretary of Council

The Secretary of Council has responsibility for ensuring that Council receives an annual report on health and safety in the University and that Council is kept informed of significant health and safety issues which have the potential to affect the University.

3.4 Heads of School/Department/Section

Heads of School/Department/Section have delegated responsibility for implementation of the University health and safety policy within their school/department/section and in particular for the health and safety of activities, premises, equipment, staff, students and other people entitled to be on premises under their control. In this context the term “Head of School/Department” relates not only to Heads of Academic Schools but also to the managers of autonomous units, administrative departments and service departments. This responsibility extends to staff working on any of the University’s campuses, any other location where staff undertake work on behalf of the University and where staff are travelling within the UK or abroad on University business. Academic Heads of School are also responsible for the health and safety of students, studying on their courses, both in the School and on field trips and placements. Heads are required to make an annual report to the SHE Unit on the health and safety performance of their schools/departments. This information is used to formulate the annual report to Council via SHEEC. (Specific responsibilities of Heads of School/Department/Section are detailed in Appendix E).

3.5 Other Key Central Functions

In addition to their responsibilities as Head of School/Department/Section, those identified in Sections 3.5.1 to 3.5.6 have management responsibilities for central functions as outlined and are therefore accountable for health and safety in these areas.

Note: Specific building responsibility protocols have been developed for certain buildings such as the Colleges which define health and safety responsibilities of Estates, Kent Hospitality, resident schools/departments, and these can be obtained from the Safety, Health and Environment Unit.

3.5.1 Director of Estates

The Director of Estates reports to the EG member designated by the Vice-Chancellor as having responsibility for Physical Planning and Resources and is responsible for:-

- all areas of the University not specifically assigned to other Departments, Services or Units such as premises, grounds, car parking, walkways, roads, paths, lighting, fences and refuse disposal, and machinery, plant and equipment within these areas
- maintenance of all University playing fields
- caretaking and cleaning functions assigned to the Estates Department
- all machinery, equipment or materials owned or acquired by the University for use in the above areas unless specifically assigned to another school/department
- operation and maintenance of electricity/water/gas supplies, lighting, heating and ventilation, fire and emergency systems and fixtures (e.g. radiators)
- maintenance of all building structures and fabric including walls, floors (but not coverings), doors, windows, roofs, safety signs and flag masts
- providing assistance with movement of equipment in addition to that provided by Kent Hospitality within Colleges and for moves between buildings and off campus as defined in Estates Department procedures
- provision of security arrangements including reporting of accidents and fire-related events, where there is Security involvement.
- all areas of the University in which an outside contractor is engaged on building or related work and for the regulation of such contractors and the notification of the appropriate Head or Officer when an outside contractor is to carry out work in their area

3.5.2 Director of Commercial Services

The Director of Commercial Services reports to the EG member designated by the Vice-Chancellor as having responsibility for Finance and Commercial Services and is responsible for:-

- staff, students, visitors, rooms, machinery, equipment, materials in the areas assigned to Kent Hospitality
- catering, bars, shops, automatic vending, accommodation and conferencing unless specifically allocated to another school/department or section
- ensuring that all conference arrangements have been risk-assessed and that adequate safety plans are in place
- general management of the College facilities, and all student accommodation, including all workrooms, common rooms, communal areas, washrooms, lavatories, student kitchens and utility rooms, study bedrooms and stores within student residences
- other areas assigned to his/her responsibility (e.g. Sport, Physical Activity and Recreation. Section 3.6.6 refers)

3.5.3 Director of Human Resources (HR)

The Director of Human Resources reports to the EG member designated by the Vice-Chancellor as having responsibility for Human Resources and is responsible for ensuring that all University HR policies and procedures adequately reflect the requirements of the University Health and Safety Policy. He or she is also responsible for ensuring that counselling services are made available to staff through the provision managed by the Director of Student Services.

3.5.4 Director of Student Services

The Director of Student Services reports to the EG member designated by the Vice-Chancellor as having responsibility for Student Services and has health and safety responsibility for:

- staff, students, visitors, offices, workrooms, stores, machinery, equipment, materials in the areas assigned to the Director of Student Services which include Careers and Employability Service, Chaplaincy, Student Support and Wellbeing and the College Masters' Offices
- ensuring that student policy reflects the requirements within the University Health and Safety Policy including arrangements for students with disabilities
- student discipline in relation to health and safety
- provision of counselling services for students and staff
- the Medical Centre contract with the University

3.5.5 Director of Safety, Health and Environment

The Director of Safety, Health and Environment (DSHE) reports to the EG member designated by the Vice-Chancellor as having responsibility for health and safety and is responsible for providing competent advice and support to the University in relation to Occupational Safety, Health and Environment. The DSHE is responsible for managing the Safety, Health and Environment Unit which includes the Occupational Health Service, central health and safety training and consultancy and Environmental Policy and auditing.

In relation to health and safety policy and strategy, the DSHE has a direct and independent reporting line to the Vice-Chancellor and the EG member with responsibility for health and safety. The DSHE (and in his/her absence, the Deputy Director) has delegated authority for direct intervention where evidence of serious and imminent danger or breaches of legislation are apparent and can serve both Prohibition and Improvement Safety Notices in support of this power. Appeals against notices will be to the Chair of the Safety, Health and Environment Executive Committee.

In addition the DSHE will ensure that there are resources available for external staff counselling which may be referred by the Occupational Health function within the SHE Unit.

3.5.6 Director of Sport, Physical Activity and Recreation

The Director of Sport, Physical Activity and Recreation reports to the Director of Commercial Services and has health and safety responsibility for:

- staff, students and visitors in the areas assigned to the Director of Sport, Physical Activity and Recreation, but not for the activities of the Student Sports Clubs which are the responsibility of the Kent Union
- all sports halls, gymnasiums, squash courts, weight training rooms, changing rooms and pavilions, washrooms, lavatories, kitchens, offices, stores and all other areas assigned to the Sports Centre
- all machinery, equipment and materials used in, or acquired for use in the Sports Centre areas. (This does not include grounds maintenance equipment, which is the responsibility of Estates Department).

3.6 Managers and Supervisors

All persons with managerial or supervisory responsibility for employees, students, contractors, or others, or who are responsible for activities, locations and equipment have specific delegated health and safety responsibilities for them. These responsibilities relate to all of the University's campuses.

Specific responsibilities include:

- ensuring that suitable and sufficient risk assessments have been carried out, that those under their control have received sufficient training for their work, have been instructed competently in health and safety procedures, are suitable for the work and are capable of carrying it out with minimal risk to themselves or others.
- supervising work activities to ensure that safe systems of work are being followed.
- ensuring that staff and students undertake their work safely, that apparatus, equipment and machinery is maintained in a safe condition, that safety devices are fitted where required and that any necessary personal protective equipment is supplied to them and is worn by them.
- bringing health and safety issues requiring action to the prompt attention of their Head of School/Department or Section and the School/Department Safety Co-ordinator.

3.7 Staff who teach

Staff who teach have a duty of care to their colleagues and an additional (greater) duty of care to the students they teach especially whilst undertaking practical research and fieldwork. They must, therefore, not only ensure their own health and safety but that of anyone who might be affected by their own work and the work of junior colleagues and students.

Where academic and technical staff are involved in shared teaching work, responsibilities must be clearly defined and academics cannot pass this overall responsibility to the technician. Similarly, the technician must accept a proportion of the responsibility. This should be clearly indicated in the local school/departmental health and safety policy and safety management systems.

It is a statutory duty that competency requirements for all staff are identified and that they receive the necessary information, instruction and training to carry out their duties in a way that does not endanger themselves or others.

3.8 Staff with responsibility for research

3.8.1 Research funding

The Principal Investigator (PI) is normally the academic staff member who is in charge of funds given into his or her care by the University or funding body.

Before applying for research grants or adopting an experimental protocol, PIs must undertake a risk assessment of the proposal and ensure that costs of any risk control measures are built into the project application.

The PI is responsible for:

- attending health and safety training offered by the University related to their health and safety responsibilities and reading University/local safety policy requirements related to their work
- ensuring that the policy requirements of the University are implemented and for the health and safety of themselves and those affected by their work including junior colleagues and students
- ensuring that suitable and sufficient risk assessment has been undertaken for their project and for ensuring that junior colleagues are proficient in assessing the risks inherent in the work they carry out
- arranging appropriate information, instruction and training for those working on the project
- providing guidance and supervision for junior staff and students to ensure that high standards of health and safety behaviour are maintained

3.8.2 Undertaking research

Academic staff are responsible for health and safety in their research projects and associated work activities. They must not only ensure their own health and safety but that of anyone who might be affected by their own work and the work of junior colleagues and students.

In areas of research, academics have a duty of care to their colleagues and an additional (greater) duty of care for students (including postgraduates) whilst undertaking practical research and fieldwork. Where academic and technical staff are involved in shared research work, responsibilities must be clearly defined and academics cannot pass this overall responsibility to the technician. Similarly, the technician must accept a proportion of the responsibility. This should be clearly indicated in the local school/departmental health and safety policy, safety management systems and research risk assessments.

It is a statutory duty that competency requirements for all staff and students are identified and that staff and students receive the necessary information, instruction, training and supervision to carry out their duties in a safe manner and in a way that does not endanger themselves or others.

In all aspects of research, discussions should be held with the Insurance Office to ensure that the University's liabilities are properly addressed.

3.9 Staff with responsibility for areas of specific risk (e.g. laboratories)

The Head of a School/Department with areas of specific risk (e.g. laboratories) must appoint a senior person(s) within those areas to act as the responsible person(s). These responsibilities will be defined in local rules and must include:

- ensuring that activities under their control have been sufficiently risk assessed
- monitoring health and safety standards and performance within the areas of specific risk (e.g. laboratories)
- conducting health and safety inspections on a regular basis
- ensuring accidents and cases of occupational ill health are reported and investigated as soon as they occur
- ensuring adequate security of access to any area of specific risk (e.g. laboratory)

3.10 Demonstrators in undergraduate practical classes

Demonstrators' duties include the provision of assistance to students under the guidance of academic members of staff. Their duties include:

- understanding the theoretical concepts, techniques, methods and health and safety standards related to the experiments which they supervise
- ensuring that students follow the general safety regulations for the laboratory and any specific precautions for each experiment
- ensuring that students clear away their materials and apparatus at the end of each practical session, following the correct disposal procedures
- co-operating with the Laboratory Responsible Person to ensure that the class is not left unsupervised at any time
- knowing what to do in the event of an accident or emergency
- if the fire alarm sounds, ensuring that all services and equipment are switched OFF immediately and that the students leave by the nearest available exits.

4.0 Personal Responsibilities

Health and safety management systems ultimately rely on the actions of individuals.

It is essential for the implementation of the University's policy that individuals recognise and accept their personal responsibilities for health and safety. The co-operation of everyone is required if the University is to manage occupational health and safety successfully.

All staff must conduct their activities, and those activities over which they have control, in a safe, competent manner and in accordance with the University's health and safety policy and associated performance standards, procedures. They must co-operate with the Head of School/Department to ensure safe working practices are employed at all times.

Individuals should report any hazard or defect or any other matter of concern involving health and safety through their school/departmental procedures.

The following requirements apply:

- a) Staff, students and others working in the University must comply with:
 - appropriate legal requirements, codes of practice and guidance issued by enforcement authorities or other appropriate guidance which may be issued by the Universities and Colleges Employers' Association as advised to those listed above
 - University policy, performance standards and procedures
 - school/departmental policies, rules and safe operating procedures
 - b) Staff, students and others working on University premises or taking part in activities arranged by the University must take reasonable care for their health and safety and that of others affected by them;
 - c) Staff, students and others must not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare;
 - d) Staff should inform their line manager or School/Departmental Safety Co-ordinator, or other responsible person, of any work situation which a person with their training would reasonably be expected to consider:
 - a serious and immediate threat to health and safety or
 - a serious shortcoming in health and safety arrangements.
- Staff must take action, within their competence, to prevent imminent danger before informing the responsible person.
- e) No University employee may place a contract for work to be carried out on University premises or select, supervise or liaise with contractors unless he or she has received relevant health and safety instruction and training

Advice can be sought from the School/Departmental Safety Co-ordinator or, where appropriate, the local specialist officer. The University Safety, Health and Environment Unit may also be consulted.

5.0 Organisation for Advice, Consultation and Liaison

5.1 Health, Safety and Environment Consultative Committee (HSECC)

The Health, Safety and Environment Consultative Committee has been established by the University as the main consultative committee on SHE matters and meets the statutory arrangements under The Safety Representatives and Safety Committees Regulations 1977 (as amended) and meetings are held at least three times per year. The committee reports to the Safety, Health and Environment Executive Committee (SHEEC).

The Chair is appointed for one academic year and this role rotates on an annual basis between management and union/non-union staff representatives. Membership of the committee comprises approximately equal numbers of management members and employee representatives. (Terms of reference of the committee are detailed in Appendix F).

5.2 Trade Union Safety Representatives (TUSR)

- TUSRs are the nominated representatives of all union employees in their area of representation;
- The names of TUSRs must be notified to the Safety, Health and Environment Unit in writing;
- Employees may raise health and safety matters with TUSRs who will act as channels of communication with appropriate persons or committees;
- TUSRs do not have statutory duties or responsibilities but they do have statutory rights;
- The distribution of TUSR seats on the Health, Safety and Environment Consultative Committee (see Appendix F for terms of reference) is by negotiation with the recognised Trade Unions.
- Schools/departments must provide TUSRs with necessary facilities and assistance;
- TUSRs have the right to inspect the workplace (provided reasonable notice is given in writing):
 - 3 monthly (or more frequently by agreement);
 - when there has been a substantial change in the work;
 - in the light of newly published information;
 - when there has been a reportable accident, disease or dangerous occurrence.
- TUSRs may inspect documents relating to health and safety unless the information relates to an individual or to legal proceedings in which the University is involved;
- Training of TUSRs is arranged by the appointing Trade Union and time off with pay must be allowed. The University may also provide training;
- The University or school/department must consult in good time with TUSRs:
 - when changes to health and safety policy, arrangements or management are planned; and
 - on the arrangements for appointing University Safety staff, School/Departmental Safety Co-ordinators, or other Staff Safety Representatives.

5.3 Safety, Health and Environment Unit

In order to advise, support and assist the University, the Safety, Health and Environment Unit has been established, staffed by experienced persons with appropriate qualifications and knowledge of safety, health and environmental issues arising from the University's activities as appropriate to their post (see Appendix C for organisation chart). The Unit also provides an Occupational Health Service to the University staffed by qualified Occupational Health Nurse Advisers with access to an Occupational Health Physician (see 5.4). In addition, the Unit has an appropriately qualified Fire Safety Adviser. The University is committed to ensuring adequate resources for the functioning of this Unit.

The main functions of the Safety, Health and Environment Unit are to:

- provide advice and assistance in safety, health and environmental matters, including fire

- monitor the implementation of the University's health and safety policy
- undertake audits of the University safety management systems
- advise on the implementation of the University health and safety strategic plan
- provide health, safety and fire training
- provide radiation and environmental training
- provide an occupational health service to the University
- advise the University of the implications of new and proposed health and safety legislation
- disseminate information
- liaise with the appropriate external enforcement bodies and co-ordinate their visits and inspections
- compile accident, fire and work-related ill-health data and investigate serious incidents where appropriate

5.4 University Occupational Health Physician

Specialist occupational health advice and support is provided to the University from a fully qualified consultant Occupational Health Physician who reports to the Director of Safety, Health and Environment.

The physician's role includes:

- advising the University and individual members of it on matters of occupational health
- providing, when appropriate, health and, if necessary, medical surveillance of staff exposed to substances hazardous to health
- acting as Appointed Doctor under the Ionising Radiations Regulations 1999 for the medical surveillance, if appropriate, of staff and students who are or are liable to be exposed to ionising radiations
- acting as Supervisory Medical Officer for those using genetic modification techniques
- providing appropriate medical surveillance of staff and students who are working or propose to work with respiratory sensitisers

5.5 Managers' Forum

The Managers' Forum is a forum for communication and discussion between members of EG and senior managers including Deans and Heads of Academic Schools, Heads of Professional Service Departments and principal administrative sections. These meetings take place at least once every term and cover a range of topics providing a two-way channel for communication and consultation between senior management and school/departmental Heads. Managers' Forum is not a decision making body, but one where issues affecting the overall performance of the University can be discussed.

5.6 University Medical Centre

The Medical Centre contracts services with the University for student health and provision of a fully staffed student sick bay. The Medical Officer reports to the Director of Student Services.

The Medical Officer provides the following health and safety services to the University:

- advising the University on relevant matters of public health in liaison with the Health Protection Agency and the University's Occupational Health Nurse Manager
- providing when possible, within the Medical Centre's resources, a medical service to students at the University.
- Assessing the fitness of students to undertake travel and work abroad, as part of their curriculum and providing the results of those assessments to the relevant schools on request.

5.7 University Radiation Protection Adviser (RPA)

In accordance with the Ionising Radiation Regulations 1999 (IRR99) Regulation 13(2) the University will ensure the appointment of a person or body to act as RPA for the University and in accordance with IRR99 section 13(2) will require the RPA to:

- advise on the implementation of the requirements for controlled and supervised areas and on the designation and monitoring of workers
- undertake the critical prior examination of installation plans from the point of view of radiation protection
- advise on radiation protection aspects of proposed work, control measures, quantities of activity to be handled,
- advise on purchase of suitable monitoring instruments, their regular calibration and checks when in use
- advise on local rules
- carry out inspections to check that local rules are satisfactory and have been implemented properly
- provide emergency radiation advisory support in the event of an accident or other emergency
- assist in applications for changes in certificates and authorisations from the Environment Agency.

5.8 University Radiation Protection Officer (URPO)

The University Radiation Protection Officer is based in the Safety, Health and Environment Unit and undertakes the following duties:

- maintaining a register of radiation workers and of designated radiation work areas;
- local operation of the personal radiation dosimetry service for appropriate registered workers;
- ensuring the provision, maintenance and calibration of appropriate radiation monitoring equipment;
- training new workers in basic radiation protection and local rules;
- monitoring all acquisitions and disposals of radioactive materials;
- carrying out stock-takings and auditing of all holdings of radioactive materials;
- ensuring that sealed sources are checked and leak tested;
- liaising with the appointed Radiation Protection Adviser;
- assisting with risk assessment of radiation work;
- assisting with the review of local rules;
- liaising with the Health and Safety Executive and Environment Agency;
- maintaining membership and links with appropriate expert and professional bodies;
- holding membership of the Association of University Radiation Protection Officers on behalf of the University.

5.9 School Radiation Protection Supervisors (SRPS)

The role of a school radiation protection supervisor is to supervise the arrangements set out in the local rules. It may not always be necessary for the SRPS to be present in the school when work with ionising radiation is in progress; this will depend on the competency and experience of the Group RPS, the competency of the workers, the work in progress and alternative arrangements that have been made for action in the event of an emergency. (The duties of SRPS are detailed in Appendix G).

5.10 University Laser Safety Adviser (LSA)

The University will ensure the appointment of an external person or body to act as Laser Safety Adviser for the University and that the University works in accordance with the Universities UK [UUK] [formerly Committee of Vice-Chancellors and Principals CVCP] booklet “Safety in Universities: Notes of Guidance. Part:2:1 Lasers”. The University will require the LSA to

- advise on the safe installation and use of lasers
- advise on local rules
- carry out inspections and audits of safety measures including implementation of local rules
- advise on the purchase of appropriate protective equipment
- advise on instruction and training to be given to workers
- provide emergency laser advisory support in the event of an accident or other emergency

5.11 University Laser Safety Co-ordinator

The University is required to appoint a suitably trained person to act as Laser Safety Co-ordinator. The person appointed is a member of staff in the SHE Unit and the duties are as follows:-

- to liaise regularly with the external Laser Safety Adviser
- to maintain a current knowledge about laser safety at Universities
- to disseminate that information to schools/departments via their own laser safety officers
- to liaise, where appropriate, with external enforcing authorities (e.g. HSE or Environment Agency)
- to liaise with School Laser Safety Officers and to give advice and support at regular intervals and when specifically required to do so.

5.12 School/Departmental Safety Co-ordinators

Each Head of School/Department must appoint, in writing, a School/Departmental Safety Co-ordinator to be concerned with the oversight of health and safety matters within the school/department. This should be a senior person with sufficient experience and background knowledge to deputise if necessary for the Head on health and safety matters. Co-ordinators will devote normally only part of their time to health and safety matters but to enable them to fulfil this role, it is likely they will need to be relieved of some of their other duties. They will also be required to attend training organised by the Safety, Health and Environment Unit to enable them to fulfil this role. (The duties of DSCs are detailed in Appendix H).

5.13 Other School/Departmental Safety Officers

In those schools/departments in which work with ionising radiations, lasers and/or biological agents and genetic manipulation is carried out, the Head of School/Department must appoint suitably experienced and senior member(s) of staff to advise and assist in the control of hazards associated with the work. A formal list of duties should be drawn up and signed up to by the manager and agreed by the Safety, Health and Environment Unit.

5.14 Fire Marshals

- all schools/departments must appoint sufficient numbers of Fire Marshals to ensure that emergency evacuation is rapid and complete
- deputies must be appointed to cover absences
- Fire Marshals must be trained in evacuation procedures including the evacuation of disabled people

- wardens must be issued with distinctive clothing and other equipment that the school/department considers necessary which must be defined in school/departmental procedures
- schools/departments must ensure that anybody for whom they are responsible who uses the building are made aware of who the evacuation wardens are and where to assemble in an emergency
- the main role of the fire marshal in an emergency evacuation is to check (if safe to do so) that their assigned area is clear whilst encouraging people to leave and report to the Fire Officer at the designated fire assembly point.

5.15 Local Safety Committees

A number of local safety committees have been set up representing either individual schools/departments or a number of schools/departments within common areas. The remit of these committees includes:

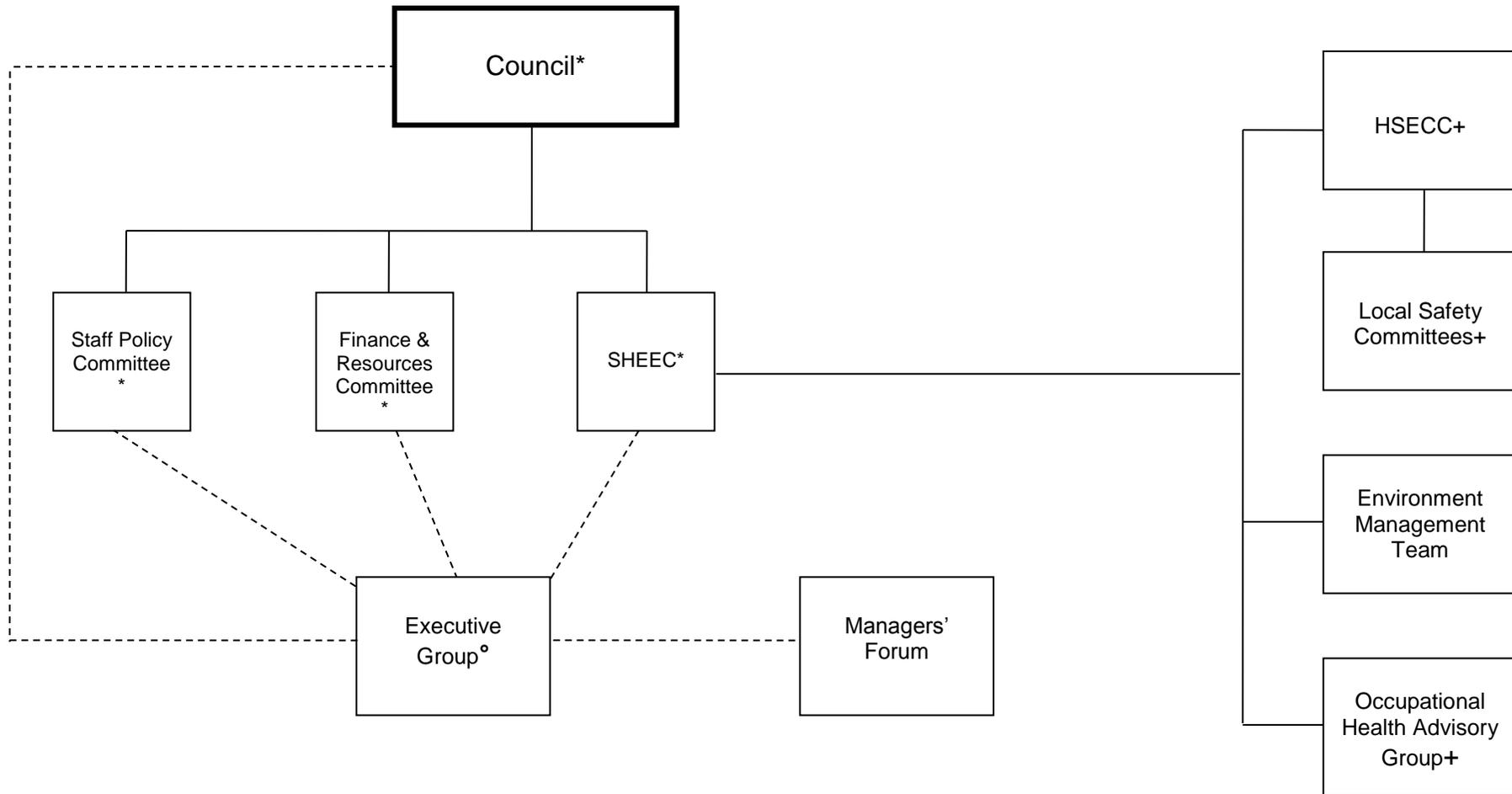
- advising Heads of School/Department or persons responsible for the area on matters of health and safety within the school/department/area , including the preparation and issue of a local safety policy and any necessary local rules and procedures
- assisting in the dissemination of information on safe practices to all concerned
- providing two-way communication with staff, students, other schools/departments and with central committees such as SHEEC and HSECC.

More specific information on terms of reference and membership of local safety committees is detailed in Appendix I.

Appendix A:

University Committee Structure for Health and Safety links with senior management bodies

NOTE: * = policy making bodies + = advisory and consultative bodies ° = senior management team



NOTE: (i) Executive Group members are listed in Appendix D
(ii) There are EG Members on Council (Vice-Chancellor and Senior Deputy Vice-Chancellor and other EG members attend meetings) and on the Council committees referred to above:
SHEEC – Deputy Vice-Chancellor (Physical Resources)
Finance & Resources – Vice-Chancellor and Senior Deputy Vice-Chancellor and the Deputy Vice-Chancellor (Physical Resources) in attendance when Estates matters are discussed and the Deputy Vice-Chancellor (Finance & Commercial Services) for all items
Staff Policy Committee – Deputy Vice-Chancellor (Physical Resources) is a member
The dotted lines between EG and the other boxes noted above indicate their links
Correct as at 1/2/2013 but subject to changes from time to time.

Appendix B:

Terms of Reference of Safety, Health and Environment Executive Committee (SHEEC)

Terms of Reference

The Safety, Health and Environment Executive Committee (SHEEC) is responsible to Council for overseeing the management of risk to safety, health and the environment throughout the University. The Committee provides a forum for co-ordinating executive action, to determine action or to advise the Vice-Chancellor and Council on:

- a) developing the University's safety, health and environment policies and procedures;
- b) pursuing the effectiveness of, and compliance with, such policies and procedures and considering methods of improving safety, health and environmental performance;
- c) setting performance standards and determining action where standards are not being met;
- d) developing means of raising safety awareness throughout the University and developing its safety culture.

The Committee receives regular reports from the Director of Safety, Health and Environment and the Health, Safety and Environment Consultative Committee (HSECC), and reports from its advisory groups. Key items of the Committee's business are referred to HSECC for consultation with staff representatives as required by legislation.

The Committee provides an annual report on safety, health and environment to Council and other reports as appropriate (e.g. in relation to matters of policy concerning safety, health and environment).

The Chair of the Committee has delegated authority from the Council to stop or suspend any University activity or prohibit the use of articles, substances, plant, machinery or equipment on campus if the Chair considers this is necessary to prevent accidents or ill-health.

SHEEC has delegated authority from Council and the Vice-Chancellor to approve new or amended sub policies, performance standards and procedures made in accordance with the University Health and Safety Policy.

The Director of Safety, Health and Environment will assist the Committee and University management in the establishment of policies and procedures; in monitoring the effectiveness of policies and procedures; in recommending safety, health and environmental arrangements and specific actions; and in providing advice on legislation in safety, health and environment.

Meetings will be held at least once per term. Additional meetings may be requested if required or in the event of a reportable accident or serious "near miss", if considered necessary by the Chair of SHEEC.

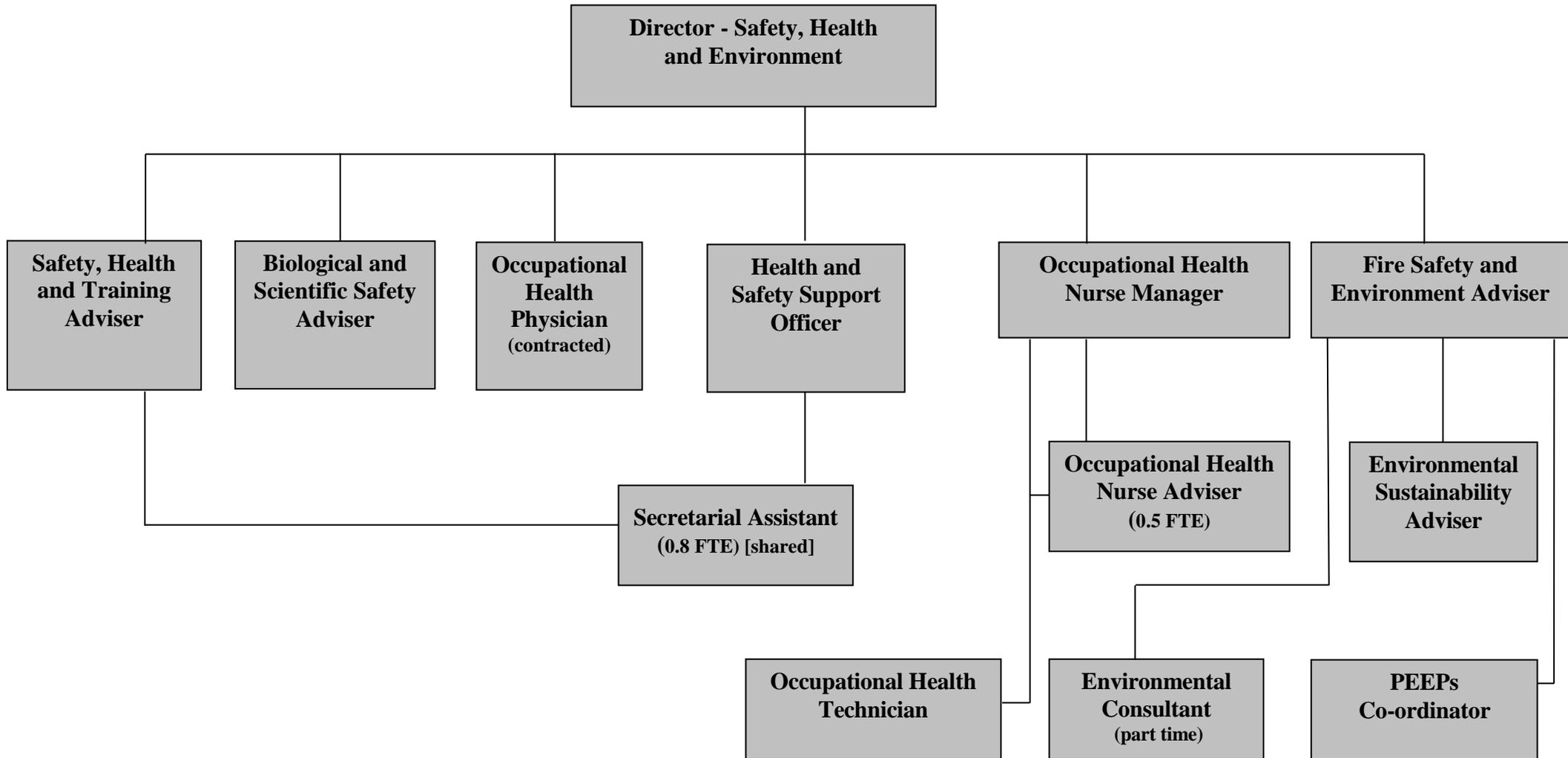
In order that the Director can receive expert advice on certain specialist topics the following advisory groups have been set up:

Occupational Health
Sustainability Team
Fire Safety Steering Group

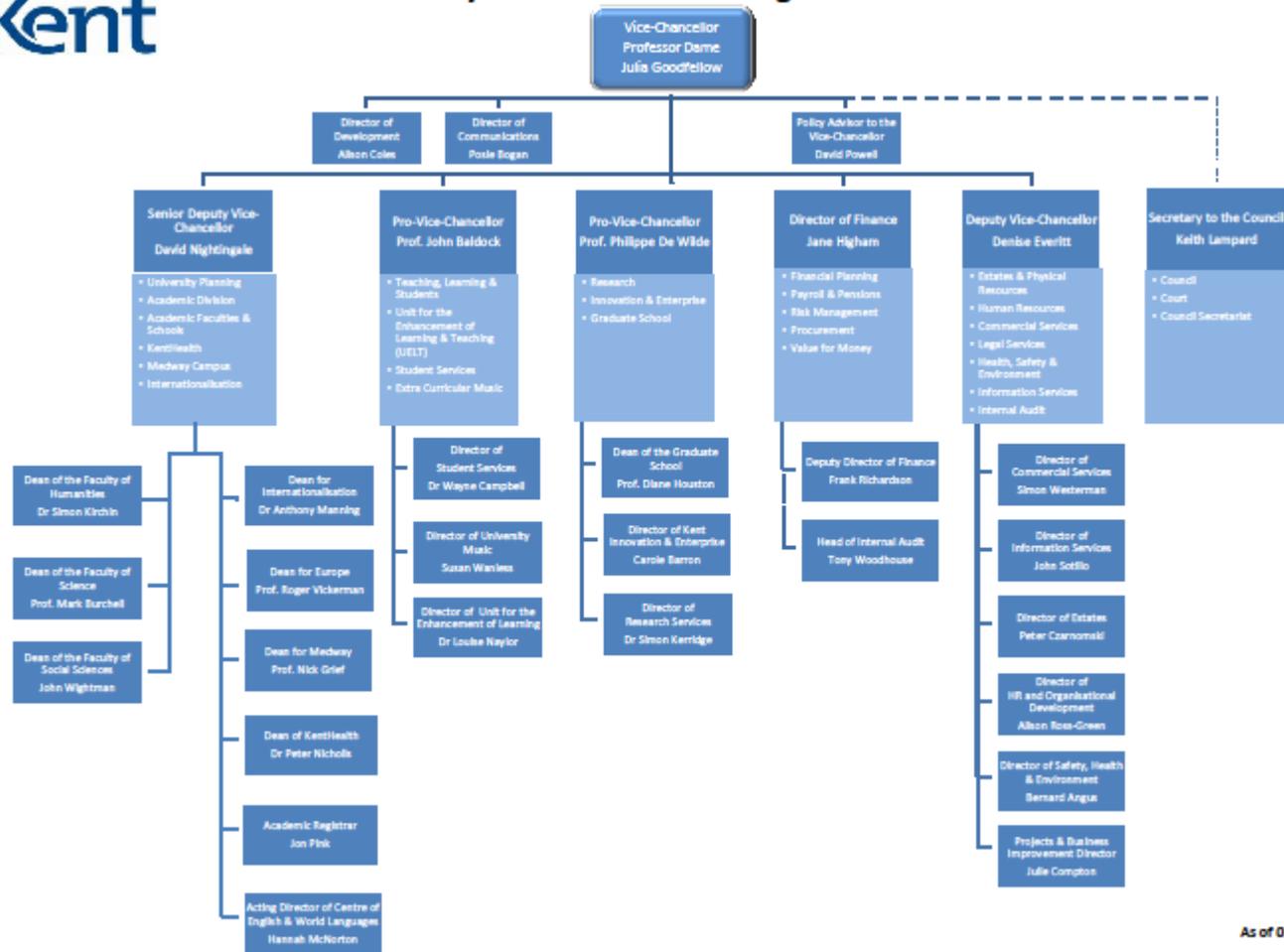
From time to time the Committee may ask individuals or establish new time-limited groups to undertake a special project or initiative on a matter relevant to its terms of reference.

KJL/hap, 13.11.2015

Appendix C: Safety, Health and Environment Unit - Organisation



The University of Kent's Senior Management Structure



As of 01.10.15

Appendix D

Appendix E: Responsibilities of Heads of School/Department/Section

- ensuring that foreseeable risks are assessed and controlled and staff/students are informed of the outcome of risk assessments and resulting workplace precautions in accordance with University and school/departmental policy and that a culture is fostered where health and safety are seen as being essential to the achievements of the goals of the school/department
- ensuring that a School/Departmental Safety Co-ordinator is appointed and replaced immediately their term of office is concluded, or they leave
- ensuring that managers, supervisors, School/Departmental Safety Co-ordinators and staff are competent and receive appropriate training in health and safety
- ensuring compliance, for the matters under their control, with the requirements of relevant legislation
- ensuring implementation of any Approved Code of Practice [ACOP] issued by the Health and Safety Executive which is applicable to any work or activity undertaken in their School/Department. In the event that Heads of School/Department/Section decide not to use ACOPs, they must ensure that any alternative codes or procedures define standards at least equivalent to those in relevant ACOPs.
- ensuring implementation of any relevant University policy on particular matters, e.g. first aid provision, induction training, work with ionising radiations
- maintaining a school/departmental health and safety management policy, which clearly assigns duties to named individuals and shows lines of authority. This is particularly important in buildings occupied by more than one school/department where certain matters such as emergency procedures, fire drills and first aid provision are best organised on a communal, building-wide basis.
- ensuring that arrangements are in place to consult staff and students on health and safety matters and to involve them in planning, setting standards, reviewing performance and solving problems. Employees and/or their representatives must be consulted on any matters that may affect their health and safety. This may include any safety rules and procedures, training plans and changes to working conditions or practices.
- ensuring that adequate supervision is provided of staff, students and visitors who may be at risk.
- ensuring the production of and compliance with school/departmental performance standards, rules and codes of practice based on relevant guidance issued by the Health and Safety Executive, professional and trade organisations and the University Safety, Health and Environment Unit.
- ensuring that the school/departmental policy and any school/departmental codes of practice, rules and guidance are issued to staff and postgraduate students and, where necessary for health and safety, to undergraduate students. Copies should also be displayed on the school/departmental safety notice board and sent to the University Safety, Health and Environment Unit for information.
- ensuring that procedures are in place for co-operation with other employers on health and safety matters when staff and students visit or work in the premises of other employers or people from other companies or Institutions come to visit or work in the University

- ensuring that where shared responsibilities exist between employees of the University of Kent and other organisations that safety plans are drawn up to distinguish clearly the responsibilities of each party and how co-operation and co-ordination between the organisations will be accomplished
- the setting-up, where appropriate, of a Local Safety Committee and the appointment of its Chair
- ensuring that health and safety matters are included on the agenda of school/departmental management meetings
- ensuring that health and safety objectives are set and priorities are established after consideration of the advice and guidance available from school/departmental and University sources
- establishing procedures to monitor the implementation of the policy in the school/department, including the carrying out of inspections
- ensuring the investigation of accidents and ill-health due to work which involve school/departmental members and, if necessary, introducing modified schemes of work; ensuring all injuries, dangerous occurrences and work-related health problems are reported via the appropriate report forms. This will include confirmation that appropriate 'reportable' accidents have been reported to the Health and Safety Executive by the SHE Unit.
- arranging for immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activities
- ensuring that security arrangements for the area under his/her control do not compromise safety, particularly fire safety
- ensuring school/departmental compliance with all fire and evacuation procedures
- ensuring co-operation with the SHE Unit in the event of audits, inspections or other reasonable requests for information
- bringing to prompt attention of senior management any health and safety issues requiring their attention
- ensuring that appropriate members of staff within the school/department are trained in the use of the University's electronic incident reporting system (iCASS)
- ensuring the completion and return of an annual report on health and safety to the Vice-Chancellor and Council via the University Safety, Health and Environment Unit at the end of each year

Appendix F:

Health, Safety and Environment Consultative Committee's Terms of Reference

HSECC has been established by the University to meet the statutory requirements of the Health and Safety at Work Act 1974 and the Safety Representatives and Safety Committees Regulations 1977 (as amended). The Committee promotes co-operation between University management and its employees in all matters concerning health, safety, environmental management and welfare of staff and students. It is the main forum through which management consult with employee groups on health, safety and the environment. It considers matters for information or for consultation from SHEEC, reports on any matters from staff and student representatives, or documents from external bodies. HSECC reports to the Safety, Health and Environment Executive Committee (SHEEC).

Chair

The Chair will be appointed for one academic year and the role will rotate on an annual basis between management and union/staff representatives. Management will nominate its Chair from amongst its representatives who sit on the Committee; this nominee should not be Chair of SHEEC. Staff representatives will nominate their Chair from amongst the members of trade unions recognised by the University/representatives of non-union staff who sit on the Committee.

Membership

Membership of the Committee comprises approximately equal numbers of management members and employee representatives, who can be either trade union members, non-trade union members, or a combination of both.

Employee representation

In the event that the trade unions decline to represent those staff members who do not belong to a trade union, the University will, from time to time, advertise for non union safety representatives. Should it not be possible to attract these, the University will meet the statutory requirements of the Health and Safety (Consultation with Employees) Regulations 1996, by a combination of the following :-

- verbally through management briefings
- communication and consultation via a combination of management notices, or questionnaires
- Safety, Health and Environment Unit notices
- Local Safety Committees
- published documents from SHEEC and HSECC

Management representatives

Representative of SHEEC (determined by its Chair)
Director of Student Services or appropriate nominee
Director of Human Resources or appropriate nominee
Senior manager Kent Hospitality
Senior manager Estates Department
Senior manager(s) other than based at the Canterbury campus
One representative of each of the Faculties

Staff representatives

Two representatives of UNISON

One representative of each of the following:

UCU
Unite
Craft Unions
GMB

Two representatives of non-union staff

Students:

Two nominees of Kent Union

In attendance

The Director of Safety, Health and Environment or a nominated representative
Committee Secretary

Responsibilities

The HSECC is responsible for:

- a) promoting co-operation between University management and its employees in all matters concerning health, safety and welfare of staff and students;
- b) advising the University on health and safety policy and/or any measures to be taken to ensure the health and safety at work of its employees, and to assist in the formulation of safety rules and procedures;
- c) monitoring the implementation of the University's policy;
- d) considering reports from:
 - safety representatives, SHEEC and its advisory groups and local safety committees;
 - the Health and Safety Executive and other statutory bodies and authorities outside the University;
- e) acting as the main forum for consultation between the University and safety representatives:
 - before the introduction of any University measures that may substantially affect the health and safety of staff;
 - on the planning of health and safety training that may affect staff.

Meetings

Meetings will be held at least three times per year.

Appendix G:

Duties of School Radiation Protection Supervisor (SRPS)

- maintaining a list of radiation workers within the School
- providing advice and support on radiation protection matters to Group RPS and workers
- ensuring that a suitable and sufficient risk assessment has been made for all storage, transport, work and disposal involving radioactive substances
- ensuring that all workers have received training in any school and group local rules that are applicable to their work
- ensuring that appropriate health surveillance is undertaken of radiation workers
- providing information, instruction and training for those who work with ionising radiation
- ensuring that all workers who intend to use ionising radiation are registered with the Safety, Health and Environment Unit in advance of work commencing
- formulating the school local rules
- ensuring that group local rules are produced
- ensuring that correct school records are kept
- advising and assisting if an accident occurs involving ionising radiation, if necessary contacting the Radiation Protection Adviser (RPA) and ensuring that decontamination takes place to an acceptable level
- ensuring that any accident involving ionising radiation is reported to the University Radiation Protection Officer (URPO)
- undertaking investigation of any accident involving ionising radiation or of any exposure, or suspected exposure, above the adopted dose constraints
- monitoring that work within the School is conducted in accordance with University policy and local rules
- undertaking school inspections and checks of stocks of radioactive substances
- assisting the University Radiation Protection Officer during auditing and for inspections of stocks and record keeping
- liaising between the School, the University Radiation Protection Officer and the Radiation Protection Adviser
- ensuring that appropriate arrangements are in place for times when the School Radiation Protection Supervisor is absent from the School
- undertaking appropriate training activities to ensure continued competence for the role

Appendix H: Duties of School/Departmental Safety Co-ordinators

- advising the Head of School/Department on the formulation and revision of school/departmental health and safety policy, organisation and procedures
- providing advice to members of the school/department on matters of health and safety in relation to the work of the school/department
- referring matters to the University Safety, Health and Environment Unit in cases where problems cannot be satisfactorily resolved locally within a timescale appropriate to the level of risk
- liaising with the University Safety, Health and Environment Unit and passing on information as appropriate
- reviewing school/departmental health and safety procedures at appropriate intervals
- attending school/departmental or local safety committees
- consulting with staff, students, Trade Union safety representatives and non-union safety representatives, where appointed;
- monitoring that hazards are identified, risk assessments made and control measures implemented and maintained by school/departmental managers
- ensuring that there are school/departmental systems in place for the provision of health and safety information, instruction and training, and monitoring that this is provided by managers for their staff and students as appropriate
- ensuring that managers identify members of the school/department who require occupational health medical surveillance
- co-ordinating emergency procedures
- co-ordinating arrangements for school/departmental health and safety inspections and monitoring to ensure that health and safety inspections are also carried out by managers
- monitoring housekeeping, the condition of equipment and the use of controls provided to reduce the level of risk or mitigate the effects of an accident
- monitoring that equipment, plant and processes are adequately maintained and tested
- monitoring that working practices and procedures conform to health and safety requirements
- ensuring that all staff and managers are fully aware of the University requirement to report all accidents, including those that do not result in injury, via the University system
- ensuring that thorough investigations are undertaken by managers of all accidents, including those that do not result in injury, and work-related ill health and ensuring that remedial action is taken
- keeping records of health and safety training
- on relinquishing the post, passing on records to their successor;

Appendix I: Local Safety Committees

The membership of committees should be representative of all sectors of the relevant school/departments or area including, where appropriate, students. Where possible, there should be representatives from the recognised trade unions/non-union representatives. The School/Departmental Safety Co-ordinators and the Director of Safety, Health and Environment will be *ex officio* members. Each committee should be chaired by a senior member of staff and the current membership details posted on the school/departmental safety notice board.

Some committees, e.g. those in the Colleges and Cornwallis building, represent several schools/departments; in these cases, each Head should be represented on the relevant committee and the respective Chairs should ensure that the correct Head is advised of any matters of concern. Such committees should restrict their discussions to matters of inter-school/departmental concern; these will primarily be those matters dealt with on a geographical basis rather than at a school/departmental level, for instance, the organisation of fire drills and first aid provision. Inspections carried out by these committees should concentrate on communal areas.

The committees should meet at least three times per year, at pre-arranged times; the meetings must be minuted and the minutes should be displayed on the notice board. Matters of concern raised at the safety committee should be discussed at school/departmental managerial level as soon as possible.

In addition to dealing with members' business, each committee meeting should consider reports on:

- accidents which have occurred within its remit since the last meeting;
- any fires and/or false alarms;
- the latest inspection;
- any health and safety training which has been given, including fire drills.

Any papers, recommendations or reports from the University Safety, Health and Environment Executive Committee, Health, Safety and Environment Consultative Committee or University Safety, Health and Environment Unit should be discussed with a view to advising, where necessary, the Head(s) of School/Department on implementation.