



University of Essex



# **Managing Health and Safety Code of Practice**

**University of Essex**

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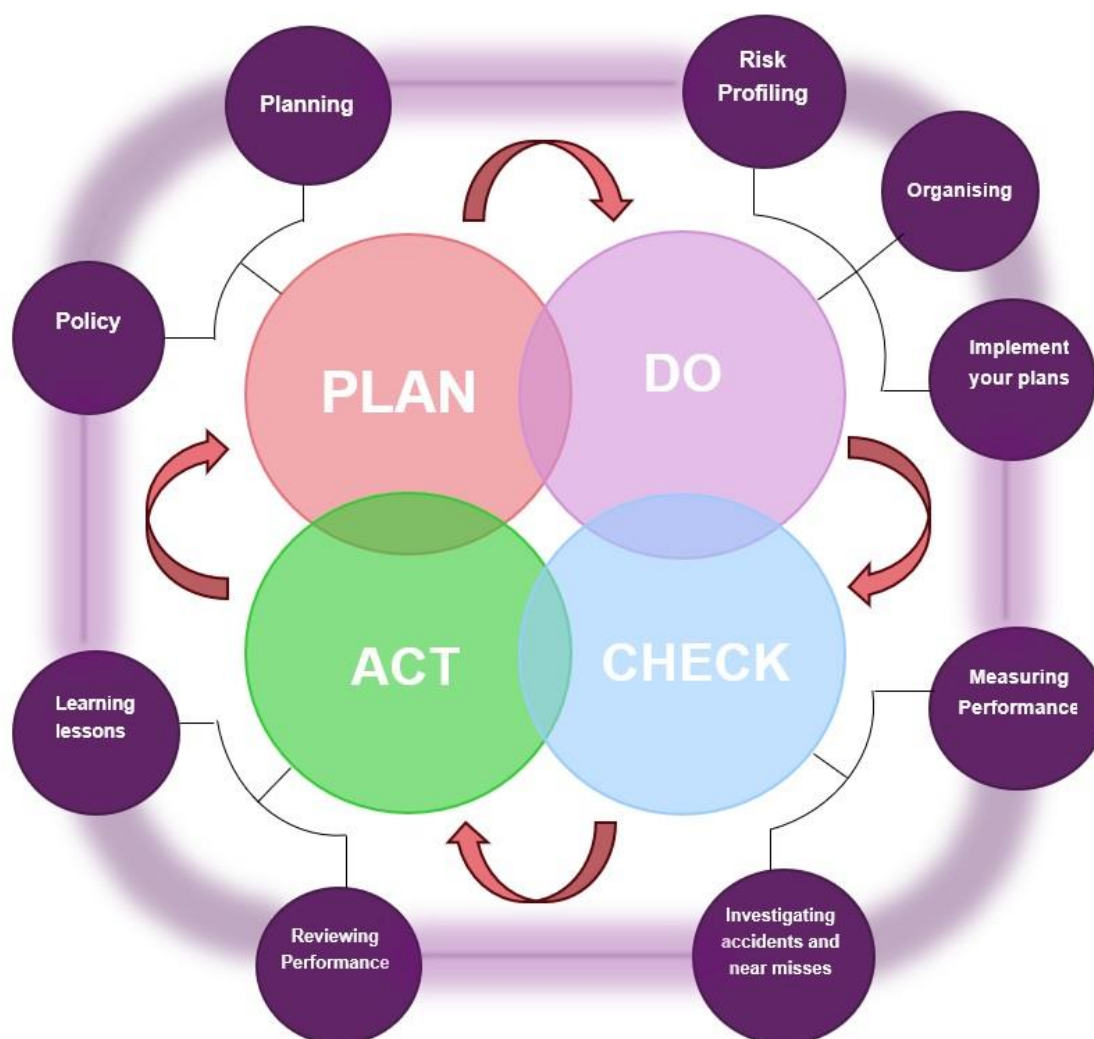
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# Introduction

This Code of Practice details the University's arrangements for ensuring compliance with the Health and Safety at Work Act and Management of Health and Safety at Work Regulations. It gives details of what line managers, Heads of Department\* and others need to do to meet their health and safety responsibilities, as laid down in the University *Health and Safety Policy*. Managing health and safety is an integral part of good management. This document is set out in accordance with a *Plan – Do – Check – Act* management system framework, as recommended by the Health and Safety Executive (HSE). Further guidance on managing health and safety can also be found on the Health and Safety pages of the University website.

\*Note: Throughout this document the term 'Department' should be understood to include School, Centre, Faculty team or Section. The term Head of Department includes Heads of Section, Centre, or School. It also includes Executive Deans in relation to their Faculty staff.



# 1. Plan

## 1.1 Policy setting

The University's *Health and Safety Policy* expresses our commitment to the achievement of high standards of health and safety and its objectives for the coming years. It also sets out the health and safety responsibilities of the University's leaders, managers, employees and students; whilst this code of practice describes the arrangements for implementation of the Policy.

All **Heads of Department and Section** (including Executive Deans) are required to produce and keep under review a *Health and Safety Management Statement*, which details local health and safety responsibilities and arrangements.

A [Health and Safety Management Statement Template](#) (.docx) is available on the University's website.

## 1.2 University Health and Safety Plan

Our health and safety objectives were agreed by Council and take into consideration the University's current risk profile and strategic plans.

These are developed into a more detailed plan and its progress is monitored by the Health and Safety Group (HSG) and University Steering Group (USG).

A set of key performance indicators (KPIs) has also been agreed by Council and aid measurement of the University's health and safety performance. Performance is monitored during the year and reported to Council as part of the annual health and safety reporting process (See section 3).

## 1.3 Planning for change

USG is responsible for ensuring that health and safety risks are identified as part of the planning of new projects and strategic plans.

It is the responsibility of project leaders to ensure that project plans consider the impact of change on health and safety such as:

- health and safety (including fire safety) impact on employees and students through changes to the environment, working practices, equipment, technology, or conditions
- changes in employer-employee health and safety responsibilities, e.g. through contracting out or partnership agreements
- projects that involve complex and or high hazard activities



The project plan should also address the need to:

- comply with the legal requirement to consult employees and/or their representatives on changes that may affect their health and safety.
- communicate and consult with other stakeholders whose work activities will be affected by the changes.

The University's Projects Toolkit provides useful guidance on health and safety consideration in project design.

## **1.4 Annual Strategic Planning process**

As part of annual strategic planning process, Heads of Department and Section are responsible for considering the potential health and safety impacts of their plans and any significant resources that may be needed to address health and safety issues in their Department/Section. As part of this process, Faculty Managers stay alert to liaise with the Health and Safety Service when the need arises, thereby encouraging early consultation.

The Workplace Health, Safety and Wellbeing (WHSW) team should be consulted in good time on projects and plans that will have a significant health and safety impact, so that timely advice can be given, and resources can be allocated to providing any necessary support.

# 2. Do

## 2.1 Risk profile

Effective leaders and managers know the risks for which they are accountable, rank them in order of importance and take action to control them. Risk profiling informs all aspects of our approach to leading and managing health and safety. It is about identifying hazards that, if not adequately controlled, present the greatest risks to the organisation. Understanding the potential risks informs decisions about which controls are needed and identifies priority areas.

The University's Risk Management Policy requires risk owners to maintain operational risk registers that identify risks and actions taken to mitigate the risks, noting the residual risks after the mitigation. Senior managers are responsible for ensuring that significant health and safety risks for which they are accountable (through the Health and Safety Policy) are recorded on their operational risk register. The University's Professional Services and Business Planning Accountant oversees this process.

It is not necessary to record all health and safety hazards in the University's Risk Register. The register records risks that could have a significant impact on the organisation. For example, those that can cause severe or catastrophic harm, could affect many people, significantly disrupt business, affect reputation, or lead to breach of legislation.

Heads of Department, line managers and Principal Investigators are responsible for ensuring risk assessments are carried out in their areas of responsibility and that risk controls are implemented. The University's risk assessment template and the guidance on [risk assessment](#) is available on the University's Staff Directory. Advice and training on risk assessments is available from Workplace Health, Safety and Wellbeing (WHSW).

Where appropriate (to cover a significant risk that is common across many departments), the Workplace Health, Safety and Wellbeing team will develop generic risk assessments. However, as generic assessments have limitations, managers will need to ensure that they are modified to take account of local circumstances.

## 2.2 Arrangement of Health & Safety responsibilities

### 2.2.1 Departmental Health and Safety Officers (DHSO) and Health and Safety Liaison Officers (HSLO)

The *Health and Safety Policy* requires **Heads of Department** and **Executive Deans** to appoint a Departmental Health and Safety Officer (DHSO) or Health and Safety Liaison Officer (HSLO) to advise and/or support them on health and safety related matters.

DHSOs and HSLOs support their Heads of Department with implementation of the Health and Safety Policy and arrangements in their department. Although Heads of Department or Executive Deans may give DHSOs and HSLOs authority to act on their behalf, they cannot delegate their health and safety responsibilities to them. Accountability for health and safety remains with the Head of Department and so they should meet with their HSLO/DHSO regularly to monitor the effectiveness of their health and safety arrangements.

The HSLO role is primarily administrative and does not require specific health and safety expertise over and above knowledge of the systems the University has in place to manage health and safety. HSLOs are required to attend the HSLO H&S Induction (delivered by Workplace Health, Safety and Wellbeing).

DHSOs are appointed in departments that have higher and more complex risks, requiring specific risk assessments and safe working procedures, over and above those covered by University-wide health and safety standards and generic risk assessments. DHSOs require in-depth knowledge of H&S risks, which could have been gained as part of their current or previous professional role, and the principles of good health and safety management (as covered on the IOSH Managing Safely course).

Heads of Department (or for the Professional Services; the Registrar and Secretary, and Directors of Sections) are responsible for determining when risks merit the appointment of a DHSO.

The extent to which DHSOs or HSLOs carry out health and safety activities themselves or co-ordinate others is determined by the Head of Department in consultation with the DHSO or HSLO. Factors to consider in making this determination are the size of the Department, its structure and risk profile, as well as the competence and resources available to the DHSO or HSLO to undertake the role.

To carry out the role effectively, DHSOs and HSLOs need:

- sufficient authority within the department to be able to direct others to act or be able to work through the Head of Department
- regular formal two-way communication with their Head of Department to keep their Head of Department informed of health and safety requirements and raise health and safety concerns, ensuring Heads of Department can satisfy themselves that departmental health and safety arrangements are in place and legal requirements are being met

Information on the competence and training needs of DHSOs and HSLOs can be found in the [Health and Safety Competence and Training Matrix](#) available on the University Staff Directory.

## **2.2.2 Consultation with employees**

All Heads of Department and managers must consult with employees and their Union-appointed safety representative before implementing changes that may substantially affect their health and safety and about risk assessments that cover their work activities. This is a legal requirement.

Where possible, line managers shall involve employees and their Union-appointed safety representative in decisions that affect their health and safety. Where possible, employees shall be



involved in the risk assessment process. This aids the development of control measures that are practical and have employee support.

In the main, consultation on local issues can be achieved by including health and safety on the agenda of management and team meetings. Team meetings can also be used by employees to discuss any concerns they have about health and safety issues affecting them or the team.

Employees must be advised of how to raise health and safety concerns. This should normally be directly with their manager. Alternatively, they could speak to their DHSO or HSLO. Employees also have the right to raise health and safety concerns with a Trade Union Safety Representative, who can take the matter up on their behalf.

Trade Union Safety Representatives are University employees appointed by the Trade Union to which they belong, to represent employees on health and safety matters. They can assist any employee who has a health and safety concern.

Further information about the legal requirements for consultation with Trade Union Safety Representatives, their role and details of the University's Trade Union Safety Representatives is available on our website.

The University has a Health and Safety Group and specialist sub-groups (covering ionising radiation, diving, and biological safety) through which consultation take place. Further information can be found on the Committees page of the University website.

When consulting on new Health and Safety Standards, WHSW may also involve the affected persons/groups and Trade Union Safety Representatives via a meeting or forum to discuss the proposals.

## **2.2.3 Communication**

Good communication systems are essential to ensure that everyone:

- knows about the risks associated with their work and what they need to do to protect themselves and others from harm
- can contribute to a safe and healthy workplace, by raising health and safety issues they are concerned about

Workplace Health, Safety and Wellbeing (WHSW) communicates on health and safety primarily through the following means:

- Health and safety pages of the University's website
- Health and safety bulletins to Heads of Department, DHSOs, HSLOs or targeted at specific managers
- Emails to Heads of Department, DHSOs, HSLOs or targeted at specific line managers

- through the Health and Safety Group and its sub-groups
- ad-hoc health and safety forums for HSLOs, DHSOs and managers
- all-employees e-mail will be issued for important health and safety information, which must reach all employees. Managers of employees without logins are responsible for cascading the content of all-employees emails to their employees

The WHSW team also publishes a series of advisory leaflets covering common health and safety risks, which can be used to communicate health and safety information to employees.

Heads of Department are responsible for ensuring there are adequate arrangements in place for communicating health and safety within their department. These should take account of hard-to-reach groups, such as those that do not have access to computers. Where departments put health and safety information onto their websites, links should be made with the University's health and safety website. Notice board information should be checked regularly to ensure that it remains current. Health and safety should be a regular agenda item at departmental meetings.

As a minimum, the following health and safety information is displayed on departmental notice boards:

- name and contact details of:
  - the Department's DHSO or HSLO
  - fire evacuation stewards
  - first aiders (where appointed)
  - Display Screen Equipment (DSE) facilitators
  - others with specialist safety roles relevant to the department
  - union appointed safety representatives.
- departmental Health and Safety Management Statement and the Employee Guide to the University's Health and Safety Policy
- where to find departmental health and safety standards
- recent Health and Safety Bulletins and advisory leaflets on health and safety, where they are relevant to the group of employees

Line Managers need to ensure that:

- employees know how to report a health and safety concern, who the key people are with health and safety responsibilities and how to contact them

- employees within their area of responsibility know about the health and safety standards that affect their work and how to access them
- employees know how to access health and safety information on the University's website; or that information is provided in an alternative way for employees who do not have access to computers
- health and safety is an agenda item in team meetings, providing an opportunity to discuss changes that may affect the health and safety of employees, risk assessments or any health and safety concerns
- when they receive health and safety information from WHSW they consider how it affects the activities they are responsible for
- when delegating health and safety actions to someone else, they give clear instructions on what is expected and check that it has been completed
- if their work can affect the health and safety of others (For example contractors, external contracts who share the premises) communicate with them, to ensure that their health and safety is not affected

#### **2.2.4 Co-ordination and co-operation with other premises users**

Executive Deans, Heads of Department and managers need to ensure that where their activities may affect other departments or employers' employees, contractors, or users of the University's premises; sharing of information and co-ordination of arrangements (including responsibilities) for controlling health and safety risks takes place.

For example, it is important that fire safety arrangements are co-ordinated in shared premises and that cleaning and maintenance employees are given appropriate information and instruction on risks to them arising from a department's activities (e.g. potential exposure to hazardous substances).

Where the contractor has been appointed via another department (for example: Estates Management) communication and co-ordination with the contractor may be via that department.

Where employees from one department are based in another (e.g. Professional Services employees based in Faculty teams) co-ordination and co-operation will be necessary to ensure their health and safety needs are met. Unless otherwise agreed:

- the employee's Head of Department / Section retains responsibility for the employee's health and safety (including provision of information and training)
- the host Faculty, Department or Section is responsible for providing a safe working environment, including DSE workstation assessment, office risk assessment, inspection of the work areas and the provision of suitable work equipment. The host Faculty, Department or Section should induct the employee into any specific health and safety arrangements they have in place

The Campus Manager (Southend Campus) and Campus Facilities Manager (Loughton Campus) are HSLOs for their Campuses and will coordinate arrangements for health and safety in areas shared by employees from different Departments or Sections, in so far as it relates to the Campus (e.g. fire, first aid, inspections). However health and safety responsibility for employees based in Southend or Loughton still rests with their Department and the Head of Department or Department's HSLO/DSSO should include them in their health and safety arrangements.

### **2.2.5 Co-ordination with other employers**

Responsibilities and arrangements for health and safety must be included as part of agreements for letting or sharing premises with other employers. For the University's premises, this will be the responsibility of the Director of Estates. Otherwise, it will be the most senior manager responsible for liaising with the premises owner/landlord.

## **2.3 Implementation**

### **2.3.1 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, local rules, procedures and risk assessments covering a range of activities. They may also be embedded into University or local Policies and processes for ensuring the effective governance and management of work activities.

It is important that line managers and employees follow these standards, as they are the way the University ensures that it is meeting its legal obligations for health and safety. The standards are therefore mandatory.

University-wide health and safety standards are available on the health and safety pages of the University's website. The University also adopts health and safety codes of practice published by University and Colleges Employers Association (UCEA) and the Universities Safety and Health Association (USHA).

WHSW develops standards covering health and safety matters which affect the University as a whole and so require a common approach, in consultation with appropriate specialists and managers. These will be subject to consultation and approval by the Health and Safety Group and USG.

Where Departments have unique activities or structures in place, Heads of Department are required to liaise with WHSW and ensure that health and safety arrangements are tailored to their situation and address associated risks while complying with established procedures.

### **2.3.2 Competence**

All employees need to be competent to meet their responsibilities and carry out their work safely in accordance with the University's and departmental health and safety standards related to their work.

Employees must receive adequate health and safety training upon resumption following their recruitment and when exposed to new risks or taking on new responsibilities during the course of their employment. This is a legal requirement. Those with management responsibilities must be aware of relevant health and safety legislation and how to manage health and safety in accordance with the University's policies and standards. All employees must be able to work in a safe and healthy manner.

WHSW provides a programme of health and safety training for those with management responsibilities, as well as face-to-face and online training covering a range of health and safety risks.

The How We Work at Essex (HWWAE) essential training course is mandatory for all employees.

It is also mandatory that managers and leaders have management / leadership training according to their role. This may be:

- Managing Health and Safety Essentials in person training
- IOSH Managing Safely
- Head of Department Induction
- Senior Manager Induction
- Health and Safety Leadership course

Line Managers must ensure that they:

- induct new employees, those changing roles and temporary employees (e.g. Student Ambassadors, Examination Invigilators) on health and safety. Guidance on health and safety induction, and a health and safety induction checklist can be found on the University's website.
- ensure that all staff complete mandatory health and safety training
- assess the health and safety competences of the employees they directly line manage, taking account of the nature of their role, and identify their training and development needs. Refer to the Health and Safety Competence and Training Matrix
- provide adequate levels of supervision depending on the risks arising from the task and competence of the employee
- ensure that job descriptions take account of health and safety competence and capability and that these are assessed as part of the recruitment process
- ensure that risk assessments take account of capability issues that may increase risk (for example pregnancy, health conditions, etc). General advice is available from WHSW, or advice on individuals with specific health concerns is available from Occupational Health

Where departments have significant health and safety training requirements over and above the University's mandatory training, Heads of Department should ensure that departmental Health and

Safety Competence and Training Matrices are drawn up and mandatory training identified for specific job roles.

### **Refresher training**

The law requires that health and safety training is repeated periodically where appropriate. Refresher training must be provided where skills are not used regularly (e.g. first aid, fire extinguisher training, and emergency procedures). Otherwise, information from supervision/ performance management of employees, health and safety inspections and incident investigations can be used to determine whether and when refresher training is needed, while taking account of the risk assessment for the work activity.

### **Training Records**

**Heads of Department** and Section need to ensure that records are kept of employee induction, and of training and development on health and safety arranged by the department. Copies of certificates of competence should be forwarded to People and Culture for inclusion on personal files.

All centrally delivered staff health and safety training is recorded on iTrent automatically. Health and safety training arranged locally by the department needs to be recorded on iTrent by the department. This can be arranged through the Commercial Applications Helpdesk.

## **2.3.3 Supervision**

**Line managers** must provide appropriate supervision to ensure employees are complying with the University's and legal health and safety requirements. This may include observation or checking understanding as part of normal performance monitoring processes. New employees, young workers and those carrying out higher risk activities require closer supervision than a more experienced employee who has demonstrated safe behaviour.

The University's Personal Development Review (PDR) process provides an opportunity to discuss health and safety responsibilities and training needs in a positive way, and to discuss and address any underlying issues that may make it difficult for the employee to meet their responsibilities. In some cases, it may be appropriate to agree health and safety related objectives.

The University's Health and Safety Plan may require Executive Deans, Heads of Department or specific managers to carry out an action. Where this is the case, setting objectives and monitoring progress through PDR will assist in ensuring the action is carried out.

Where an employee knowingly does something that could cause serious harm, neglects to take action within their control to prevent a dangerous act or shows persistent non-compliance with the University's Health and Safety Policy, despite their manager or the University providing the necessary support to help them, disciplinary action may need to be considered.



## 2.3.4 Work equipment

**Any Head of Department/Section or manager** responsible for work equipment must ensure that:

- prior to purchase (or hire):
  - Checks are carried out to confirm the equipment complies with the relevant European requirements for safe design and construction and is suitable for use in the UK
  - consideration is given to potential health and safety risk prior to purchasing work equipment
- equipment is used and maintained safely, in accordance with manufacturer's recommendations
- hazardous work equipment is only used by employees who have been authorised are trained and competent in its safe use
- where necessary for safety, regular inspection or thorough examination is carried out by a competent person (e.g. lifting equipment, certain pressure vessels, local exhaust ventilation) and records retained in accordance with statutory requirements

Maintaining work equipment in a safe condition includes having in place systems for in house safety checks, regular maintenance and, for some work equipment (for example local exhaust ventilation), periodic thorough examinations and /or tests, in accordance with statutory requirements. The frequency of safety checks and maintenance will depend on the use of the equipment and the potential risk if it develops a fault. The manufacturer's guidance should be consulted.

Further [guidance on the safe use of work equipment](#) and statutory inspection is available on the University website.

**Estate Management** is responsible for workplace infrastructure equipment, such as boilers and lifts.

**Digital Innovation and Technology Services** is responsible for the cabling infrastructure and servers that support computer and audio-visual systems that they have fitted.

**Heads of Department** are responsible for ensuring that portable electrical equipment owned by their Department is inspected and where necessary tested in accordance with the University's standards on Electrical Safety, which includes [Portable Appliance Testing \(PAT\)](#).

# 3. Check

All **Heads of Department/Section** are responsible for ensuring that health and safety monitoring of equipment, employees and areas under their control takes place. Monitoring should assess compliance with the University's and department's health and safety and legal standards.

## 3.1 Formal inspections

**Heads of Department/Section** must ensure that regular formal health and safety inspections are carried out within their areas of responsibility. (See Appendix 1 for details of responsibilities for common or shared areas). If the Head of Department delegates responsibility to other employees, the outcome of inspections should be reported back to them.

A Union appointed safety representative should be invited to join the inspection team. To arrange this, Heads of Department or their HSLO/DHSO should advise the lead health and safety representatives of the three Trade Unions (UCU, Unite and Unison) at least two weeks before the proposed inspection date, so that they can agree which (if any) representative will join the inspection team. Heads of Department may also invite, Workplace Health, Safety and Wellbeing (WHSW) to attend, WHSW will attend a selection of such inspections.

The outcome of health and safety inspections must be recorded, along with responsibilities and timescales for action. [Health and Safety Inspection Checklists](#) are available by following the inspection link on the University's website. The inspection must include a check of paperwork and systems for managing health and safety in the Department, such as training records and risk assessments as well as a physical inspection. A copy of the inspection action plan must be sent to Workplace Health, Safety and Wellbeing, the Union appointed Safety Representative who attended the inspection and, for academic departments, the Faculty Manager.

The completion of formal health and safety inspections by departments will be reported annually as part of Faculty and annual reporting (see below).

Inspections should normally be carried out at least annually. However, the actual frequency of inspection should be determined by the risk profile of the department and the outcome of previous inspections. In some cases, more frequent inspections may be necessary. Where a department wants to carry out inspections at a frequency of less than annual, the Head of Department should submit their justification, based on a risk assessment, to the Health and Safety Group for approval.

### **New builds and major refurbishments**

The Director of Estates must ensure that a health and safety inspection of new builds and areas where there has been major refurbishment is carried out on completion, preferably before occupation. The

inspection team must include a Health and Safety Advisor from WHSW. A Union appointed Safety Representative must also be invited to attend.

## **3.2 Incident investigations**

Heads of Department/Section must ensure that health and safety incidents are reported and investigated. This would normally be by the manager responsible for the activity or area. On receipt of a health and safety *Incident Report Form*, WHSW will forward the investigation form to the appropriate manager or HSLO/DHSO.

WHSW will review all incident forms and where necessary initiate their own investigation.

## **3.3 Health and Safety audit**

WHSW will carry out health and safety auditing of the University's departments or systems for risk control. The University's Audit team may also audit the University's processes for managing health and safety risk.

# 4. Act

USG and Council require health and safety performance information to support them in meeting their health and safety performance responsibilities. Executive Deans and the Registrar and Secretary are responsible for monitoring health and safety performance of their departments and sections respectively.

Information from reviewing health and safety performance will also be considered when determining future health and safety objectives and plans.

## 4.1 Review

Heads of Department/Section must ensure that regular review of their risk assessments and arrangements for health and safety takes place. Health and safety standards must be dated with the last review date and the review should take place in a reasonable timescale, taking account of the nature of the risk and changes to legislation and work practices. *Health and Safety Management Statements* and notice board information should be reviewed at least annually to ensure that the names of those given health and safety responsibilities remain current.

WHSW will ensure that a regular review of University-wide health and safety standards takes place.

## 4.2 Annual Reporting on Health and Safety performance

Reporting on health and safety performance is necessary to enable Council and USG to fulfil their leadership responsibilities. They must be kept aware of health and safety risks and any potential shortcomings that could result in prosecution or a serious health and safety incident.

Progress with implementing the University's Health and Safety Plan will be measured in the following ways:

- **performance targets:** A set of key health and safety performance measures will be proposed by the Health and Safety Group and agreed by USG, which will aid measurement of University health and safety performance.
- **annual report on Health and Safety Performance:** A report on the progress of the implementation of the Plan will be included in an *Annual Report on Health and Safety Performance*.

The *Annual Report on Health and Safety Performance* will be produced for the Health and Safety Group, USG and Council. It will be considered by the Health and Safety Group prior to being submitted to USG and Council for approval.

The report will give an overview of performance against the University's health and safety objectives and performance targets, highlighting achievements, any areas of concern, and issues arising from the

Health and Safety Group or future legislative changes that may impact on the University. High level statistical data for the previous academic year will be provided. Where possible this will be benchmarked with previous years and comparable universities.

## 4.3 Other Health and Safety reports

- **Reports to Executive Deans and the Registrar and Secretary:** Workplace Health, Safety and Wellbeing will provide Executive Deans and the Registrar and Secretary with six monthly performance reports based on the information they hold, for their departments and sections respectively. This is to assist them with monitoring performance in their Faculty or the Professional Services.
- **Additional/ Ad hoc reports:** The Health and Safety Group or USG may also be provided with reports giving further detail on the University's health and safety performance. Where necessary, the Vice-Chancellor or Registrar and Secretary may request that additional reports are presented to Council.
- **Reports from Departments and Sections:** Each department and section will produce an action plan following their annual health and safety inspection and forward a copy to Workplace Health, Safety and Wellbeing so that inspections can be recorded, and significant findings can be incorporated into the annual report.

# Appendix 1: Responsibility for common areas

## Colchester campus

Area	Responsibility
Corridors and welfare facilities	Estate Management (EM)
Lecture and Seminar Rooms, PC Laboratories (Other than departmental)	EM: Fabric and Furnishings Digital Innovation and Technology Services (DITS): Equipment and cabling  (NB: DITS will report H&S concerns relating to fabric and furnishing to EM, when identified as part of their equipment and cabling inspections).
Lecture Theatre Building and Ivor Crewe Lecture Hall, (Other than areas occupied by AVMS)	EM, Fabric and Furnishings DITS, Equipment and cabling
Lakeside Theatre	CER
<b>Silberrad Building:</b>	
Reception	CER
Learning Hub & IT Helpdesk	DITS
Creative Studios	Students* Union
Student Services Hub (1 <sup>st</sup> floor)	Academic Section
Reading Room	Library and DITS
Second floor kitchen	Essex Food
Lakeview Room	CER



## Southend campus

Area	Responsibility
Gateway building <ul style="list-style-type: none"> <li>■ Professional Services shared office areas and reception</li> <li>■ Corridors and seminar rooms (other than departmental) and welfare facilities</li> </ul>	Campus Manager  EM
Clifftown Studios	East 15
University Square	Accommodation Essex
The Forum: <ul style="list-style-type: none"> <li>■ Professional Services shared office areas</li> <li>■ University controlled corridors, seminar rooms (other than departmental) and lecture theatre</li> <li>■ Spaces shared with Southend Borough Council and South Essex College</li> </ul>	Campus Manager  EM  EM

## Loughton Campus

Area	Responsibility
Loughton campus, including grounds	Director, East 15
Grounds and gardens (except Loughton) including trees at all campuses.	EM

# Appendix 2: Definitions and abbreviations used in this Code of Practice

## Definitions

Terms used in this Code of Practice are defined as follows:

**Audits:** Formal systematic, independent process for checking the implementation and effectiveness of the University's systems for managing health and safety.

**Consultation:** Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions.

**Competence:** Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

**Capability:** Capability encompasses the employee's suitability for the task as well as their competence. This means that account needs to be taken of the employee's aptitude and physical condition, as well as their level of training, knowledge and skills

**Department:** The term department includes section, school or unit.

**Hazard:** Something with the potential to cause harm

**Health:** the state of being bodily and mentally well and free from disease. In this Policy it relates to being free from mental or physical illness caused or made worse by work.

**Manager / line manager:** Anyone who manages or supervises other employees.

**Performance:** Level of achievement. For example how well objectives or standards are being met.

**Policy:** Sets the direction the University follows, responsibilities for action and arrangements for implementation.

**Review:** Checking that existing systems for managing health and safety are adequate and deciding on actions and timescales to remedy deficiencies. This should be based on feedback from monitoring and auditing, current legal requirements and best practice and future requirements.

**Risk:** A product of the likelihood of harm arising from a hazard, and the likely severity of harm.

**Safety:** freedom from danger or risk of injury.

**Significant risk:** Risk of physical or mental harm to people arising out of, or in connection with work. 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.

**Standards:** This term covers various policies, codes of practice, local rules, procedures, and risk assessments which describe how the Health and Safety Policy (that is its arrangements) is implemented and legal requirements met. These may be specific, standalone health and safety standards or embedded into the University or local Policies and processes for ensuring the effective governance and management of work activities.

Abbreviations:

Abbreviation	Description
DHSO	Departmental Health and Safety Officer
EM	Estate Management
DITS	Digital, Innovation and Technology Solutions
HSE	Health and Safety Executive
HSG	Health and Safety Group
HSLO	Health and Safety Liaison Officer
UCEA	University and Colleges Employers Association
USG	University Steering Group
WHSW	Workplace Health, Safety and Wellbeing

## Document Control Panel

Field	Description
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