INTRODUCTION

The Academic Section’s Health and Safety Management Statement describes the arrangements in place in the Section to provide oversight and management of our health and safety responsibilities. The Academic Registrar has responsibility for producing and maintaining the Statement, supported by the Operations and Development Manager (Academic Section), which is signed off annually by the Section’s Health and Safety Oversight Group.

RESPONSIBILITIES

The University’s Health and Safety Policy sets out the health and safety responsibilities of all University employees according to their job role. The Academic Section’s approach is underpinned by the important principle that safeguarding health and safety is the responsibility of all members of the Section. The responsibilities of employees and managers are also summarised in the Employee Guide to the Health and Safety Policy. Both documents can be found on the Health and Safety Policy website. Managers should also refer to the Managing Health and Safety Code of Practice, which sets out what they need to do to meet their responsibilities.

Specific roles within the Section related to health and safety are provided in the table below. The names and contact details of those undertaking the roles are published in a separate contacts document, which is managed by the Academic Section Operations Group and can be accessed via the Section’s online resources.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role / Responsibility</th>
<th>Training level</th>
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</table>
| All employees | Health and safety is a responsibility of all employees. As a member of the Academic Section, it is your responsibility to:  
- Seek and follow the training you have been offered and received by the University.  
- Take reasonable care of your own and other people’s health and safety.  
- Co-operate with the University’s policies and procedures in relation to health and safety.  
- Raise any concerns or issues related to health and safety to enable them to be addressed | Minimum:  
- Moodle: Health & Safety Essentials training  
- Moodle: Fire Safety Essentials Training  
- Moodle: Computer Safety Essentials  
Plus additional training according to further roles detailed below: |
| Academic Section Health and Safety Oversight Group | The remit of the Academic Section’s Health and Safety Oversight Group is to (i) establish and review as required the Section’s Health and Safety policy and training framework, ensuring appropriate requirements are in place to support managers across the Section and to foster a culture of engagement with health and safety matters; (ii) receive reports on a range of issues related to health and safety and relevant action plans in order to monitor and oversee | The Academic Registrar and Directors of Academic Services and Student Life are required to undertake the IOSH Managing Safely course, bookable through HR Organiser |
compliance with the policy and training framework to enable effective reporting on progress; and (iii) agree appropriate action to address issues arising through the reports, including inviting managers or teams to attend meetings to discuss matters relating to health and safety responsibilities.

The Oversight Group meets bi-monthly and the agenda for each meeting is based on an annual work plan, agreed at the first meeting each year, which covers the full range of health and safety activities.

Operational delivery of actions agreed by the Oversight Group is managed through the Academic Section Operations Group and managers.

<table>
<thead>
<tr>
<th>Academic Section Operations Group</th>
<th>The remit of the Academic Section’s Operations Group is to (i) support the delivery of changes and decisions agreed by the Health and Safety Oversight Group relating to policy and process; (ii) assist with the co-ordination of health and safety activities, including organisation and assistance with the annual inspections; and act as the main point of contact on matters affecting health and safety in the Academic Section. Operations Group members are also members of the H&amp;S Oversight Group and work with and support managers to meet their health and safety responsibilities.</th>
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<tbody>
<tr>
<td>Health and Safety Managers Network</td>
<td>The network is open to all managers across the Academic Section and exists to provide a forum to increase understanding and share best practice and experience. The network operates via regular meetings and through virtual discussion groups.</td>
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<tr>
<td>Academic Registrar</td>
<td>Overall responsibility for leadership in ensuring that the Academic Section complies with the University’s health and safety requirements and has effective systems in place for the management and monitoring of health and safety activities.</td>
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<tr>
<td>Academic Section Managers</td>
<td>All managers are required to: ▪ take day to day responsibility and accountability for Health and Safety</td>
</tr>
<tr>
<td>Academic Registrar</td>
<td></td>
</tr>
</tbody>
</table>
and the management and mitigation of risk
- be aware of and understand the University and Academic Section Health and Safety requirements at all times
- ensure appropriate inspections and risk assessments are carried out
- set and complete realistic action plans to manage risks
- include Health and Safety as a standing agenda item for team meetings.

<table>
<thead>
<tr>
<th>Display Screen Equipment (DSE) Facilitators</th>
<th>Provide guidance and assistance to employees on computer (DSE) risk assessment and training.</th>
<th>DSE facilitation training course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Evacuation Stewards</td>
<td>Assist with safe evacuation in the event of a fire or emergency.</td>
<td>Fire evacuation course</td>
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<tr>
<td></td>
<td></td>
<td>Evacuation chair training</td>
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<tr>
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<td></td>
<td>(on HR Organiser as “Use of Evacuation Equipment”)</td>
</tr>
<tr>
<td>Evacuation Chair Stewards</td>
<td>Assist those who are unable to use the stairs with using an evacuation chair in the event of a fire or emergency.</td>
<td>Evacuation chair training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(on HR Organiser as “Use of Evacuation Equipment”)</td>
</tr>
<tr>
<td>First aiders</td>
<td>Patrol Staff are trained to provide emergency first aid and can be contacted on 2222.</td>
<td>First aid training</td>
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<tr>
<td></td>
<td></td>
<td>Mental health first aid training</td>
</tr>
<tr>
<td>Workplace Health, Safety and Wellbeing (formerly Health and Safety Advisory Service / Occupational Health Service)</td>
<td>Provide competent advice on health and safety and occupational health for the University.</td>
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</tbody>
</table>

NB: Staff based in Southend and Loughton should also refer to their local building user guides.
GENERAL HEALTH & SAFETY ARRANGEMENTS

Consultation
The law requires that the University consults with staff and their safety representatives before implementing changes that may substantially affect their health and safety and with regard to risk assessments and protective measures that cover their work activities.

Employees may raise any concerns directly with their manager or at team meetings.

Employees may also speak to their Trade Union Safety Representative, whose details can be found on the Health and Safety website: https://www1.essex.ac.uk/health-safety/contact/safety-representatives.aspx. Safety representatives are appointed by trade unions to represent all employees on health and safety. You do not need to be a Union member to ask for their assistance with a health and safety concern.

Health and safety is a regular agenda item at team meetings.

Co-ordination
The Academic Section has a Health and Safety Oversight group, which meets bi-monthly. Its terms of reference and membership are:

Terms of Reference:
1) To provide oversight for H&S requirements, policy and training for the Academic Section
2) To ensure compliance and adherence to H&S policy
3) To ensure effective communication is in place across the Section in respect of H&S.
4) Review the H&S policy statement and publish updates accordingly.
5) Receive relevant reports and action plans on H&S from across the Academic Section.
6) To consider all other aspects of H&S activity.

Membership:
Chair: Academic Registrar
Members: Director of Academic Services/Deputy Academic Registrar
Director of Student Life/Deputy Academic Registrar
Members of the Academic Section Operations Group
Health & Safety Adviser linked to Academic Section
Secretary: Operations and Development Manager

Contact and Communication
Employees are able to find the health and safety information and contact details on the Section’s Resources site and the Section’s webpages.

Training and Competence
All employees are required by law to be competent to meet their responsibilities and work safely and the Section is committed to providing appropriate training to support you. You have a legal responsibility to:

1. Follow the training you have received when using any work items your employer has given you.
2. Take reasonable care of your own and other people’s health and safety.
3. Co-operate with your employer on health and safety.
4. Tell someone (your employer, supervisor or health and safety representative) if you are worried about health and safety in your workplace or think the work or inadequate precautions are putting anyone’s health and safety at serious risk.

**Induction**

Line managers ensure that new employees are adequately inducted into local health and safety arrangements. An induction checklist and guidance can be found on the Health and safety induction website.

Health and safety information for new joiners is included in the University’s New Staff Induction Moodle Course, which can be accessed at www.essex.ac.uk/ldev/induction.

All staff with logins are required to complete the following online health and safety courses:

- Fire Safety Essentials
- Health and Safety Essentials
- Computer Safety Essentials

You can access the induction courses on the University’s Welcome to Essex Moodle course: https://moodle.essex.ac.uk/course/view.php?id=5696. You will need you Essex login and password.

**Fire Safety Training**

All employees must undertake Fire Safety Essentials training. This can either be through attending the 45 face to face course, or completion of the online Fire Safety Essentials course on Moodle. Alternatively, for GLAs and GTAs, the Fire Safety Essentials course is included as part of their induction.

**Health and Safety Training for Managers**

Managers are required to complete training in Managing Health and Safety Essentials or, for managers of high risk activities, IOSH Managing Safely. For some roles bespoke Managing Health and Safety Essentials training may be available.

**Further Health and Safety Training**

Details of face to face and online health and safety courses provided by the HSAS can be found on the University’s website. Log in to HR Organiser to see the full list of courses and to book your place and dates for forthcoming Health and safety courses.

Managers are required to assess the health and safety competence of the employees they directly line manage, identify their training and development needs and ensure that they are met. The Health and Safety Competence and Training Matrix can assist with this.

**Training Records**

Departmental records of health and safety training and induction are kept by Line Managers. Central records are kept on HR Organiser and can be viewed by employees and their manager.

**Capability**

Risk assessments for the work activities need to take account of capability issues that may increase risk (for example pregnancy, immaturity of young people, health conditions etc.). General advice on risk assessment and people at risk is available from the HSAS, or advice on individuals with specific health concerns is available from Occupational Health. Advice on Pregnancy can be found on by on the University’s website.
Health and Safety Standards

Health and safety standards (that is how we do things safely) are detailed in health and safety policies, codes of practice, standards, procedures and risk assessments covering a range of activities. They are the way the University and Department ensure that legal obligations for health and safety are met and are therefore mandatory.

University-wide policies and generic risk assessments are available on the University’s Health and Safety website. University also adopts health and safety codes of practice published by University and Colleges Employers Association (UCEA) and Universities Safety and Health Association (USHA).

The University has the following health and safety standards, available at https://www1.essex.ac.uk/health-safety/policies/default.aspx.

Health and Safety Inspections

Managers are required to arrange for an annual safety inspection of the areas for which the Department is responsible. The inspection party will normally consist of: the Academic Registrar (or nominee), our allocated Health and Safety Advisory Service contact and the relevant manager(s).

Managers are required to ensure that a Trade Union Safety Representative will also be invited to attend.

A written report will be produced by the relevant manager(s), specifying responsibility for and time scales to remedy any health and safety problems identified by the inspection.

A copy of the inspection action plan will be sent to the HSAS, the Trade Union Safety Representative, the Operations & Development Manager and Academic Registrar. The Section’s Health & Safety Oversight Group will maintain oversight for the progress and implementation of the actions arising from the inspections.

Health and Safety Incidents

All accidents and health and safety incidents must be reported using the University’s Health and Safety Incident Report available on the University’s website. This should be done as soon as possible so that HSAS can ensure that statutory reporting to the HSE of RIDDOR\(^1\) reportable incidents is carried out. Information on how to report a health and safety concern is also available on the website.

The relevant manager(s) will liaise with HSAS to conduct investigations where needed.

Occupational Health

The University’s website includes advice on work-related stress and other occupational health concerns.

The University also has arrangements in place to provide a free and confidential telephone advice service for staff through an Employee Assistance Programme (EAP).

All employees can access the Occupational Health Service through a management referral for confidential and impartial support and advice on any matters affecting health at work. If you have specific concerns regarding the impact of your work on your health (or your health on your work), speak to your line manager or HR Employee Relations Adviser and ask them to refer you. If this is not possible, you can also contact your Union for advice.

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\(^1\) Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
Managers who have concerns about an employee’s health should seek confidential advice from the Occupational Health Service, who will be able to advise on whether manager referral is appropriate.

**Emergencies (e.g. fire and first aid)**

In the event of an emergency those based at the Colchester campus must dial 2222 (or 01206 872222) to inform patrol staff. Patrol Officers are responsible for taking the immediate emergency response and directing the emergency services to the incident location. They are all trained in first aid. For non-emergency first aid call 2125 (or 01206 872125).

Staff based in Southend or Loughton should refer to their local building users’ guidance on what to do in an emergency.

Further information on [emergencies](#) is available on the University’s website.
ARRANGEMENTS FOR MANAGING HEALTH & SAFETY RISKS

Risk Assessment
Any employee responsible for an activity that has significant risks\(^2\) which are not sufficiently covered by existing health and safety procedures or risk assessment will need to ensure that a risk assessment is carried out. This includes the practical elements of teaching, some overseas travel and some other events. Advice on risk assessment is available on the University’s website. Research staff will also find specific advice on research risk assessment on the website. For advice and assistance contact your lead Health and Safety Adviser a minimum month before an activity/event occurs.

Generic risk assessments for certain work activities and general advice is available from the Health and Safety pages of the University’s website.

Risk Assessment are kept securely with the Academic Section Operations Group and Line Managers, these are sent to HSAS for review (copied to the Operations & Development Manager).

Fire Safety
In order to minimise the risk of fire, employees **must not**:

- Leave obstructions, flammable materials or sources of ignition in corridors and staircases. Note: If combustible items will not fit into recycling bins, leave them in your office and contact ems-helpdesk@essex.ac.uk to ask a cleaner to collect them.
- Leave fire doors wedged open, unless the room is occupied.
- Use cooking appliances (other than microwave ovens provided in designated areas) or privately owned heating appliances.

Employees who are planning any activities that could increase the risk of fire will need to carry out a risk assessment in consultation with the Fire Safety Officer.

Employees or students with permanent or temporary disabilities that may affect their ability to evacuate safely in an emergency should email fire@essex.ac.uk to arrange for a **Personal Emergency Evacuation Plan (PEEP)**.

Note: Smoking and vaping is prohibited in all University buildings, under podia, within 5m of entrances and windows and in University vehicles.

Electrical Safety
Unsafe electrical equipment can cause fires and electric shock. For this reason certain electrical equipment is prohibited from use in some areas and there are rules about the use of personally owned items.

Employees should read about dangerous and prohibited electrical equipment and personally owed electrical equipment.

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\(^2\) Risks arising out of routine activities associated with life in general can be ignored, as can instances where the harm is likely to arise infrequently and be minor in nature
The Academic Section Operations Group will make arrangements for Portable Appliance Testing to be carried out in accordance with the University Portable Appliance Testing (PAT) Standard which has guidance and advice, including a flowchart on frequency of testing.

**Office Safety**

Employees should read and follow the risk assessment for your office(s) and low risk areas and can be obtained from your Line Manager.

**Driving on University Business**

Employees who drive on University business must have a valid driving licence and ensure their car is insured for business use. The Department’s risk assessment for driving should be followed. It is located at [insert]. Further information on driving for work is available on the University’s website.

**Organising Events**

When organising events, please refer to the information on organising events on the University’s website. If you are organising an event on one of the Colchester Campus Squares or grounds you will need to complete an Events Booking Form and forward it to the EMS helpdesk.

**Overseas Travel**

Any employee undertaking travel on University business outside the United Kingdom (and flights and overnight stays within the UK) must arrange insurance cover by completing a Travel Insurance Application Form and sending it to the Insurance Office. Guidance on Overseas travel safety is available on the University’s website.

You must consider and plan for significant foreseeable health and safety risks that may arise from your non-UK visit. As part of this you should review Country specific information on the Gov.UK (formally Foreign and Commonwealth Office) and the University’s Insurer’s travel assistance websites. Risks will vary greatly and the extent of planning and preparation will need to reflect this. It is a University requirement that formal risk assessment and approval is needed for visiting countries (or parts of countries) identified as high or extreme risk. Travellers must also need complete a short online travel security course. Please refer to the guidance on Overseas travel safety for information on the overseas travel risk assessment for high and extreme risk locations.

**Field Trips**

Guidance on health and safety for those responsible for organising field trips and off-site visits can be found on the University’s website. It includes a planning checklist, group travel planning form and emergency incident procedures.

Risks will vary greatly and the extent of planning and preparation will need to reflect this. The Field Trip Planning Checklist will be sufficient for low risk trips, but formal risk assessment will be necessary for higher risk trips. A Group Travel Planning Form should also be completed for tips involving 5 or more individuals.
This Health and Safety Management Statement and the Key Health and Safety Contacts list is reviewed annually by the Academic Registrar and Operations & Development Manager and signed off by the Academic Section Health & Safety Oversight Group.

Richard Stock, Academic Registrar
10 December 2018
For review: November 2019