



CAMPUS SERVICES

Health and Safety Policy

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1.0 INTRODUCTION

- 1.1 The University of Exeter (UoE) has 2 main campuses in Exeter at Streatham and St Lukes, plus various other properties within the city of Exeter. Operations at the Tremough campus in Cornwall are covered under a separate policy.
- 1.2 Campus Services is a large and diverse organisation of approximately 740 staff within the University of Exeter operating under the Universities Health and Safety Policies and procedures – see website link for details:
<http://www.exeter.ac.uk/staff/wellbeing/safety/hspoliciesandguidance/healthandsafetypolicyandmanagement/policy/>
- 1.3 Campus Services underwent a significant restructuring in 2011 with the current structure incorporated on 1st January 2012.
Scope of services includes a diverse range of functions including catering, residences, security, administration, property maintenance, portering and cleaning, utilities specialists, estate management and construction.
- 1.4 The university is supported by a Health & Safety Office providing advice to all aspects of university activity, with additional specialist advice available within Campus Services on general and construction health and safety.
- 1.5 This document assesses all aspects of health and safety management within Campus Services and aims to set out an effective and efficient system of management and reporting.
This needs to be proportionate to the risk, while ensuring we have a competent and confident workforce.
- 1.6 Referring to “Good Health and Safety, good for everyone. DWP March 2011” – outlining proposed government reforms, the following extract includes good news as University campuses get a special (low risk) mention, however construction activity is still seen as a high risk.

Non-major hazard industries

HSE regulates a further 900,000 non-major hazard workplaces. Some, although they are not classified as major hazard, nevertheless have a comparatively high rate of injury (including fatal injury) and/or occupational disease. These include construction, agriculture, some manufacturing, waste and recycling, and quarrying. Others have a relatively low rate of injury and ill health, such as university campuses and council office premises.

HSE will significantly change its approach to the totality of businesses it regulates by:

- increasing joint initiatives with industry to promote safe and healthy workplaces.
- targeting inspections more effectively on areas of greatest risk and substantially reducing the overall number of proactive inspections for businesses in lower risk areas who meet their legal obligations; and
- introducing the recovery of HSE costs from businesses that put their employees and the public at risk by flouting health and safety law. Responsible businesses will benefit from a lighter touch regulatory regime and will not face cost recovery.

1.7 University Policy Statements, Guidance Notes and Codes of Practice

UoE Health and Safety policy – available from the website at:-

<http://www.exeter.ac.uk/staff/wellbeing/safety/hspoliciesandguidance/>

UoE Health and Safety - other policies and guidance links:-

- [Children, Young People and Vulnerable Adults on Campus](#)
- [Control of Substances Hazardous to Health](#)
- [Dogs in University buildings](#)
- [Display Screen Equipment](#) (Located in the Occupational Health pages)
- [Driving vehicles on University business](#)
- [Fieldwork](#)
- [Fire Safety](#)
- [First Aid](#), including the [First Aiders list](#)
- [Health and Safety policy and management](#)
- [Manual Handling](#)
- [Meningitis](#)
- [Portable Electrical Appliance Inspection and Testing](#)
- [Radiation safety](#)
- [Smoking policy](#)

The HSE Policy document guide was used in compiling this document:-
[HSE Policy Guide](#)

2.0 POLICY STATEMENT – see below



CAMPUS SERVICES

HEALTH & SAFETY POLICY STATEMENT

The Director of Campus Services (in the areas under his/her control):-

1. Recognises and accepts his/her responsibility for providing a safe and healthy workplace and work environment for staff and others* who may be affected by daily work activities. [Others = students, contractors, visitors and the public]
2. Undertakes to comply with all statutory health and safety requirements.
3. Wishes to adopt all other reasonably practicable means to eliminate hazards and reduce the risk of injury and/or ill-health to staff and others* and the risk of damage to its property, from our work activities.
4. Will consult with employees on matters affecting their health and safety.
5. Will ensure that resources are made available, as far as is reasonably practicable, to provide:-
 - (a) plant, equipment and systems of work that are safe and without risks to health;
 - (b) safe arrangements for the use, handling, storage and transport of articles and substances;
 - (c) a safe place of work with safe access to it and safe egress from it;
 - (d) a healthy working environment;
 - (e) adequate welfare facilities and arrangements;
 - (f) sufficient information, instruction, training and supervision to ensure all employees are aware of the hazards at their workplace together with the necessary measures to be taken to protect against these hazards.
 - (g) to review and revise this policy as necessary as necessary at regular intervals.
6. Will aim for continuous improvement in H&S performance.

Signed:- _____ **Date:-** _____

Deputy Chief Operating Officer & Director of Campus Services

3.0 ORGANISING

The Director of Campus Services will:-

1. Nominate staff within all services of Campus Services who have delegated health & safety duties and responsibilities.
2. Delegate the duty to implement the Campus Services Health and Safety (H&S) Policy within each of the services via nominated divisional Health and Safety Coordinators.
3. Establish a Campus Services Health and Safety Group with representatives from each of the services of Campus Services (see Appendix A).
4. Seek, receive and act on health and safety advice from competent and specialist staff, members of the University Health & Safety Office and other members of the University (with health & safety responsibilities) as appropriate; and
5. Delegate any further health and safety tasks as may be necessary.

Health and safety responsibilities of other members of Campus Services:

(a) Heads of Services

The Heads of each of the services of Campus Services will be responsible for the health & safety of staff, students, visitors and members of the public in areas under their control. They are also responsible for statutory health & safety compliance in these areas.

(b) Health and Safety Coordinators

Carry out duties on behalf of Heads of division where delegation has been approved by the Director of Campus Services. See Appendix A for a list of appointments and Appendix B for full duties.

(c) H&S adviser

Will advise the Head of Campus Services on the formulation and revision of Campus Services Health and Safety Policy and procedures;
Will act with the delegated authority of the Head of Campus Services in H&S matters of urgency;
Will liaise with members of the Health and Safety Office and other staff with health & safety responsibilities;
Will chair meetings of the Campus Services Health and Safety Group;
Will report on behalf of Campus Services to the University Health & Safety Committee

(d) Directors of Buildings

The duties of the Directors of Buildings within Campus Services are given in Appendix B.

(e) Other Managers and Supervisors

Managers & Supervisors are responsible for the health and safety of the staff they manage or supervise and statutory health and safety compliance in their areas of responsibility.

(f) All Other Staff

All other staff have a duty to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety.

All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

(g) Students

Although students are not employees of the University, Campus Services has a duty of care towards them. Thus, they are offered the same health and safety protection as employees and are, in return, required to comply with the University's arrangements for health and safety.

(h) Contractors, Visitors and Members of the Public

Similarly, Campus Services owes a duty of care towards contractors, visitors and members of the public who may be affected by its activities. The University arrangements for health and safety will ensure that contractors, visitors and members of the public are exposed to the lowest reasonably practicable risk of injury.

Communication

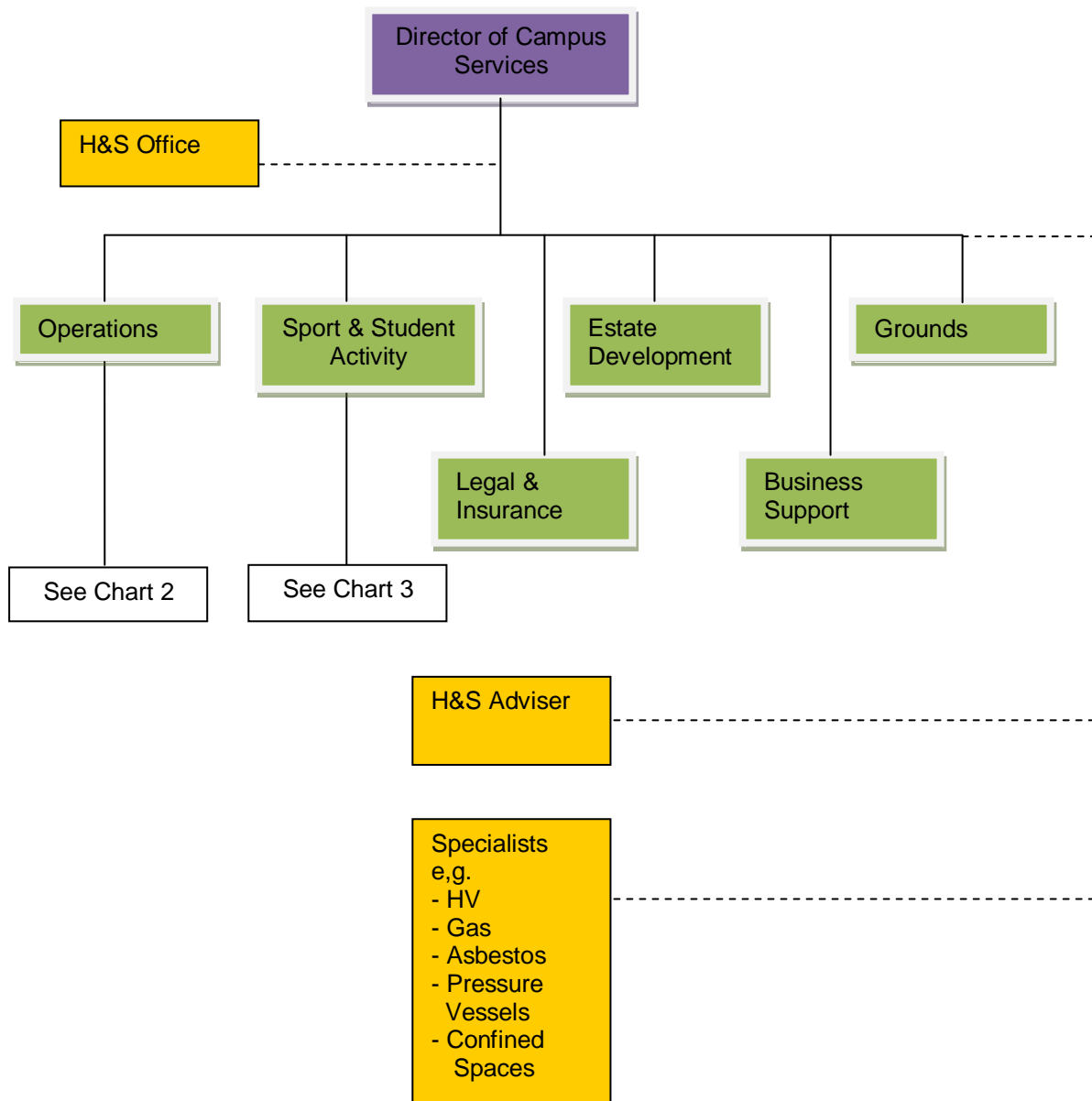
A communication plan will be established and maintained to ensure health & safety is regularly discussed and considered by management and the H&S Group.

Consultation

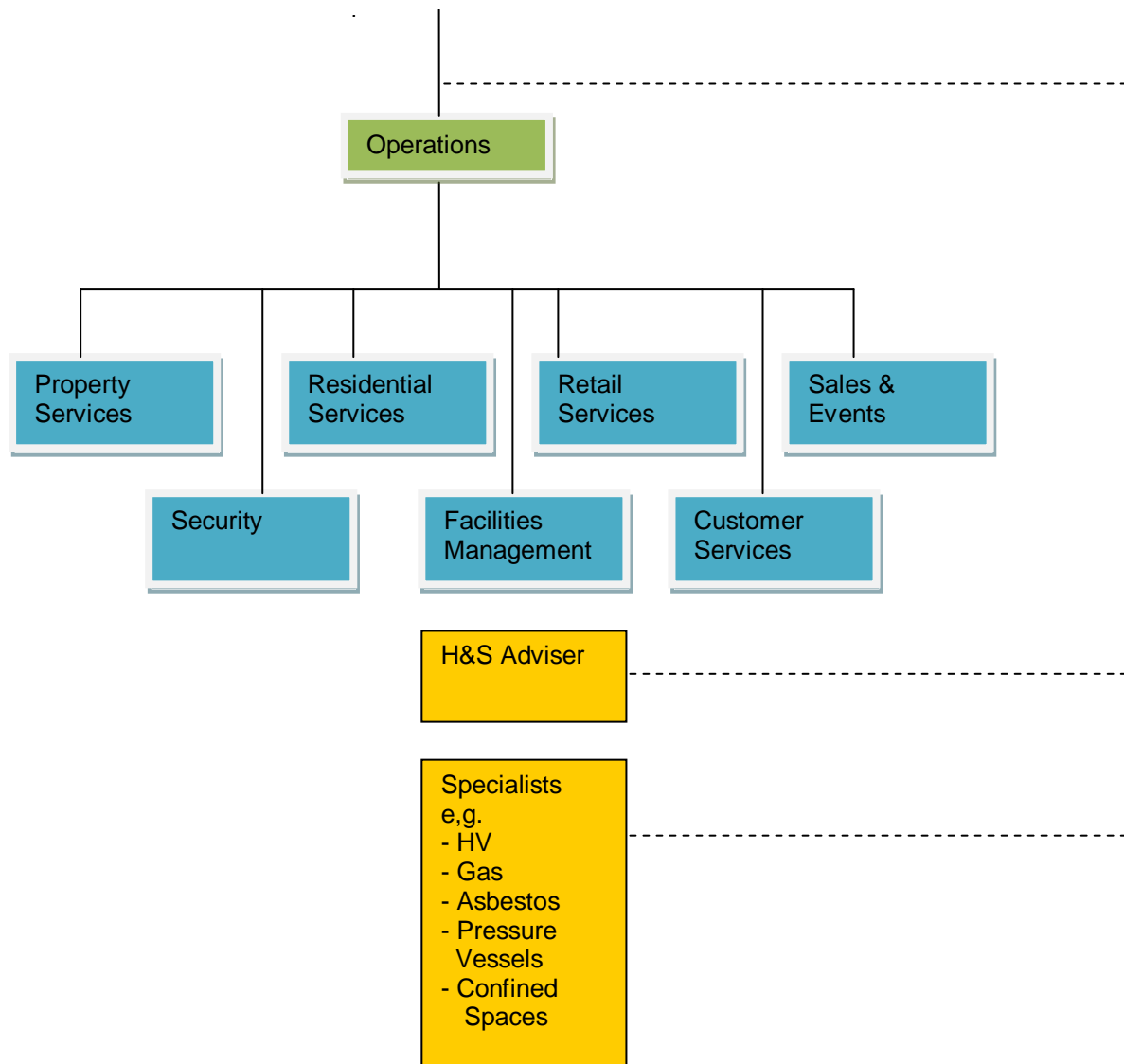
Health and Safety Group(s) meetings will be arranged to include representation from staff and unions as appropriate.

ORGANISATION CHARTS

1. CAMPUS SERVICES



2. CAMPUS SERVICES - OPERATIONS



4.0 PLANNING – RISK PROFILE

- 4.1 A risk profile for each division will be established. Hazards associated with the work activities will be identified and risks assessed and reported to the head of division. Head of division shall be responsible for ensuring the action required is implemented and will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed at least annually or when a work activity changes, whichever is soonest.

A summary of risk assessments including revision and date will be reported to the H&S adviser for monitoring purposes.

- 4.2 The overall risk profile is set out here:-

WORK ACTIVITY:	
Management of University of Exeter activities and facilities to ensure the safety of all staff, students, visitors, and contractors.	
BRIEF DESCRIPTION:	
Higher Education establishment with main Streatham campus in Exeter, St Lukes campus in Exeter, various halls of residence on campus and across Exeter, and facilities at Thornlea in Exeter. Activities of the divisions within Campus Service are outlined below:-	
Operations – including Property Services (building and facility maintenance and works), Residential Services (UoE and partners), Retail Services (catering, shops, functions, family centre and print services), Sales and Events (including Reed Hall), Security, Facilities Management (including cleaning, portering, transport and waste management), and Customer Services (including Helpdesk and stores).	
Sport – including Sports park management at Streatham and St Lukes and within Exeter (including swimming pools).	
Estate Development Service (EDS) – responsible for capital and minor works projects, furniture procurement, space planning, energy management and sustainability, and estate management.	
Legal and Insurance services – office staff including Business Continuity team.	
Business support – includes office staff involved in training and quality.	
Grounds – including a workforce, machinery and tree climbing/felling.	
ESTIMATED No OF EMPLOYEES AT RISK: Approx. 740	ESTIMATED No OF NON EMPLOYEES AT RISK: Typically

	15-20,000
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5.0 PLANNING – RISK ASSESSMENT

- 5.1 The flow of information to employees and others is illustrated in the diagram in Appendix C.
- 5.2 Each Service will summarise the status of their risk assessments as follows:-

CAMPUS SERVICES Hazard and Risk Assessment Register				
Division:				
Ref	Title	Author	Rev.	Date

Risk assessments will be reviewed with the aim to rationalise assessments to ensure commonality of approach. This will assist if staff movement occurs within Campus Services, and help ensure best practice and lessons learnt are incorporated and disseminated to all.

Separate registers will be produced for Fire Risk assessments, COSHH Assessments, Plant and Equipment, and Task Risk assessments.

Heads of Service / H&S Coordinators will provide updates of the registers of risk assessments to the H&S Adviser.

- 5.2 A UoE template hazard and risk assessment template has been in use in each Service for some time.

The following UoE forms are available from :-

<http://www.exeter.ac.uk/staff/wellbeing/safety/formssignsandtemplates/>

Including :

Accident / near miss report form

General risk assessment form

Manual handling assessment form

COSHH forms

Also available on the website is guidance on how to complete assessments.

<http://www.exeter.ac.uk/media/universityofexeter/humanresources/document/s/healthsafety/ManageOfHealthSafetyAtWorkGuideNotes.pdf>

5.3 The general duties imposed by the 'Health and safety at work, etc Act 1974' and the 'Management of health and safety at work regulations 1999' require the University to perform risk assessments by:

- Using competent personnel to identify workplace hazards.
- Making a suitable and sufficient evaluation of the health and safety risks posed by their work activities and anyone else affected by them, so far as is reasonably practicable.
- Determining and implementing any remedial actions required to remove or reduce the identified risks. This includes management programmes to ensure the controls are maintained.
- Recording the significant findings of the risk assessment.

Risk assessments are also an important piece of 'evidence' sought by regulators in the event of an accident investigation or a prosecution being brought.

Assessing the risks posed by work place hazards is the key practical task of health and safety management. The aim is to ensure that hazards are comprehensively identified, evaluated and managed. It is a central feature of health and safety legislation covering hazardous substances, display screen equipment, manual handling, and fire safety (among many other more specialised topics). The methodology is similar in each case.

Risk assessment is not an end in itself, but a means of ensuring that the most significant workplace risks are managed to implement sufficient and cost-effective controls. These might include elimination of the hazard, engineering controls, safe systems of work, 'permit to work' procedures, safety training, or use of personal protective equipment. The process of risk assessment lends itself to a continuous cycle of work improvement.

Staff with line management responsibility are responsible for assessing the risks under their control. The assessment will:

- Identify any hazards
- Identify who might be harmed by the hazards
- Assess the level of risk
- Evaluate the effectiveness of any existing control measures
- Identify any further control measures considered necessary to make the risk acceptable
- Record the significant findings of the risk assessment
- Bring the significant findings to the attention of all staff (and others) affected by them.
- Ensure staff are trained on procedures or working practices introduced as a consequence of the risk assessment
- Review and update the risk assessment regularly (annually or when working procedures alter significantly)

Heads of Services are responsible for coordinating the risk assessment process and ensuring that adequate resources are provided to carry out the assessments effectively and introduce any necessary control measures.

6.0 IMPLEMENTATION

6.1 Consultation with employees

*“You must consult your employees. If you recognise a union and there is a union-appointed safety representative, you must consult them on matters affecting the employees they represent. If you do not have trade unions, you must consult employees either directly or through an elected representative.” **

* *“ HSE Policy model document extract”*

The Campus Services H&S Group includes representatives of employees. Union representation is at the UOE Safety Committee meetings.

6.2 Plant and equipment

“You will need to ensure that all plant and equipment that requires maintenance is identified, that the maintenance is done and that new or secondhand plant and equipment meets health and safety standards before you buy it.

*Who will be responsible for identifying all equipment/plant needing maintenance.
Who will be responsible for ensuring effective maintenance procedures are drawn up.*

*Who will be responsible for ensuring that all identified maintenance is implemented.
Who will any problems found with plant/equipment should be reported.
Who will check that new plant and equipment meets health and safety standards before it is purchased.”*

Procedures will be put in place to ensure compliance, and suitable records are maintained.

6.3 Safe handling and use of substances

The University has in place the following:-

COSHH Policy including Code of Practice and Guidance Notes & RA Forms – managed by UoE H&S Office

Radiation and Radionuclide’s Code of Practice and Guidance Notes – managed by UoE H&S Office

The Management of Asbestos; Policy, Responsibilities and Procedures – managed by EDS

Legionella & Water Quality (Draft) – managed by EDS

University of Exeter Safety Case Gas Engineering – managed by EDS

We need to monitor compliance to these guides. There are a number of specialists within Campus Services and contributions to safety reports should be provided by them.

*“You must assess the risks from all substances hazardous to health under the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH). These are your COSHH assessments. Write down your arrangements for doing your COSHH assessments here.
Who will be responsible for identifying all substances which need a COSHH assessment.*

Who will be responsible for undertaking COSHH assessments.

Who will be responsible for ensuring that all actions identified in the assessments are implemented.

Who will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

Who will check that new substances can be used safely before they are purchased.

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.”

H&S Coordinators will implement the above actions relating to COSHH.

6.4 Information, instruction and supervision

“Write down where you display the Health and Safety Law poster, or where the leaflets are available from, where people can go for health and safety advice and what provision you make for training young workers or trainees.”

The Health and Safety Law posters should be displayed and safety adviser noted. The Head of Service/ Director of Building should be named.

H&S Coordinators will arrange/undertake/monitor supervision of young workers/trainees.

We will ensure that line managers who are responsible for our employees working at locations under the control of other employers, give them the relevant health and safety information.

6.5 Competency for tasks and training

“All employees must be given health and safety induction training when they start work, which should cover basics such as first aid and fire safety. There should also be job-specific health and safety training. You also have to provide training if risks change, and refresher training when skills are not frequently used. Write down your arrangements for training here, including arrangements for record keeping.”

Workplace inductions will be carried out for new staff and then specific inductions for buildings / tasks.

Training will be identified, arranged and monitored by line managers during the staff PDR process or on request.

6.6 Accidents, first aid and work-related ill health

Employees must receive specialist health surveillance for certain work. COSHH assessments will identify where this specialist health surveillance is needed.

The Health and Safety Office is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. Investigations will be undertaken by them or with specialist assistance where required.

H&S office will produce accident statistics which will be analysed by the CaS H&S adviser and used to determine appropriate actions.

6.7 Procedures

CaS Website

Health & Safety procedures and a H&S manual are available to staff via the Cas Website below :

<http://www.exeter.ac.uk/campuservices/healthandsafety/>

7.0 EMERGENCY PROCEDURES

7.1 Emergency procedures – fire and evacuation will be coordinated by the Health and Safety Office and Fire Safety Officer, as will Fire Risk assessments.

7.2 Records of emergency procedures, how often they are checked and who by will be maintained.

Escape routes are to be checked every week or more frequently if found necessary by line managers responsible for the area as designated by the Director of Building.

Fire extinguishers are maintained and checked by Property Services.

Alarms are tested every week by Property Services.

Emergency evacuation procedures will be tested to a programme arranged by the UoE Fire Officer.

7.3 Business Continuity is a function within Campus Services, Legal and Insurance. Desktop and actual exercises will be undertaken based of key risks to the University. Incident response plans will be kept up to date.

7.4 Staff expected to Call-out will be provided with easy reference guides for predictable events.

7.5 UoE emergency procedures is included as Appendix D (modified extract of the University H&S Policy).

8.0 MONITORING

8.1 We will set up a system to monitor health and safety in addition to monitoring undertaken by the UoE H&S Office. This will be done actively eg by doing spot checks, and head of service safety tours, and reactively by investigating any accidents or ill health.

8.2 To check our working conditions, and ensure our safe working practices are being followed, we will carry out workplace inspections annually. As part of this review of work practices risk assessments will be updated.

8.3 Investigation of accidents will be carried out by the Health and Safety Office. They may need assistance from a suitably competent and experienced person. This may mean a safety qualified person and input by the line manager and/or specialists. The H&S adviser will assist in allocation of appropriate resource.

The same procedure will be adopted for investigating work-related causes of sickness absences.

All reports will be forwarded to the H&S Adviser and H&S Office who will determine actions on investigation findings to prevent a recurrence.

9.0 REVIEW

9.1 Management overview -

The previously published Institute of Directors checklist has been adapted by Universities Health and Safety Association (UHSA) into a Higher Education version and this has already been used by UoE H&S Office; see Appendix E. Heads of Service should use this and the HSE guide Managing H&S: 5 steps. They are included below:-

[Managing H&S – 5 steps](#)

[Leading H&S UHSA](#)

9.2 Health and Safety Audits

A programme of H&S audits has been established by the H&S Office. Other external audits take place in which H&S is a key component. Additional audits within Campus Services will be planned and carried out by the H&S adviser (with specialist assistance as necessary) to monitor particularly those areas seen to be of high risk.

9.3 Reporting and Management Review

Reports will be assembled from services and monitored by the H&S adviser. A summary report will be provided for Management Review at least termly.

9.4 UoE H&S Committee

A meeting is held termly at which Campus Services are represented. A report will be submitted for each meeting (format of report as required by H&S Office).

9.4 UoE Annual report

A report will be prepared in liaison with the H&S Office as a contribution to the UoE Annual H&S Report. A prompt list is included in Appendix E.

APPENDIX A – ROLES AND RESPONSIBILITIES:-

- Appendix (A)[i]: Campus Services staff with health and safety duties & responsibilities
- Appendix (A)[ii]: Divisional Health and Safety Officers
- Appendix (A)[iii]: Campus Services Health & Safety Groups: Memberships and Terms of Reference
- Appendix (A)[iv]: Directors of Building – Academic and Admin
- Appendix (A)[v]: Directors of Building - Residences
- Appendix (A)[vi]: First Aiders
- Appendix (Aa)[vii]: Fire Marshals

APPENDIX B – DUTIES:-

- Appendix (B)[i]: Duties of the Divisional Health and Safety Officers
- Appendix (B)[ii]: Duties of the Directors of Buildings
- Appendix (B)[iii]: Duties of First Aiders
- Appendix (B)[iv]: Duties of Fire Marshals

APPENDIX C – H&S FLOWCHART

APPENDIX D – EMERGENCY PROCEDURES

APPENDIX E – MONITORING

- Appendix (C)[i]: Health and safety Leadership checklist
- Appendix (C)[ii]: Annual review prompt list

Appendix (A)[i]: Campus Services staff with health and safety duties & responsibilities

[CS staff with H&S responsibilities](#)

Appendix (A)[ii]: Divisional Health & Safety Coordinators

[CS H&S Coordinators](#)

Appendix (A)[iii]:- Campus Services H&S Group: Memberships and Terms of Reference

Campus Services H&S Group Members	Role
1. <i>H&S Adviser</i>	<i>Chair</i>
2. <i>Director of Campus Services</i>	<i>Management representative</i>
3. <i>Operations Head/ H&S Coord.</i>	<i>Service representative</i>
4. <i>Sport Head H&S coord.</i>	<i>Service representative</i>
5. <i>Estate Dev. Head / H&S Coord.</i>	<i>Service representative</i>
6. <i>Grounds Head</i>	<i>Service representative</i>
7. <i>Legal and Fin. Head / H&S Coord.</i>	<i>Service representative</i>
8. <i>Business Support head / H&S Coord.</i>	<i>Service representative</i>
9. <i>Staff representative</i>	<i>Ops - PS</i>
10. <i>Staff representative</i>	<i>Ops - FM</i>
11. <i>Staff representative</i>	<i>Ops - catering</i>
12. <i>Staff representative</i>	<i>Sport and Student activity</i>
13. <i>Staff representative</i>	<i>Grounds</i>
14. <i>Optional</i>	<i>H&S Office representative</i>

Terms of Reference

- The Campus Services Health & Safety Group will consist of representatives from each service within Campus Services including staff representatives.
- The Group will meet periodically (i.e once per term) to consider health and safety matters within each service of Campus Services and make recommendations.
- The Group will be attended the Director of Campus Services or a delegate who will be responsible for communicating the Group's recommendations to the Director of Campus Services.
- The Group will contribute to the reporting to the UoE Health & Safety Committee.

Appendix (A)[iv] Directors of Buildings

Directors of Buildings are responsible for the following academic and administrative buildings under Campus Services:-

[Directors of Buildings](#)

Appendix (A)[v]: Directors of Buildings - Residences

[Directors of Residences](#)

Appendix (A)[vi]: First Aiders

Follow link to the Health & Safety list of University First Aiders:

<http://www.exeter.ac.uk/staff/wellbeing/safety/hspoliciesandguidance/firstaid/firstaiderslist/>

Appendix (A)[vii]: Fire Marshals

[Campus Services Fire Marshals](#)

Appendix (B)[i]:

Duties of the Divisional Health and Safety Coordinators

Head of Campus Services may appoint one or more Divisional Health and Safety Coordinators within each Division to assist them with the implementation of the health & safety policy. Although duties maybe delegated, ultimate responsibility for health and safety within Campus Services rests with the Head, via the Heads of divisions.

The Divisional Health and Safety Coordinators will:

- be familiar with both the University's and the Campus Services health and safety policies;
- advise members of their host division on matters of occupational health & safety (with assistance from the H&S adviser);
- act with the delegated authority of the Head of Campus Services in H&S matters of urgency;
- attend meetings of the Campus Services H&S Group;
- ensure that accidents and incidents are reported and investigated by H&S Office;
- disseminate health and safety information to staff as appropriate;
- ensure that new members of the division receive adequate induction with respect to health & safety;
- monitor the division such that:
 - a high standard of housekeeping is maintained;
 - adequate precautions are taken regarding any existing or new hazard;
 - records of plant, equipment and processes are maintained as required by statutory provisions;
 - adequate health and safety records are maintained;
 - records of written assessments of risk carried out and reviewed as required by relevant statutory provision (eg the Control of Substances Hazardous to Health Regulations (1999));
 - personal protective equipment needs have been assessed and suitable equipment made available and used;
 - emergency safety equipment (eg first aid boxes, fire extinguishers) are in place and maintained; and
- carry out any other health and safety duties that may be assigned by the Head of division (as agreed with H&S adviser).
- Provide reports to the H&S adviser for the University Health & Safety Committee

Appendix (B)[ii]:- Duties of the Directors of Buildings.

The University appoints a Director of Building for each of its buildings.

Job Description – Director of Building

1.0 Director of Building Nomination

- A Director of Building (DOB)* is to be nominated for each building / area.
- A Deputy Director of Building (DDOB)* may also be nominated to assume these responsibilities in the absence of the Director of Building
- In Colleges, the Director of Building will be the Assistant College Manager (ACM) for Infrastructure and Technical Services (I&TS).
- Colleges and Services may also wish to identify other persons whom they wish to be copied in on general building notifications.

[*Preferably the DOB and DDOB would be occupants of the building for which they have responsibility].

2.0 Role & Responsibilities

2.1 The role of the Director of Building:-

- a) To assume authority for all building related matters including planned and reactive maintenance, service and utility shutdowns, major works, minor works, space management, building facilities management, security and general health and safety;
- b) To provide an overview and coordinate these matters for the building / area including consultation and communication regarding disruption to services, changes to operations and updates on policy / procedure;
- c) To act as contact for communications of all building related matters to and from building users;
- d) To seek the advice and commission the services of relevant Professional / Corporate Services; and
- e) To act as contact for communications regarding building fire / health & safety issues including liaison with the Health & Safety Office.

2.2 The Director of Building has responsibility for:-

- a) All aspects of building maintenance, both planned and emergency;
- b) Coordination and communication in relation to major and minor construction works on behalf of the College(s) / Service(s) and building users;
- c) Management of the security of the building in line with the University of Exeter Security Policy (or HMG Security Policy where appropriate);
- d) To ensure that no activities are carried out in the building which expose the occupants to an enhanced risk of injury;
- e) To ensure that structural defects are promptly reported thereby reducing the risk of damage or injury;
- f) To ensure that fire safety measures are in place and any defects are promptly reported; and
- g) To ensure that a fire evacuation drill is carried out on an annual basis, in conjunction with the Fire Safety Adviser.

Appendix (B)[iii]: Duties of First Aiders

Names and location of persons qualified to give first aid are detailed on 'Your Nearest First Aider' notices displayed in areas throughout buildings. Staff will be made aware of the location of their nearest first aiders throughout the building.

University of Exeter First Aiders may also be summoned:

A First Aider will:

- be summoned to the scene of an accident;
- assess a situation quickly and safely and summon appropriate help;
- identify, as far as possible, the injury or nature of the illness affecting a casualty;
- give early, appropriate and adequate treatment in a sensible order of priority;
- arrange for the removal of the casualty to hospital, to the care of a doctor, or home;
- remain with the casualty until handing him or her over to the care of an appropriate person; and;
- ensure that a University Accident / Near Miss Report form is completed and returned to the Health & Safety Office.

Appendix (B)[iv]: Duties of Fire Marshals

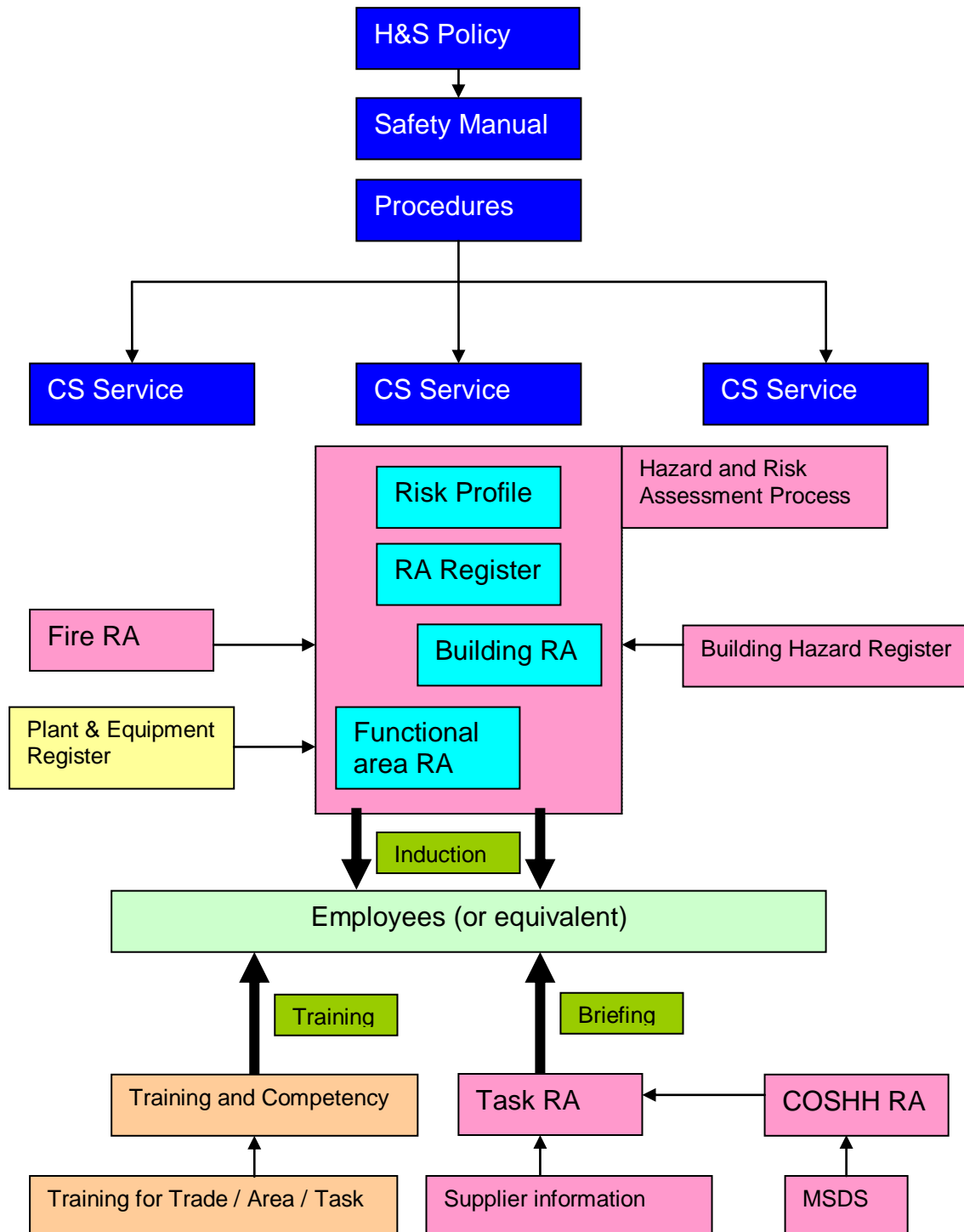
Fire Marshals are volunteers who encourage others to evacuate the building when the fire alarm is activated.

There should be sufficient numbers of Fire Marshals to cover all areas within buildings under the responsibility of Campus Services.

A Fire Marshal will be asked to:

- Assist in evacuating the occupants of the building without putting themselves at risk.
- Ensure the fire exit doors remain unobstructed.
- Stand outside, clear of the door and direct exiting occupants to the Fire Assembly point.
- Do not allow occupants to gather in the vicinity of the door, obstructing the exit and impeding those still leaving the building.
- When safe to do so, and when authorised to, they will allow the evacuated occupants to re-enter the building.

Appendix C – H&S Flowchart



Functional area = workshop or kitchen for example

Appendix D – Emergency Procedures

Refer to the UoE website for information on actions required....

<http://www.exeter.ac.uk/staff/staffwellbeing/safety/hspoliciesandguidance/healthandsafety/policyandmanagement/emergencyprocedures/>

Key points are included below.

EMERGENCY PROCEDURES: ACCIDENTS INVOLVING INJURY

ACTION BY FIRST AIDER

MAJOR ACCIDENT

On being informed about a major accident a First Aider will:

- ensure that the Emergency Services have been called;
- attend the scene and determine continuing danger;

If safe to do so;

- assess the nature and extent of injury;
- administer first aid;
- accompany the injured until the Emergency Services arrive; and
- the accident is recorded on a University “Accident / Near Miss” report form and sent to the H&S Office.

MINOR ACCIDENT

On being informed about a minor accident a First Aider will:

- attend the scene and determine continuing danger;

If safe to do so;

- assess the nature and extent of injury;
- administer first aid;
- if necessary, arrange for transfer of the injured to sites of continuing care (eg hospital out-patients, at home with relatives, etc); and
- the accident is recorded on a University “Accident / Near Miss” report form and sent to the H&S Office.

ACTION BY SECURITY STAFF

MAJOR ACCIDENT

On being informed about a major accident a member of Security Staff will:

- ensure that the Emergency Services have been called;
- administer or ensure First Aid is being administered;
- ensure that the Emergency Services locate the incident site;
- cordon off the accident site and keep onlookers away;
- liaise with and assist the Emergency Services as necessary;

- fill out an Security Incident Report (copied to the H&S Office) & ensure that the accident is reported on a University "Accident / Near Miss" Form.

MINOR ACCIDENT

On being informed about a minor accident a member of Security Staff will:

- administer or ensure First Aid is being administered; and
- fill out an Security Incident Report (copied to the H&S Office) & ensure that the accident is reported on a University "Accident / Near Miss" Form.

ACTION BY THE HEAD OF SERVICE / DIRECTOR OF BUILDING

MAJOR ACCIDENT

On being informed about a major accident a Head of Service / Director of Building will ensure that:

- the Emergency Services have been called;
- persons are kept away from continuing danger;
- the injured receive continuing care;
- the Health & Safety Office is informed; and
- if possible, the hazard is eliminated.

MINOR ACCIDENT

- the accident is recorded on a University "Accident / Near Miss" report form and sent to the H&S Office.

Appendix (E)[i]: – Monitoring; H&S Leadership checklist

This version uses RAG convention and a simple score.

UoE Campus Services			
	Health and Safety Leadership Checklist	Comment	Date
1	How do you demonstrate the board's* commitment to health and safety?	Committing Resource to H&S Structure releasing MW for CaS. WKC sits on UOE H&S Committee. WKC sits on ACM H&S Group. WKC lead on H&S for CaS. H&S Training Skills Matrix.	
2	What do you do to ensure appropriate board-level review of health and safety?	H&S on Agenda at Executive Level & Operational Level. Director of CaS engaged and signs off Policy. Termly reviews.	
3	What have you done to ensure your organisation, at all levels including the board, receives competent health and safety advice?	H&S structure within CaS. Working with H&S Office. CaS Skills Matrix Developing MW Topic Leads	
4	How are you ensuring all staff – including the board – are sufficiently trained and competent in their health and safety responsibilities?	Communication with H&S Office, Skills Matrix, Guidance and working with Coordinators,	
5	How confident are you that your workforce, particularly safety representatives, are consulted properly on health and safety matters, and that their concerns are reaching the appropriate level including, as necessary, the board?	H&S Coordinators termly minuted meetings. Termly Committee meetings. Communication Plan and Briefing Sheet.	
6	What systems are in place to ensure your organisation's risks are assessed, and that sensible control measures are established and maintained?	Risk Profiles in place, revised RA Forms, working closer with H&S Office, standardisation. UOE Inspections, CaS Inspections.	
7	How well do you know what is happening on the ground, and what audits or assessments are undertaken to inform you about what your organisation and contractors actually do?	Inspection Plans have been developed, Coordinators feeding	

		back to MW on completion, H&S Office forward any reports, regular meetings take place to ensure CA/PA are complete. Termly meeting with key people in Executive Team	
8	What information does the board receive regularly about health and safety, eg performance data and reports on injuries and work-related ill health?	Termly the board will receive a complete safety report that includes information on training, inspections, incidents, improvements etc.	
9	What targets have you set to improve health and safety and do you benchmark your performance against others in your sector or beyond?	Consequence scores are being introduced. H&S Training Matrix targets. Bench Marking as a discussion point.	
10	Where changes in working arrangements have significant implications for health and safety, how are these brought to the attention of the board?	Safety Report termly, H&S Lead meets with Executive monthly.	
	Red, Amber, Green indicators – scored 0, ½ and 1 giving a total out of 10		6.5
	Initial review in ...July 2013 scored		65%

*Board = CS Executive Team

Appendix (E)[ii]: – Monitoring; Annual Review Prompt list

1	What did we achieve in H&S in the last year? (Review Action Plan)
2	How much did we spend v planned, and did we achieve value for money?
3	Does our policy prevent injuries, reduce losses and really affect the way we work?
4	Training and competence – where are we?
5	Have we identified training needs and funding?
6	Do we have the necessary resource?
7	Did we meet as planned and what did we achieve?
8	Communication – what did we do and did it work?
9	Risk assessments – where are we?
10	Do we have plans in place for key hazards?
11	Do we have contingency plans and are they/would they be effective?
12	Performance – accidents, incidents etc. – what happened?
13	Inspections and tours – outcomes and actions taken?
14	Audit performance and findings?
15	Audit actions?
16	Lessons Learnt?
17	Management reviews undertaken, outcomes and actions?
18	Benchmarking?
19	Do we know where we are going? (Strategy and Targets)
20	Do we know how we will get there? (A Plan)