

Safety, Health and Wellbeing Management

How to manage safety, health and wellbeing within your department

Session Overview

- Health and safety (the Act and Regulations)
- The University's management structure and model
- Your role within the management structure
- How to manage safety in your working area
- Health surveillance

Health and Safety at Work

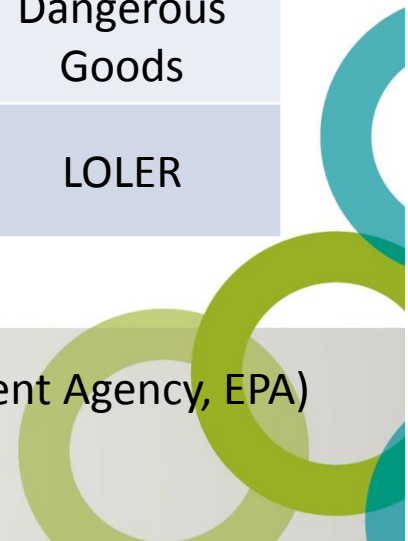


HSWA	Meaning
Duty of Care (Employer, Employee, others)	<i>“Do all that is reasonably practicable to protect the health, safety and welfare of those affected by its activities”</i>
Guilty until proven innocent	<i>Section 40: it shall be the accused to prove that it was not practicable or reasonably practicable to comply with</i>
Reasonably practicable	<i>The test of reasonableness (time, money, resource)</i>
Reasonably foreseeable	<i>What was likely? Predictable? Reasonable man scenario, previous incidents, sector knowledge</i>
Suitable and sufficient	<i>Fit for purpose, question “generic”</i>



Specific Regulations

Management of health and safety at work regulations	Risk assessment, arrangements, competent persons, information & training, serious and imminent danger, health surveillance			
Welfare Regs	RIDDOR	Radiation	Laser Safety	Noise
COSHH	Vibration	Manual Handling	Lead	Electrical Safety
Display Screen Equipment	Gas (utility)	Portable gas	Inoculation injury	Confined spaces
First aid	Diving	Legionella	Working at height	Dangerous Goods
Asbestos	PUWER	Pressurised systems	Ladders	LOLER



So how does it work at the University?

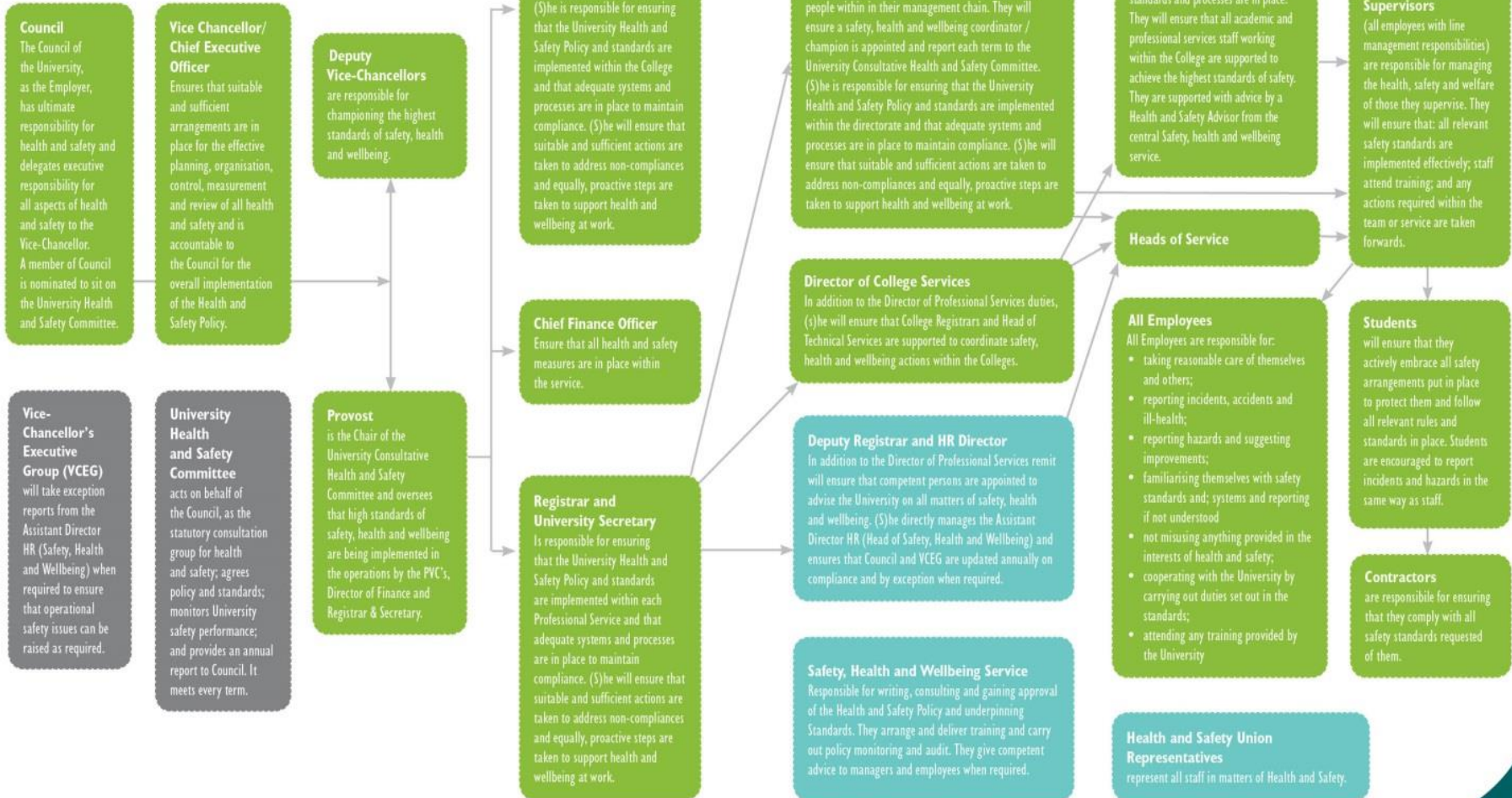
University's responsibilities

- Carry out risk assessments
- Provide a safe workplace
- Provide safe systems of work
- Information, instruction, training and supervision
- Effective procedures for serious and imminent danger/danger areas
- No charge for safety equipment e.g. PPE
- Health surveillance
- Competent advice

Further details can be found within the
University's H&S standards

HEALTH AND SAFETY MANAGEMENT STRUCTURE

Everyone has a role to play in managing safety at the University. There is a University Health and Safety Committee which reports to Council. Colleges and Professional Services also have meetings in place to discuss and take action on safety issues.



Director of College Services

Responsible for the safety, health and wellbeing of the people within colleges/services by ensuring that:

- The H&S policy and standards are implemented
- Adequate systems and processes are in place to maintain compliance
- Suitable and sufficient actions are taken to address non-compliance
- Proactive steps are taken to support health and wellbeing at work
- College Registrars and the Head of Technical Services are supported by the Registrar and University Secretary to coordinate safety, health and wellbeing actions within Colleges

Heads of Department, Managers & Supervisors

All employees with line management responsibilities which includes:

- Managing the health, safety and welfare of those they supervise
- Effectively implementing all relevant safety standards
- Ensuring staff attend training
- Taking forward any actions required within the team or service

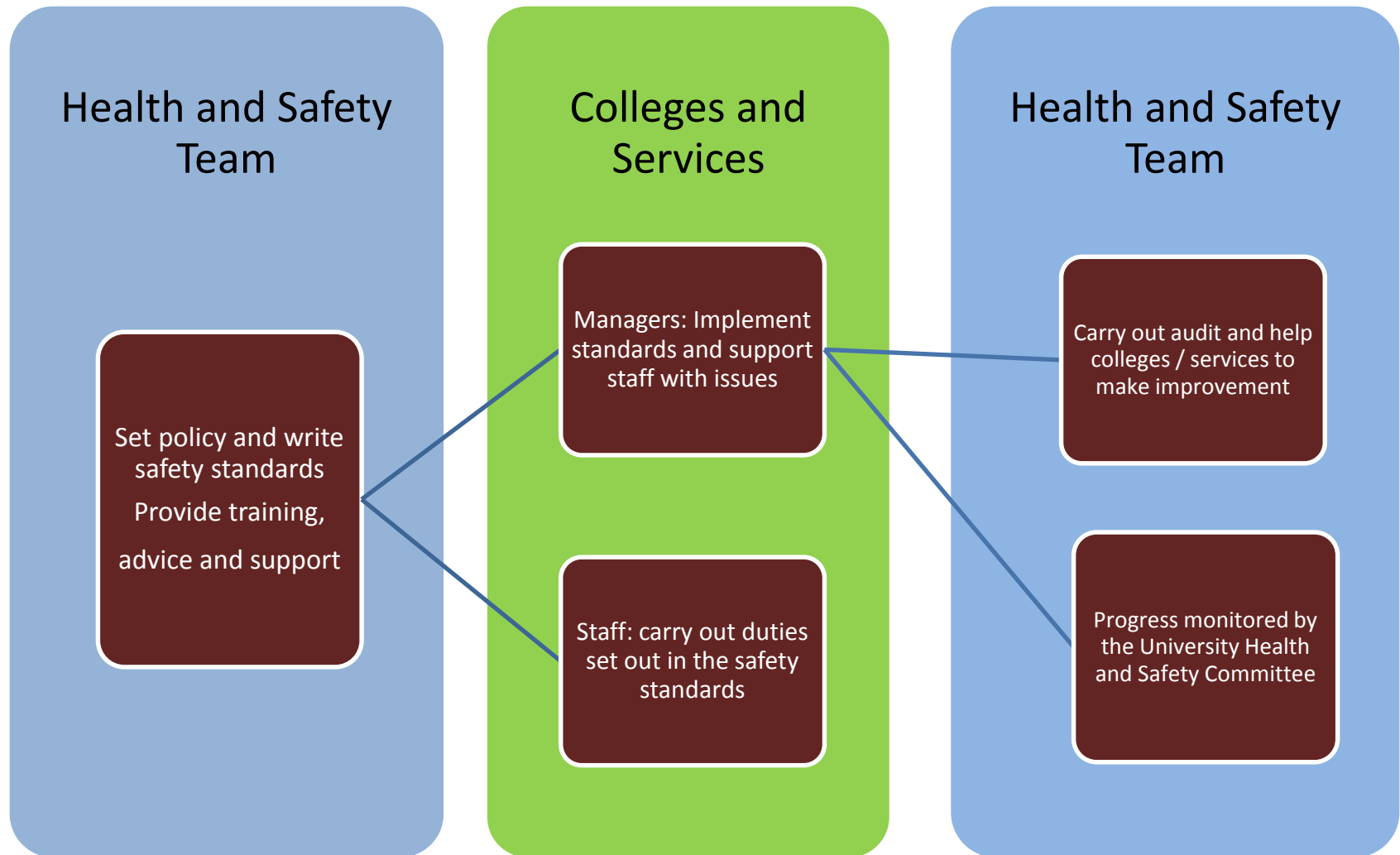


All employees

All employees are responsible for:

- Taking reasonable care of themselves and others
- Reporting incident, accidents and ill-health
- Reporting hazards and suggest improvements
- Familiarising themselves with the University's safety standards and systems
- Not misusing anything provided in the interest of health and safety
- Cooperating with the University by carrying out duties set out in the standards
- Attending training provided by the University

Health and Safety at the University



Safety Standards

Standard to meet:		Accountability	Reference documents and more information
1.	Colleges and Professional Services are responsible for ensuring a suitable number of trained first aiders are available in each building under their control on all campuses.	Pro-Vice Chancellor/ Heads of Professional Services	
2.	<p>Colleges/Professional Services will assess first aid needs in each department and/or residences by carrying out a First Aid Needs Assessment.</p> <p>This assessment should be reviewed every three years or when there is significant change within that department or residence.</p> <p>Colleges/Professional Services will instruct the Health & Safety Department of nominated persons for first aid training and any changes to first aid numbers.</p>	Managers	First Aid Need Risk Assessment

Health and Safety Advice & Support

The Safety Team comprises of four H&S Advisors:

- Brian Robertson
- Ian Stone
- Mike Wetherell
- Rhian Loosemore

Each H&S Advisor has been aligned to a College(s), Campus or Service(s) and also specialises in certain subjects to provide competent advice

Brian Robertson

College:

- College of Engineering, Mathematics, Physical Science (CEMPS)

Specialist Role:

- Radiation Protection Adviser
- Radioactive Waste Adviser
- Laser Safety Officer

Specialist subjects include:

- Ionising and non-ionising radiation safety
- Control of artificial optical radiation and general safety

Ian Stone

College:

- College of Humanities (HUMS)

Service:

- Campus Services (Exeter only)

Specialist subjects:

- Local Exhaust Ventilation (LEV)
- Lifting equipment (LOLER)
- Work Equipment (PUWER) and general safety

Mike Wetherell

College(s):

- College of Life and Environmental Sciences (CLES)
- Medical School (UEMS)

Service:

- Technical Services

Specialist subjects:

- Control of Substances Hazardous to Health
- Genetically Modified Organisms
- Bottled Science Gas and Cryogenics
- Carriage of Dangerous Goods
- Diving and general safety

Rhian Loosemore

College(s):

- Business School (UEBS)
- College of Social Sciences and International Studies (SSIS)

Service:

- Professional Services

Campus:

- Cornwall

Specialist subjects:

- Ergonomics (Display Screen Equipment & Manual Handling)
- Lone working
- Travel safety (Fieldwork & International)
- Event management
- Incident reporting and investigation and general safety

Proactive Safety Management



What does good safety management look like?

- Proactive and reactive systems in place
- Taking Control
- Staff engagement – support and learn
- Training
- Use of data to look for improvement opportunities
- Continuous improvement – acting on audit data
- Review and escalation of issues
- Learning when things go wrong
- Record keeping

Standard monitoring

Standard monitoring and measurement criteria

Annually the University Lead for First Aid will carry out a review to ensure that all elements of the Standard are being implemented effectively across all Colleges and Professional Services. Performance scoring criteria will be set in advance.

Specifically the following will be measured:

1. From a sample of no less than 5 departments within each College / Professional Service, managers will be asked to provide a copy of their First Aid Needs Assessment
2. An assessment will be made of the number of indicated first aiders (according to the assessment) versus the actual number
3. To review the webpage list of first aiders on annual basis and check up to date.
4. From a sample of no less than 20 first aiders across the campuses, a review of the first aider arrangements in place including:
 - 1) The first aid kit and contents
 - 2) The first aid signage displayed is up to date

The results of the review will be shared with each College and Professional Service, indicating learning and action that needs to be taken. A summary of compliance will be reported to the Health and Safety Committee annually.



HR Services

Health Surveillance

Identify Those Requiring Health Surveillance

- COSHH Risk Assessment
- Other Risk Assessments
- Specific Testing
- Health Surveillance Needs Assessment Form
- Occupational Health and Safety Teams

Referral process

- Manager/Supervisor to complete Health Surveillance/Health Monitoring Registration form
- Form sent to healthsurveillance@exeter.ac.uk
- Appointment sent to employee
- Instructions prior to appointment

Health Surveillance Appointment

- Health Surveillance Appointment
- Health Surveillance process and tests
- Results
- Referral to the Occupational Physician
- Notification of fitness
- Review appointments

Any Questions?