University of Liverpool

Health and Safety Policy 2016
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STATEMENT OF INTENT

THE HEALTH AND SAFETY VISION

Our vision is simple but clear - to be the sector leader in health and safety, to provide a working and learning environment that is safe, healthy and supportive and that other institutions aspire to. We want to be the University that is recognised for its genuine commitment to health and safety, that places health and safety at the forefront of all its operations and that empowers all staff, students and visitors to behave safely.

A crucial aspect of improving health and safety performance is the setting of ambitious but achievable targets, at institutional and local levels. Our goal of being recognised as a leader in the field of health and safety will be facilitated by the setting of clear targets within a framework of widely understood and recognised metrics.

Underpinning our vision is a set of core beliefs:

- **A safe and healthy working and teaching environment is a fundamental right of all staff and students** – whilst it is impossible to provide a “risk free” environment, the University will do everything it can to prevent staff and students suffering injury or ill-health.

- **Senior members of staff will show strong leadership** – visible commitment from senior members of staff is essential if high standards are to be maintained and a “safety culture” is to develop.

- **Health and safety is everyone’s responsibility** – from senior management to first year students, high standards of health and safety are only possible if everybody contributes. The University believes that by encouraging staff and students to play their part and to adopt the right attitudes, both the University and the wider community in which we are, or will be, involved will benefit.

- **Success will only be achieved by the adoption of a clear strategy, targets and goals** – the University will commit to a strategic plan that will direct all our future actions. Clear targets and goals will be a fundamental part of this strategy.

- **Risk assessment is a fundamental process that will be firmly embedded into all our operations** – high standards of health and safety can only be achieved through formal risk assessment processes.
• A well trained, competent workforce is vital if high standards are to be achieved – providing appropriate, targeted training is important if everybody is to contribute to improving standards.

• Adequate resources will be provided if health and safety is to achieve the high standards – health and safety standards will only improve if the necessary resources are provided to all involved.

• Our students are the future – by teaching and encouraging students to adopt the right attitudes and behaviours, they will not only contribute to creating a healthy and safe working and learning environment, but will also ensure they feel empowered to develop and promote safe behaviours and to have a positive health and safety influence on others they meet throughout their careers.

The health and safety of staff, students and visitors is our highest priority. As Vice-Chancellor, I carry ultimate responsibility for all aspects of health and safety within the University, but clearly I cannot do this without the full cooperation of all members of the University. It is my expectation that each of us complies with this policy and sets a personal example of good practice.

Professor Janet Beer
Vice-Chancellor
June 2016
HEALTH AND SAFETY GOVERNANCE

HEALTH AND SAFETY GOVERNANCE COMMITTEE (HSGC)

Health and Safety Governance Committee membership

The HSGC will be chaired by the Deputy Vice-Chancellor and will report directly to Council. Under its terms of reference, it will ensure that the health and safety Policy, the strategic aims of the University and a strategic action plan are developed, implemented, monitored and reviewed.

In addition to the Chair of the Committee, the committee membership is as follows:
Committee members appointed by Council:

Executive Pro-Vice-Chancellor or Director of Operations, Faculty of Health and Life Sciences
Professor B Burgoyne/Mr G Pollard

Executive Pro-Vice-Chancellor or Director of Operations, Faculty of Science and Engineering
Professor K Badcock/Mr S Smith

Executive pro-Vice-Chancellor or Director of Operations, Faculty of Humanities and Social Sciences
Professor F Beveridge/Ms K Banks

Director of Facilities, Residential And Commercial Services (FRCS)
Mrs J Tucker

Director of Human Resources
Mrs C Costello

Director of Legal, Risk and Compliance
Mr K Ryan

Other members of the Committee are:

A lay member of Council
Dr A Scott

University Safety Adviser
Mr S Dunkley

Guild of Students representative
Mr A Grimshaw

Three Trade Union representatives (one from each recognised TU) nominated in advance of each meeting from a pool of representatives.

In attendance
Mr S Cottle
If non-University staff or University staff who are not members of the committee wish to attend, then a formal written request must be made to the Chair who will then decide whether the attendance at the meeting is appropriate.

**Health and Safety Governance Committee: Terms of Reference**

The Committee is responsible to Council for providing:

- Assurance that health and safety performance is compliant with statutory requirements and with the goals set by the University.
- Proposals for a strategic approach to health and safety, a plan to deliver strategic objectives, and monitoring of performance against that plan.

The Committee will:

a) Oversee the ongoing development and implementation of the University health and safety policy, strategy and action plan and annual iterations of this.

b) Continually monitor and review general health and safety performance and progress made against the strategic action plan.

c) Ensure that a forward plan is developed to proactively monitor and enhance performance.

d) Provide strategic oversight over the following bodies involved in the governance structure for health and safety:

   - Theme Working Groups on: Leadership and Accountability; Risk Assessment and Management; Competence and Training; Monitoring and Review; and Involvement and Communication.
   - Biohazards Sub-Committee.
   - Dangerous Goods/Security Sub-Committee.
   - Consultative Committee on Health and Safety.

This oversight will involve approving the terms of reference, membership and objectives of the above; considering progress reports on strategy and action plan development; recommending further actions as required; and approving the recommendations of the above or referring them on for Council’s approval, where necessary.

e) Consider any plans proposed by the CCHS and recommend any further action where necessary.

f) Consider and approve the annual health and safety plans proposed by Occupational Health, Radiation Protection, the Safety Adviser’s Office, Facilities, Residential and Commercial Services, the Faculties, Central Professional Services, Guild of Students and partner institutions and recommend further action where necessary.
g) Consider and approve the annual health and safety reports from Occupational Health, Radiation Protection, the Safety Adviser’s Office, Facilities Residential and Commercial Services, the Faculties, Central Professional Services, Guild of Students and partner institutions on health and safety performance and recommend further action where necessary.

h) Recommend action on health and safety matters to University management as and when required.

i) Provide a report on health and safety performance and progress against strategic goals to Council at regular intervals.

If non-University staff or University staff who are not members of the Committee wish to attend, then a formal written request must be made to the Chair who will then decide whether the attendance at the meeting is appropriate.

CONSULTATIVE COMMITTEE ON HEALTH AND SAFETY (CCHS)

The CCHS established in accordance with the requirements of the SRSC Regulations will report directly to the HSGC on any issues raised that have strategic/significant implications for the University and that need further consideration/input from senior management.

Membership and terms of reference for the CCHS are provided in the Health and Safety Trade Union Consultation section.

THEME WORKING GROUPS

The HSGC is supported by five theme working groups whose role is to develop the key themes of the main health and safety strategy and to address any specific issues that arise across the University that relate to each theme. The main aim of the theme working groups is to make recommendations to the HSGC and CCHS for consideration. The themes are:

**Leadership and Accountability** – the University will ensure that health and safety is driven by senior members of all Faculties and Professional Services areas. It will ensure the structures in place represent the needs of the University and that those with clearly assigned responsibilities and duties are held accountable for their actions. The leadership and accountability strategy will be developed such that, at the end of the five year plan, the University is able to demonstrate:

- Strong and effective leadership from Council, the VC, DVC and EVPC’s, Safety Committee members and all leaders across the University.
- Clear reporting lines and information flow between the Council, HSGC, CCHS, and the Faculties/Professional Services areas.
- Responsibilities and accountabilities are clearly defined, acknowledged and accepted by senior staff.
- Visible involvement in health and safety from all senior members of staff.
Risk Assessment and Management – the University will ensure that all areas develop effective risk management strategies to prevent or control risks and support teaching and research. The risk assessment and management strategy will be developed such that, at the end of the five year plan, the University is able to demonstrate:

- University hazards are clearly identified, understood and managed.
- A consistent approach to risk assessment and management across all areas is in place.
- Risk assessment is integrated into all area operations and safe systems of work developed.
- Clear control measures and performance standards are set for significant risks with legal compliance as a minimum standard.
- The management of risk is adequately resourced.
- Risk management is enabling not stifling.
- Conformity to a recognised health and safety management system.

Competence and Training – the University will ensure that all staff and students are provided with appropriate training so that competence is assured. The competence and training strategy will be developed such that, at the end of the five year plan, the University is able to demonstrate:

- Clear health and safety training requirements for all staff and students.
- A modern, flexible approach to training that meets organisational, operational and personal demands.
- A robust training records system.
- Competence is continually monitored and assured.

Monitoring and Review – the University will ensure effective arrangements are in place for reporting, monitoring and reviewing health and safety performance across all areas. The monitoring and review strategy will be developed such that, at the end of the five year plan, the University is able to demonstrate:

- All levels of staff are involved in the monitoring and review process.
- Monitoring systems are robust yet appropriate to the nature of the work.
- Monitoring is carried out by competent staff.
- Monitoring findings are used to continually improve local plans and performance.
- Formal reviews of local arrangements are undertaken on a regular basis.
- Standard auditing systems are used to allow benchmarking with similar institutions.
- Robust systems are used for collecting accidents and incidents.

Involvement and Communication – the University will ensure that as many people as possible become involved in health and safety and that inclusive communication strategies are developed to engage people at all levels. The involvement and communication strategy will be developed such that, at the end of the five year plan, the University is able to demonstrate that:
The responsibilities for managing and promoting health and safety are clearly established.

Senior members of staff are involved in managing and communicating health and safety information.

Formal mechanisms are in place to allow consultation and communication with all staff and students.

Involvement in health and safety by staff and students will be actively sought and not just achieved by pressure and coercion.

**Theme Working Groups: Terms of Reference**

The theme working groups terms of reference are as follows:

Five senior members of staff will chair these working groups. A cross-section of staff will be asked to sit on each theme working group including Trade Union representatives.

Theme working groups will meet at least four times a year.

Theme working groups will report directly to the Consultative Committee on Health and Safety (CCHS) and the Health and Safety Governance Committee (HSGC).

The following are the minimum requirements for each working group; each working group can add to and adapt as required:

- To review the way health and safety is undertaken at the University within each theme area and make suggestions for improvement as part of the University strategic health and safety action plan 2015-2020.
- To ensure that any proposals are aligned with the University’s strategic plan.
- To consider legal requirements and sector best practice and, where appropriate, how this can be incorporated into the University strategic health and safety action plan.
- To take advice and guidance from all interested parties (including recognised trade unions) on issues relating to the key theme.
- To encourage and develop a positive, joint partnership approach with all relevant parties when developing the action plan.
- To strive for continual improvement in all aspects of health and safety as part of the future plan.
- To regularly monitor any initiatives or procedures introduced across the university as a result of the action plan.
- To provide regular progress reports and recommendations to the main Health and Safety Governance Committee (HSGC) and the Consultative Committee on Health and Safety (CCHS) on the development and completion of the theme action plan.
BIOHAZARDS SUB-COMMITTEE

Biohazards Sub-Committee membership

There is a Biohazards Sub-Committee chaired by a senior member of academic staff with reporting responsibility to the HSGC.

Biohazards Sub-Committee: Terms of Reference

The terms of reference for the Sub-Committee are as follows:

- To provide advice to the University on all workplace biological hazards (including work with genetically modified organisms).
- To inform the HSGC and CCHS of any significant strategic implications arising from new legislation, policies and arrangements.
- To monitor local policies and procedures within the University to ensure compliance with current legislation and to recommend any actions necessary to improve compliance and/or performance.
- To review proposals for work involving biohazards.
- To promote good practice for work with biological agents, biological material and GMO’s among university staff and students.

DANGEROUS GOODS/SECURITY SUBCOMMITTEE

Dangerous Goods/Security Sub-Committee membership

There is a Dangerous Goods/Security Sub-Committee chaired by the Director of Legal, Risk and Compliance with reporting responsibility to the HSGC.

Dangerous Goods/Security Sub-Committee: Terms of Reference

The terms of reference for the Sub-Committee are as follows:

- To keep under review arrangements for ensuring, so far as is reasonably practicable that the University is compliant with legal requirements in relation to the transportation and security of dangerous goods including the Counter Terrorism and Security Act 2015 and part 7 of the Anti-Terrorism Crime and Security Act 2001.
- To ensure expertise and advice is available for Biosecurity issues.
- To assist in the development of University Policy, guidance documents, procedures and security plans for the safe transportation and security of dangerous goods.
- To ensure that the above Policy, guidance documents and procedures are communicated to all relevant University staff and students.
- To keep under review arrangements for personnel security, including selection and screening of staff and students.
- To keep under review arrangements for the provision of training on transportation and security issues where required.
To assist in the promotion of personnel behaviour monitoring in areas where dangerous goods are purchased, used, stored, transported and disposed of.

To keep under review arrangements for the selection of appropriately identified couriers for transportation of dangerous goods.

To monitor the work of and receive reports from the nominated Dangerous Goods Safety Adviser (DGSA).

To regularly review the arrangements in place in light of any changes to UK threat level, recommendations from CTSA/DGSA inspections/reports or any near miss incidents that suggest a failing or weakness in the existing arrangements.

To inform the HSGC and CCHS of any significant strategic implications arising from new legislation, policies and arrangements.

FACULTY/PROFESSIONAL SERVICES AND GUILD OF STUDENTS HEALTH AND SAFETY FORUM

Faculty/Central Professional Services/Guild of Students Health and Safety Forum membership

Each Faculty, Central Professional Services and Guild of Students must hold a formal annual health and safety forum. For Faculties, this should be chaired by a senior member of staff, should include level 2 heads of School/Institute and should review the health and safety arrangements across their respective areas. For Central Professional Services, this should be chaired by a senior member of staff and include relevant Directors and senior members of Professional Services areas. For the Guild of Students, the meeting should be chaired by the Chief Executive and include senior staff members and student representatives.

NB – the above does not necessarily mean a new meeting has to be organised. It is quite possible that existing meetings can be used as the forum providing the terms of reference issues are considered/followed.

Although not the main mechanism for consulting with Trade Union representatives, it is recommended that TU representatives are part of the forum.

The main aim of the forum is to produce an annual health and safety report for the HSGC and CCHS at the start of each academic year. Focussing primarily on significant strategic issues, the chairs of the theme working groups (i.e. the three Faculty Director of Operations and the Director of FRCS) will present the Faculty/Professional Services reports to the HSGC.

The student representative (or deputy) will present the Guild of Students report to the HSGC and CCHS.

Faculty/Central Professional Services/Guild of Students Forums: Terms of Reference

The terms of reference for the Health and Safety Forums are as follows:
• To review the existing arrangements for ensuring good leadership and accountability for health and safety matters and to ensure they are being implemented correctly and effectively.
• To review the existing arrangements in place to ensure that risks are being properly managed and that there is an adequate management structure in place to oversee the activities.
• To review the current arrangements for staff and students training and competency.
• To review the current monitoring arrangements and provide evidence of compliance with University requirements.
• To review how areas are involving staff, students and others in the management and control of health and safety risks and make clear what forums and systems are in place to ensure health and safety information is communicated effectively.
• To identify key strategic issues that need input/decisions from the CCHS and HSGC to resolve.

PARTNER INSTITUTIONS

Key partner Institutions (e.g. XJTLU) will provide the CCHS and HSGC with an annual report along the same lines as the above Forums. The membership of their safety committees will be agreed at local level.

The main governance structure is summarised in Figure 1.
HEALTH AND SAFETY CONSULTATION

CONSULTATIVE COMMITTEE ON HEALTH AND SAFETY (CCHS)

Consultative Committee on Health and Safety membership

In accordance with the Safety Representatives and Safety Committees Regulations 1977, there is a CCHS chaired by the Director of Legal, Risk and Compliance with direct reporting responsibility to the Health and Safety Governance Committee (HSGC). The remaining Committee members are as follows:

Faculty & PS Representative Health and Life Sciences Mr D Pattwell
Faculty & PS Representative Health and Life Sciences Prof J Stewart
Faculty & PS Representative Science and Engineering Mr K Jones
Faculty & PS Representative Science and Engineering Mr G Roberts
Faculty & PS Representative Humanities and Social Sciences Ms C Tunney
Central Professional Services Representative (FRCS) Mr S Crowe
Human Resources Representative (HR) Ms A Causley

Representatives of the Trade Unions appointed by those recognised by the University - UNITE, UCU, UNISON)

In attendance

University Safety Adviser Mr S Dunkley
Secretary (Assistant Safety Adviser) Mr A Pollitt
One representative of the British Medical Association Dr P Dangerfield
One member of the British Dental Association Prof C Youngson
Biological Safety Adviser Ms L Andrews
The Occupational Health Physician Dr N Wilson
The University Radiation Protection Adviser Prof P Cole
A representative of the Guild of Students Mr A Grimshaw
A School Manager Dr J Cummerson
Trade Union Regional Officials (Subject to notification to Chair)

1 Student Representative Officer Mr H Anderson

Consultative Committee on Health and Safety: Terms of Reference

The CCHS shall meet 4 times a year. The quorum for the Committee is two members representing the employer and two members representing the joint trade unions.

If non-University staff or University staff who are not members of the committee wish to attend, then a formal written request must be made to the Chair who will then decide whether the attendance at the meeting is appropriate.
Under its terms of reference, the CCHS will:

Work with the HSGC and assist in the implementation of Safety Management systems across the University, in overseeing the ongoing development and implementation of the University Health and safety Strategy and Policy and assisting in the monitoring and review of safety performance and progress against the strategic action plan.

Specifically, the CCHS will, as part of the terms of reference, consider and consult on the following issues as a minimum:

- Accident and incident data including RIDDOR reportable accidents, notifiable diseases and dangerous occurrences with the aim of identifying trends and preparing recommendations for remedial action.
- Absence statistics and reasons for such absences in relation to health and safety.
- Issues and trends identified in monitoring and inspection reports, health and safety audits and fire evacuation reports.
- Compliance with any statutory duties.
- Proposed changes to the University Health and Safety Strategy and Policy.
- The introduction and effectiveness of any new University Code of Practice, safety circulars and guidance.
- The introduction of any new University safe systems of work.
- The planning, organisation and review of health and safety training.
- Adequate methods used to communicate and publicise health and safety in the workplace.
- The introduction of any measure which may substantially affect health and safety at work.
- Arrangements for getting competent people to help comply with health and safety laws and undertake risk assessments.
- Information on the risks and dangers arising from their work, measures to reduce or eliminate these risks and what employees should do if they are exposed to a risk.
- The health and safety consequences of introducing new technology.
- Consultation over internal and external H&S audits and reviews.

As part of the consultative process, the Committee will consider the following reports and minutes of meetings from:

- The Health and Safety Governance Committee (HSGC).
- The central health and safety services (i.e. Safety Adviser’s Office, Occupational Health and Radiation Protection).
- The two main sub-committees (Biohazards and Dangerous Goods/Security committee).
- Trends or issues identified in Safety Adviser’s Office reports (e.g. noise vibration, fire, etc.).
- Reports from external enforcing authorities including the HSE and Fire Service.
- Reports from TU Representatives.
- Reports from the five theme working groups.
- Faculties and Professional Service areas.
- The Wellbeing group.

The membership and terms of reference for the CCHS will be reviewed annually.

**MAIN RESPONSIBILITIES**

The University of Liverpool operate a zero tolerance policy for non-compliance on health and safety matters. Any individual who by their negligent, reckless or deliberate actions put people at significant risk will face disciplinary action.

**UNIVERSITY COUNCIL**

As the Governing body of the University, University Council has strategic oversight of all health and safety matters. Council will:

- Ensure health and safety matters are communicated in a timely fashion from and to the Governing body.
- Review the University’s Health and Safety Policy annually.
- Review the University’s Health and Safety objectives and key performance indicators on a regular basis.
- Be aware of significant health and safety risks facing the institution.
- Consider the health and safety implications of strategic decisions such as large projects.
- Ensure that emergency planning arrangements are kept up to date.

The Council will seek assurances that:

- All mandatory health and safety requirements are met.
- Health and safety arrangements are adequately resourced.
- Risk control measures are in place and are being acted upon.
- There is an effective process to identify training and competency needs.
- There is a process to review emergency and fire evacuation plans for effectiveness.
- There is a process for auditing health and safety performance.
- There is a separate meeting in place, chaired by a member of SMT/PSLT to oversee health and safety.
- The university has access to competent health and safety advice.
- There is a process for employees or their representatives to be involved and engaged in decisions that affect health and safety.

The Council will receive:

Leading and lagging data relevant to health and safety, including process and competency indicators. Assurances about all University activities including any linked with significant collaborations, partnerships and wholly owned companies.
Notification of any significant accident, incident or enforcement action

The Council will ensure that:

- Regular independent reviews of health and safety management are undertaken.
- Lessons are learnt from accidents and near-misses.
- Review audit processes to ensure they are appropriate for the University.

SENIOR MANAGEMENT TEAM (SMT) AND PROFESSIONAL SERVICES LEADERSHIP TEAM (PSLT)

As the main University leaders, SMT and PSLT staff will show the same leadership qualities in health and safety as they do in their academic/professional field. SMT and PSLT will:

- Establish a University Health and Safety Committee.
- Sign up to the University statement of intent as a demonstration of ownership and communicate its values throughout the University.
- Agree how the Policy will measured, monitored and reported through the development of appropriate KPIs.
- Allocate sufficient resources to the management of health and safety.
- Set health and safety objectives for SMT and PSLT members.
- Agree the health and safety risk register.
- Ensure the Occupational Health service is integrated into the University’s health and safety management system.
- Determine what health and safety risks should be included in the business risk register.
- Agree a University wide health and safety competency framework.
- Agree an internal health and safety auditing programme based on the University risk profile.
- Ensure emergency procedures encompass all relevant risks.
- Consider the health and safety implications of strategic decisions such as larger projects.

SMT/PSLT members will:

- Implement the University’s health and safety Policy.
- Have a regular communication meeting with the University’s competent health and safety professionals.
- Define the membership and terms of reference of the Consultative Committee on health and safety committee.
- Chair the Consultative Committee on Health and Safety.
- Lead on campaigns to raise health and safety awareness and behaviour change.
- Discuss health and safety issues and performance with direct reports and at performance/development reviews.
- Lead by example, e.g. accompany direct reports on health and safety inspections.
- Adhere to all local health and safety procedures.
SMT/PSLT members will:

- Undertake regular check to ensure that health and safety processes are functioning correctly.
- Check that appropriate health surveillance is in place for occupational illnesses.
- Confirm that direct reports are aware of their responsibilities in terms of inspections, accident investigations and following up on any actions generated.
- Receive and review performance data such as KPIs.
- Check on whether they are delivering their own objectives and those set by the leadership team.
- Review deployment of resources (i.e. are they sufficient, competent and effective).

SMT/PSLT members will:

- Regularly review health and safety performance including direct reports.
- Celebrate achievements and take corrective action when targets are not met.
- Share the results with staff and students – seek their views on improvements.
- Respond to reports, audits, health and safety committee recommendations and inspections from external and internal stakeholders.
- Use the information to review the planning process.

SENIOR MANAGERS

Senior managers will be expected to implement local health and safety management arrangements and ensure they align with the overall strategic aims of the Faculty or PS area. Senior managers will:

- Align the health and safety plan with the University’s health and safety strategy.
- Agree a health and safety risk register and include any key risks in the overall business risk register.
- Define the membership (including trade union representation) and terms of reference for local health and safety committees.
- Ensure staff consultation includes all appropriate stakeholders.
- Ensure induction arrangements include all relevant information for new starters.
- Ensure robust health and safety management systems are in place, i.e. set up a committee/meeting, monitor the arrangements, set local KPIs identify training, competency and development needs.
- Ensure adequate resources (competent personnel, time and facilities) are provided.
- Ensure that health and safety arrangements cover contractors, students and visitors.

Senior managers will ensure that:

- Processes are in place to ensure that all activities are appropriately risk assessed and controls introduced.
• Responsibilities for safety roles (e.g. safety coordinators) and tasks (e.g. completion and authorising risk assessments).
• A senior manager chairs the local safety committee.
• Produce and communicate the annual safety plan.
• Have a regular communication meeting with your local Safety Adviser’s Office.
• Have oversight of accident and incident investigations.
• Agree health and safety competency and development needs of all staff.
• Assess the impact of new projects at the planning stage.
• When purchasing equipment, consider the health and safety requirements.
• Robust health and safety arrangements are in place when dealing with contractors.

Senior managers will:

• Accompany safety inspections in their area.
• Use the PDR process to ensure that health and hand safety training objectives are met.
• Analyse health and safety data to identify emerging trends.
• Keep staff informed on health and safety activities and seek views on improvements.
• Check that all actions from health and safety inspections, investigations and audits are completed in good time.

Senior managers will:

• Review risk management processes regularly.
• Take action to implement recommendations from the risk management review.
• Take into account any information provided by external and internal sources as part of the review.
• Review the performance of all staff and celebrate achievements.
• Use the information to review the planning process.

LINE MANAGERS

Line managers have key responsibilities for implementing and monitoring local procedures. They must:

• Set reasonable objectives for their area of responsibility including allocating risk assessment work.
• Ensure team members are fully informed on health and safety issues.
• Ensure resources under their control are deployed to achieve the health and safety objectives.

Line managers will:

• Implement the local health and safety Policy and arrangements.
• Ensure the health and safety plan is monitored and completed.
• Ensure risk assessments specific to their area are undertaken and recorded and that control measures adopted are being adhered to.
• Ensure staff and students are provided with appropriate training including health and safety induction training.
• Ensure that any new processes are assessed before introduction.
• Ensure new equipment is checked for hazards and users are properly trained to use the equipment.
• Consider health surveillance as part of the risk assessment process.
• Lead a programme of inspections and assist in audits where required.
• Lead on investigations into accidents and near misses.
• Set an example by taking appropriate action where health and safety is compromised.
• Keep up to date on health and safety issues for their area of responsibility.
• Ensure any statutory testing requirements are identified and completed.

Line managers must:

• Undertake formal progress checks on the completion of the local health and safety plan and objectives.
• Monitor progress against the local training programme.
• Review health and safety information to identify any emerging trends.
• Provide feedback to local health and safety committee meetings about findings from inspections, audits and investigations.

Line managers will:

• Review actions arising from audits to ensure they are completed.
• Ensure lessons from accidents and incidents are embedded in local arrangements.
• Contribute to the Faculty/School annual safety review.
• Ensure information from external sources are incorporated into local arrangements.
• Use all relevant health and safety information to guide future health and safety planning.

SUPERVISORY STAFF

Supervisory staff are expected to monitor and check local arrangements and rules to ensure they are being adhered to. Supervisory staff will:

• Ensure that they understand local arrangements.
• Plan any health and training for themselves and staff under their supervision.
• Ensure procedures developed from risk assessments are communicated effectively.
• Ensure resources are used effectively and that staff know what is expected of them.
Supervisory staff will:

- Ensure staff and students under their control are aware of local procedures and safe systems of work.
- Ensure visitors and contractors are provided with relevant health and safety information.
- Develop local procedures and include key safety information in them.
- Implement aspects of the health and safety plan that relate to their area.
- Ensure staff and students have received induction training and other training related to their activities/studies.
- Ensure non-compliance or non-conformance issues are raised through the appropriate line management structure.
- Be involved in local safety inspections and local safety committees.
- Provide feedback on health and safety issues to line managers.
- Be involved in any accidents/incidents that occur in their area of control.

Supervisory staff must:

- Ensure local risk assessments have been completed, are up to date, are understood by users and that the controls listed have been implemented.
- Ensure any actions arising from audits and inspections are completed.
- Monitor any actions arising from the health and safety plan that apply to their area of control.

Supervisory staff will:

- Provide feedback on health and safety performance in their area and celebrate achievements.
- Ensure lessons learnt from accidents and incidents are embedded in local arrangements.
- Contribute to the annual safety review meeting.
- Ensure information generated is used to develop future health and safety plans.

**INDIVIDUAL RESPONSIBILITIES**

Much of the work of a University is highly specialised and only those people actually engaged in it have a reasonable knowledge of the hazards that may be involved. It is the duty of the University to provide safe and proper equipment and methods of work, but safety cannot be guaranteed unless each individual student and member of staff is prepared to share this responsibility and do everything in their power to prevent injury to themselves and others.

In particular, it is the duty of all individuals to:

- Use safe working procedures at all times.
- Use protective equipment as prescribed in risk assessments or safe systems of work.
• Report accidents and potentially dangerous incidents to the Head of Department, Departmental Safety Coordinator or Supervisor, and co-operate fully in investigations which are carried out to prevent recurrence.
• Report unsafe or unhealthy working conditions to their supervisor or the Departmental Safety Coordinator.
• When working outside the University, to pay attention to local safety precautions and ensure that those who may be affected by hazards arising from their work are kept informed.

CENTRAL SUPPORT SERVICES FOR FACULTIES/PROFESSIONAL SERVICES AND GUILD

Central Support Services are detailed below.

The University Safety Adviser’s Office is responsible for:
• the development and monitoring of University policies and procedures.
• the co-ordination of safety matters throughout the University.
• inspecting and advising upon the hazards that arise in the day-to-day work of the departments, so that "safe systems of work" can be provided.
• providing up-to-date information on hazards which relate to the activities of all departments, and on the application of safety-related legislation to the University, and the action necessary to comply with it.
• general training and education in health and safety over and above the specialist safety training provided in departments.

These duties are supported by a full-time Assistant and a Biological Safety Adviser.

The University Occupational Health Service operates under the clinical leadership of the Consultant Occupational Physician. The Senior Occupational Health Nurse manages the service on a day to day basis. The service undertakes statutory health surveillance for asthmagens, noise, vibration and latex at work covering over 1000 exposed employees. Assessments of fitness to work and train for employees and students are undertaken following management referral. Health screening for employees in relation to specific hazards and for students in relation to specific competent standards is undertaken in accordance with health and safety legislation and Department of Health guidance.

The University Radiation Protection Office is concerned with the hazards that arise from sources of ionising (radioactive substances and waste, x-ray generating equipment, etc.) and non-ionising radiation (AOR – e.g. lasers, ultra violet (UV) lamps, etc. plus Radio Frequency (RF) – e.g., microwaves, mobile phone bases, large static electric and magnetic fields etc.) in use in the University. Control of the use of radioactive substances plus x-ray generators, lasers, UV and RF sources is by means of Local Rules; responsibility for adherence to the Local Rules lies, in the first instance, with the users and the Departmental Radiation Protection Supervisors (RPSs).
The Director of Estates Management has specific health and safety responsibilities for:

- Informing University Executive Directors of estate management related strategic and operational risks using University approved process.
- Obtaining resource for health and safety compliance from Senior Executive Directors to support assets being maintained with reasonable skill and care.
- Managing available resources to support statutory compliance requirements and maintenance of assets.
- Ensuring that appropriate health and safety training for Estates Management team is planned.
- Validating proposed changes to assets, operating practices or modifications to the maintenance regimes via approving and signing off existing and revised Estates Management Policies.
- Ensuring that appropriate consideration is given to developing and sustaining a positive health and safety culture in Estates Management Departmental activity.

The Director of Capital Projects and Estates Strategy has specific health and safety responsibilities for:

- Ensuring the University Executive Directors are informed of Capital Project and Estates Strategy related strategic and operational risks using University approved process.
- Seeking appropriate funding for health and safety compliance from Senior Executive Directors to ensure assets are improved with reasonable skill and care.
- Ensuring resources are made available to support statutory compliance requirements and improvement of assets with reasonable skill and care.
- Ensuring that appropriate health and safety training for Capital Projects and Estates Strategy members is planned.
- Ensuring that appropriate consideration is given to a positive health and safety culture in Capital Project and Estates Strategy Departmental activity.
- Ensuring mechanisms are in place to provide evidence and approval that the assets are being offered to the University for maintenance with reasonable skill and care.
- Ensuring the appointment of a competent person to provide assistance to ULCCO Special Projects to ensure legal obligations for health, safety and welfare of employees is achieved.
- Ensuring through management structure that there are mechanisms in place to consider safety in procurement.
LOCAL SUPPORT FOR FACULTIES/PROFESSIONAL SERVICES AND GUILD

Each School, Institute and Department should appoint staff to the following roles where applicable:

Departmental Safety Coordinators (DSCs) and Deputies

Level 2 Heads and School/Institute Managers should appoint a DSC and deputy for their respective areas. They must be appointed in writing and their role will be to provide day to day support on health and safety matters. Duties include:

- Being familiar with the University’s Health and Safety Policy, relevant University codes of practice and the local safety code.
- Providing advice to members of the department on matters of occupational health and safety. In particular, advising level 1, level 2 or PS Heads as applicable on the formulation of departmental health and safety policy and procedures, and advising colleagues to ensure that risks of new activities are assessed at the planning stage.
- Where immediate danger exists, e.g. a blocked exit or unguarded machinery, taking immediate action to remove the hazard or stop the process pending consultation with the relevant head of department.
- Referring promptly to the level 1, level 2 or PS Head or University Safety Adviser any health and safety problems which cannot be, or are not being, resolved locally on a timescale commensurate with the risk.
- Disseminating health and safety information to appropriate members of staff and students.
- Ensuring that new members of staff and research students receive adequate induction with respect to health and safety matters and ensure a safety training record is kept.
- Liaising with the Safety Adviser, Occupational Health Physician and other central advisers, as appropriate;
- Conducting or coordinating systematic departmental monitoring and inspections as required.
- Ensuring that accidents, including near miss incidents, are reported and investigated.
- Checking that remedial action identified in departmental monitoring/inspection or in accident/incident investigation is carried through in reasonable time.
- Preparing, with the assistance of relevant heads of department and School managers, an annual review of health and safety, and an annual safety plan.
- Attending training for Departmental Safety Coordinators arranged by the University Safety Adviser.

Fire Officers

Every building requires a Fire Officer and Deputy Fire Officer to oversee fire precautions and, in the event of a fire evacuation, to take charge at the fire assembly point and liaise with the fire brigade. For buildings with one department, these duties could be assigned to the DSC and deputy, or to other individuals. For buildings with more than one department, a
Building Fire Officer and Deputy must be appointed and the relevant Heads in the building must jointly agree on who should take on these roles.

The key duties include:

- Ensuring an up to date fire risk assessment for activities in the building is in place and reviewed regularly.
- Ensuring that weekly fire alarm tests (and emergency lighting tests where there are local test switches) are carried out in the building/premises under their control and that these tests are logged in the fire precautions log book.
- Organising the annual fire drill and annual fire refresher training for staff and logging this information in the fire precautions log book; completing the fire drill report and sending a copy to the Safety Adviser’s Office.
- Liaising with the DSC for the department to ensure that as part of monitoring/inspection exercises all the requirements of fire safety guidance are monitored.

Fire Wardens

Fire Wardens should be appointed where necessary to support the Fire Officer. The duties of Fire Wardens are as follows:

- Without putting themselves at risk, to encourage occupants to leave when the alarm sounds, to report any sign of fire in their area, and to report if anyone is at risk.
- To check that the area assigned to them has been evacuated by looking into rooms but not spending time going into rooms. Where people refuse to leave, this should be noted and reported to the Fire Officer at the assembly point.
- If there are signs of fire in a room (e.g. smoke coming out around the door), note the fact but do not enter or open the door.
- So far as possible, ensure that all doors (especially fire doors) are shut.
- Report all relevant information to the Building Fire Officer or Departmental Safety Coordinator at the assembly point. If there is reason to believe that anyone is trapped it is vitally important that this information is relayed to the senior Fire Brigade Officer as soon as possible.
- Not to endanger themselves when carrying out these duties and to make known to the Building Fire Officer or Departmental Safety Coordinator if they have been unable to carry out the check.

Radiation Protection Supervisors

Where applicable, an ionising and/or non-ionising Radiation Protection Supervisor (RPS) should be appointed in writing. The key duties of Radiation Protection Supervisors are:

- To ensure that the requirements of the University Radiation Policy are implemented.
- To protect the staff and students from the hazards of working with sources of ionising and non-ionising radiation. This involves ‘close’ supervision of all radiation work and day-to-day insurance that local safety rules are adhered to.
• To protect the general public from radiation sources used at the University.
• To protect the environment from any discharges of radioactive substances and waste generated by work at the University.
• To protect the University from the risks of non-compliance with the radiation and radioactive substances legislation.

**Biological Safety Officers**

Where applicable, Biological Safety Officers should be appointed in writing for respective areas. The key duties are as follows:

- Ensure that the requirements of the University Biosafety Code of Practice are implemented.
- Acts as the local Competent Person with regards to the Genetically Modified Organisms Regulations. Must have sufficient training, knowledge, experience and other qualities to assist the management in implementing the Regulations.
- Coordinates, receives and advises on risk assessments for GM work, coordinate notification procedures, advises on containment and training aspects.
- Acts as a point of contact with the UBSA and usually chairs the local Genetic Modification Safety Committee.
- Leads on local annual review of risk assessments for their area.
- Assists locally with any external inspections e.g. by HSE or DEFRA.

**First Aiders/Appointed Persons**

First aiders and appointed persons should be appointed following a first aid risk assessment normally undertaken by Occupational Health. The key duties of trained first aiders are:

- To offer immediate assistance to workers in a hazardous workplace, with injuries or illness, for the purpose of preserving life and minimising injury and illness, until professional medical help is obtained.
- To have a basic understanding of the management of minor injuries to workers in a hazardous workplace, which do not require professional medical treatment.
- To have a basic knowledge and skills for the care of the unconscious, especially the recovery position.
- To know basic CPR skills and knowledge with emphasis on compression.
- To know basic knowledge of management of choking and bleeding.
- To have an understanding of when to call the emergency medical services.
- Basic understanding of management of minor injuries such as joint sprains, minor cuts and minor burns.
- To have specific knowledge about unique workplace hazards.

Appointed persons’ duties are to stock first aid boxes, inform workers about the location of first aid boxes and to ensure that there is clear signage for first aid boxes.
FRCS Building Managers

The key health and safety related duties for Building Managers are:

- To comply with all statutory and University health and safety requirements and to act responsibly in maintaining a safe working environment for self and colleagues.
- Assist with identification, assessment and management of risk.
- To assist with the coordination of emergency procedures and access to the building in case of emergency, assist with fire alarm testing, evacuation procedures and first aid assistance (where trained).
- Assist with the coordination of building contractors as required.
- To ensure that the building is kept clear and clean externally within 5 metres of the main entrances ensuring the 5m no smoking zone is maintained.
- To ensure all equipment under their control is in a safe working condition and any defects are reported.
- To ensure disabled access to the building is maintained at all times. Check that lifts and fire evacuation chairs for use by persons with disabilities are in working order and report any defects.
- To ensure that all essential external access points to a building, doorways, steps, ramps etc. are safe for users, including gritting areas in icy weather or removing other slip hazards as required.
- Participating in any health and safety and other training courses that management identify as being relevant to the Building Management role.

Union Safety Representatives

Trade Union appointed safety representatives have a number of functions including:

- Representing employees in consultation with the University on health, safety and welfare issues.
- Representing employees in consultation with the Health and Safety Executive and other enforcing authorities.
- Investigating potential hazards, accidents, complaints, incidents, dangerous occurrences and other matters affecting employees’ health, safety and welfare at work.
- Carrying out workplace inspections.
- Attend CCHS meetings in relation to the above.

Supervisory Staff

All staff who have been assigned supervisory responsibilities for both undergraduate and postgraduate staff must ensure that, where applicable:

- All projects are risk assessed to ensure they comply with local procedures and University Codes of Practice.
- Any control measures required are agreed between all parties and (unless a very basic task) committed to writing.
- Any precautions identified by risk assessments are in place before work commences.
- Regular, physical checks are carried out on the work to ensure continued compliance with procedures/risk assessments. As a minimum, this should be daily for undergraduates and weekly for postgraduates.
- Students do not alter their work without discussing with their supervisor the safety implications of the proposed actions.
- Unaccompanied hazardous work is not carried out.
- Out of hours work is only allowed if the relevant out of hours book is used.

HEALTH AND SAFETY ARRANGEMENTS

The University of Liverpool sees the health and safety of all its staff, students and visitors as its main priority. As part of its Policy it will commit to ensuring that:

a) A safe and health and safety working environment is provided.

b) Ill health and injuries are prevented in the workplace.

c) All relevant health and safety legislation is complied with.

As part of this commitment the University will adopt the following arrangements:

Policies, Code of Practice and Guidance

- In consultation with relevant stakeholders, the University Safety Adviser’s Office will prepare the University Health and Safety Policy and Institutional Codes of Practice on Health and Safety. The Policy and Codes will be formally authorised and issued on behalf of the Council by the Chair of the HSGC. They will be reviewed when significant changes take place or, at the very latest, every 2 years. Each area will implement the requirements of the University Codes of Practice which should be seen as minimum standards to be adopted.

- The Safety Adviser’s Office will issue Safety Circulars on a regular basis. The guidance in the document should be reviewed and incorporated into local arrangements as applicable. Each area must return the “safety circular checklist” to confirm that appropriate actions have been taken in response to the issues raised.

- The Safety Adviser’s Office will provide other general guidance and best practice advice on its health and safety webpages.

- Each Faculty, School, Institute or Department, Professional Services area and Guild will prepare a local Safety Policy statement/Code of Practice that demonstrates the commitment to health and safety by senior staff, sets out how health and safety is organised locally and outlines the practical arrangements adopted to ensure health and safety issues are managed in an appropriate manner. The Code of Practice must be issued to all staff and students and an acknowledgement received to say that the individual has read, understood and agreed to follow the guidance in the Code. The Code of Practice should be reviewed annually as part of the annual review process.
Health and Safety Organisation

- Each Faculty, Professional Services area and Guild must ensure that areas under their control (both full and shared control) are clearly identified so that appropriate organisational structures can be introduced.

- In buildings that are not permanently occupied by departmental staff, e.g. south campus teaching hub, the staff running the teaching session will have responsibility for the health and safety of students under their charge. FRCS will retain responsibility for the building and relevant health and safety monitoring, inspection and statutory checks.

- Where University staff or students work/study in accommodation owned/managed by another employer, e.g. an NHS Trust, or share accommodation with other employers, each Faculty, Professional Services area and Guild will ensure, so far as is reasonably practicable, that:

  - There are arrangements in place to cooperate with other employers to help them meet their health and safety duties.
  - University policies and procedures are coordinated with those of other employers.
  - Other employers are appropriately informed about any risks to their employees’ health and safety arising from work carried out by University employees.
  - University staff are kept aware of any risks to their health and safety arising from work carried out by other employers.
  - Wherever possible, risk assessments cover the whole workplace, not just those areas occupied by University staff.

- Each Faculty, School, Institute or Department, Professional Services area and Guild must appoint in writing one or more Departmental Safety Coordinators (DSC’s) to assist them in meeting their responsibilities to effectively manage health and safety. Duties and the full extent of their role must be made explicit in appointment letters but these should include as a minimum the authority to:

  - Undertake accident investigations and seek cooperation from all those involved.
  - Refer any health and safety problems which cannot be, or are not being, resolved locally on a timescale commensurate with the risk to senior staff.
  - Stop any activity deemed to be unsafe, pending consultation with senior staff.

- For each building occupied, each Faculty, Professional Services area and Guild must appoint in writing a Fire Officer (and Deputy) and their duties formally delegated to them (NB - in multiple occupancy buildings where areas are not under the control of individual departments or units, it is the joint responsibility of the those occupying the building to appoint suitable people to these roles).
• Where the workplace risks demand it, each Faculty, Professional Services area and Guild must appoint other appropriate personnel to act in a health and safety capacity. This could include first aiders, radiation protection supervisors (RPS’s), biological safety officers (BSO’s) and those with specific risk assessment duties, e.g. display screen equipment, manual handling, etc.

• Each Faculty, School, Institute or Department, Professional Services area and Guild must ensure that suitable deputising arrangements are made to ensure that safety responsibilities are fulfilled when individuals are absent. In addition to the above roles, alternate supervisors must be nominated in practical departments to supervise the safety of research students.

• Each area will ensure that the local health and safety personnel establish good lines of communication with the internal support services including the Safety Adviser’s Office, Occupational Health, Radiation Protection Adviser and local Trade Union safety representatives.

• Each area must ensure that there are appropriate systems in place such that any hazards or defect associated with buildings and premises are reported promptly to FRCS via their helpdesk.

• Where the University enters into partnership agreements with overseas institutions, it has a duty of care in relation to University of Liverpool staff and students at the partner institutions. Those responsible for the partnership link should make reasonable enquiries to establish that health and safety is properly managed, bearing in mind that legal standards will differ, and should encourage good safety management, including a system of safety inspection and other internal monitoring. Copies of any accident/incident reports involving University of Liverpool students or staff or general safety concerns at the partner institution’s premises should be sent/reported to the Safety Adviser in Liverpool.

The above details must be documented in the relevant Code of Practice.

Hazard Identification and Risk Assessment

• Each area will prepare a hazard inventory to identify the range of hazards faced in the workplace. The hazard inventory will enable areas to determine what risk assessment information should be recorded in the local code of practice and what needs specific risk assessments forms completed. The hazard inventory can be written at the Faculty, School/Institute or Department level.

• Risks to health and safety must be assessed to a reasonable and consistent standard and appropriate control measures and safe systems of work introduced. The University Guidance on risk assessment should be adhered to. A programme of risk assessments will be undertaken as part of local safety plans. A number of specific risk assessment proformas are available on the Safety Adviser’s webpages which
should be used as part of the assessment process. Actions and control measures arising out of risk assessments must be implemented and monitored.

- Copies of specific risk assessments must be kept by the local Departmental Safety Coordinator(s) and made available to those at risk.

- In departments where practical or laboratory work is done, new staff, research students and honours year students with practical projects must not start practical work or fieldwork until they have completed a risk assessment.

**Monitoring Arrangements**

- Each Faculty, Professional Services area and Guild must create an annual health and safety plan to ensure health and safety risks are monitored appropriately. Each element of the safety plan will have a nominated responsible person and time limits on completion of safety plan activities will be listed. As a minimum, the following activities will be part of all area plans:
  - A programme of risk assessment completion and review must be implemented. The frequency of review and how many assessments are reviewed in a year will be dependent on the risks.
  - At least two formal safety monitoring/inspection exercises must be carried out each year. At least once a year, Level 2 Heads in Faculties and equivalent staff in Professional Services/Guild must accompany one or part of a safety monitoring and inspection exercise and meet the departmental safety coordinator after each round of monitoring and inspection to see how safety standards can be improved. A copy of the final report must be submitted to the Safety Adviser’s Office by the end of November and the end of April. Actions arising from inspection exercises must be monitored regularly as part of the plan.
  - At least one fire evacuation exercise must be carried out in the academic year. The total number of exercises should be risk based and should take into account the number of times new staff/students start within each area. An evacuation report must be submitted to the Safety Adviser’s Office following each drill. Alarm bells must be tested once a week by acting a different call point each time.
  - A review of the machinery and equipment used (including any safety devices and protective devices) must be undertaken. This will include an annual review of the arrangements in place for portable appliance testing (PAT).
  - A review of accidents and incident recommendations must be undertaken at regular intervals to ensure that all actions have been completed in a timely manner.
  - A review of safety critical building jobs reported to FRCS must be completed at regular intervals.
  - An annual review of the hazard inventory, the Code of Practice and any local safe working procedures must be completed.
- A review of local emergency arrangements and business continuity plans must be undertaken as part of the plan.
- An annual review of the current training matrix must be carried out.

- Health and safety meetings should be held at all levels across the University on a needs basis but at least once a year in each area as part of an annual review process.

- Health and safety must be an agenda item at senior management meetings.

- Health and safety should be discussed as part of the PDR process.

**Health and Safety Training**

- The Safety Adviser’s Office will run a programme of safety training courses which will help staff at all levels comply with their health and safety responsibilities and support the risk management structures and systems. These courses will supplement local training courses organised by Faculties and Professional Services areas.

- Each Faculty, Professional Services area and Guild will develop a local training matrix to identify specific staff training needs. The matrix will include information on general induction, site/job specific training and frequency of refresher training. The following training will be completed as a minimum:
  - New staff members will receive adequate induction training comprising completion of an obligatory online health and safety module, attending the University general induction course and receiving local site specific induction from either the local safety coordinator or line manager/supervisor. Staff at a more senior level who have to manage health and safety will be expected to complete an additional online managing health and safety module.
  - Those members of staff who have been allocated specific health and safety duties, e.g. Departmental Safety Coordinators, Fire Officers, First Aiders, etc., will receive adequate training from the central support services to function in their roles.
  - Site specific or job specific training for staff will be provided by competent people at local level.
  - Annual fire safety refresher training will be given to staff.

- All students will receive appropriate health and safety training relevant to their research or studies. New students will receive basic safety induction training when they first start. Health and safety issues raised as part of their studies will be covered as part of the educational process. Postgraduate students will be expected to attend one of two additional health and safety sessions run by the Safety Adviser’s Office.

- FRCS will ensure that all contractors who work under their control are given site specific induction training.

- Training records must be kept.
Provision of Information

- All relevant information on health and safety hazards will be made available to staff (including Trade Union representatives when reasonable notice is given), students and non-employees as required. Examples of health and safety information includes:
  - Local Safety Code of Practice.
  - Relevant risk assessments, safe working procedures and safe systems of work.
  - Permits to work.
  - Machinery and equipment safety instructions.
  - Findings from audits, safety inspections and site surveys.
  - Documents issued by the Safety Adviser’s Office, e.g. Safety Circulars, ONUS, Safety Alerts, etc.
## Document Control

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<td>University of Liverpool – Health and Safety Policy 2016</td>
</tr>
<tr>
<td>Version Number</td>
<td>UL001</td>
</tr>
<tr>
<td>Document Status</td>
<td>Current</td>
</tr>
<tr>
<td>Effective Date</td>
<td>June 2016</td>
</tr>
<tr>
<td>Review Date</td>
<td>September 2016</td>
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<tr>
<td>Author</td>
<td>S Dunkley</td>
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