



# **Directorate of Academic Services**

## **Health and Safety Manual**

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## Preface

All staff working at the University should expect to work in a safe and healthy environment where risks are minimized and mitigated, where support and training is in place to help manage our workplace environment and where help is in place should something go wrong. Within a large and diverse organisation such as Queen's, health and safety structures and responsibilities are complex.

In such a multifaceted organisation, health and safety policies, arrangements and procedures must take into account all aspects of the University's business. This is similarly true at the Directorate level and Division/Service level. Not only must the full array of activities be considered but also the range of people involved, including staff, students and members of the public, which can include visitors or participants in events run specifically by services within the Directorate.

Therefore, the purpose of this manual is to describe in detail the health and safety arrangements and procedures to support the work of the Directorate. Whilst these arrangements and procedures are largely set by University requirements, what is important are the arrangements put in place at the Directorate level to ensure not just compliance but good practice.

The requirement to adhere to health and safety policies and procedures impacts upon every aspect of duty and task undertaken within the Directorate. Therefore, it is important that all staff, including part-time, agency, QWork and placement students are aware of their individual responsibility, as well as being aware of the structure and arrangements of health and safety within the Directorate and the University as a whole.

To make individual staff members' understanding more manageable, this manual has been set out in three sections.

- Part 1 Health and Safety Policy
- Part 2 Roles and Responsibilities
- Part 3 University Health and Safety arrangements

Please ensure that you acquaint yourself with these health and safety arrangements and ensure that you are aware of your responsibility within them.

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## **PART 1**

# **HEALTH AND SAFETY POLICY**

## **GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

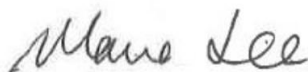
The Directorate of Academic Services will comply with the University's general health and safety policy statement; to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff and students; and, to provide such information, training and supervision necessary for this purpose.

The Directorate will seek to meet the current statutory requirements for health and safety at work and will review and enhance its performance in the future. Health and Safety will be an integral part of our day-to-day management of operations and procedures. All staff will be expected to be committed to co-operating with and to participate in the measures put in place to ensure health and safety at work.

The Directorate also accepts responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements for implementing the policy are set out in this manual.

This policy will be kept up to date by an annual review to take account of changes in personnel and practices. The Directorate will also have a Health and Safety Action Plan to support the ongoing work of managing and enhancing Health and Safety within the Directorate for staff, students and other service users.



SIGNED:

DATE: ..... 20 November 2025.....

Maria Lee

Director of Academic Services



## **PART 2**

### **ROLES AND RESPONSIBILITIES**

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# 1. DIRECTORATE ROLES AND RESPONSIBILITIES AND ORGANISATIONAL STRUCTURE

## 1.1 Introduction

The safety of all staff, students and visitors to the University is essential to us being able to do our jobs and carrying out our day-to-day business as a Directorate. Key to this is a clear understanding of the roles and responsibilities of all members of staff within the Directorate in ensuring that we have a safe working environment.

The University has standard Health and Safety policies and protocols in place which must be adhered to and form part of the institution's legal compliance duties. These policies apply equally to all Schools and Directorates and their implementation is supported by [Safety Services](#).

The Directorate has responsibility for four areas which operate within buildings managed by another professional service area – Level 6 in the Administration Building, Level 1 in the Lanyon North Building, Level 1 in 89-95 University Road and AS staff offices on levels 2 and 3 in the One Elmwood Student Centre. The Directorate also has responsibility for Library Services, which operates across three sites with different H&S requirements.

The purpose of this document is to outline clearly who is responsible for the various elements of Health and Safety across the Directorate in each setting.

Those who have specific Directorate responsibilities for Health and Safety are:

- The Director and Senior Management Team.
- Directorate Health and Safety Co-ordinators and local Health and Safety Co-ordinators.
- Departmental Managers/Service Heads.
- Individual members of staff.

## 1.2 The Director and Senior Management Team

The Director, along with the Senior Management Team (SMT), has overall responsibility to ensure that Health and Safety requirements are met across the Directorate. This includes:

- Approving and ensuring the implementation of a Health and Safety management action plan for the Directorate.
- Appointing two Health and Safety Co-ordinators to oversee the implementation of the development plan.
- Signing off the annual Health and Safety self-audit and subsequent recommendations.
- Through members of SMT, ensuring that staff with specific responsibilities for Health and Safety are trained on a regular basis to carry out their roles appropriately.
- Receive an annual Health and Safety briefing for all Senior Staff.



### 1.3 Directorate Health and Safety Co-ordinators and Co-ordinators Group

The Directorate will appoint two Health and Safety Co-ordinators, who act in an advisory and consultative role and whose responsibilities are as follows:

- Through SMT, the day-to-day implementation and monitoring of Health and Safety matters within the Directorate.
- Draft an annual action plan for Health and Safety management across the Directorate, for approval at SMT.
- Co-ordinating the annual audit of Health and Safety on behalf of the Director.
- Through the SMT, recommending amendments and modifications to H&S practices.
- Through the SMT, checking compliance with H&S protocols.
- Through the SMT, ensuring that each area has named first aiders, fire marshals and fire evacuation controllers.
- Ensuring that Directorate Health and Safety documents are updated on an annual basis and/or when H&S requirements change. This includes ensuring that those responsible for the Graduate School operations manual have reviewed content in a timely manner.
- To recommend to the Director areas of concern and/or non-compliance. Through the SMT, compilation and review of ESS H&S Training Matrix.
- Meet on a regular basis with the Health and Safety Co-ordinators from each area (Level 1 Lanyon North, Level 6 Administration Building and Levels 2 and 3 of One Elmwood Student Centre) to ensure that the H&S Co-ordinators are supported in their roles.

Each area will appoint a local Health and Safety Co-ordinator who will meet with the Directorate Health and Safety Co-ordinators on a regular basis to discuss best practise, receive updates and review operational procedures and compliance with University policy in relation to Health and Safety. Local Health and Safety Co-ordinators will have responsibility for:

- Ensuring the weekly fire checks are completed.
- Ensuring that there are sufficient First Aiders and Fire Marshalls on each floor.
- Ensure that the First Aid kits are well stocked and visible.
- Ensure that information on First Aiders and accident reporting is visible and communicated on each floor.

### 1.4 Building Liaison Officers

- Organise Portable Appliance Testing (PAT) as appropriate on all portable electrical equipment within their service area.
- Organise safe removal of confidential waste and unwanted furniture from their service area.
- Request action via Planon for activities that relate to the operation of the building, within a service area or multiple areas. For example, power issues in the kitchen, plumbing issues in the toilet.

### 1.5 Manager's Responsibilities

While Health and Safety is the responsibility of all staff, the onus is on Directorate Heads of Service or nominee/Heads of Department/Team Leaders\* or nominee to take responsibility for compliance within their own department. The following is a list of these responsibilities and actions for implementation.

\*NB – the term Manager is used throughout the rest of this document and refers to anyone who has line management or supervisory responsibility for other members of staff, students or consultants. Each Division uses different terms such as Team Leader, Head of Department or Head of Service therefore for the sake of continuity the term Manager is used in this generic document. If you are not sure if the manager's responsibilities fall to you or your Head of Division – please clarify locally. In general, however, managers would normally refer to those who sit on the Directorate Senior Management Team.

- **General Duties**

#### Health and Safety General

Ensure that all new members of staff are given a Health and Safety Briefing using the Directorate H&S Manual, available on the [Academic Services SharePoint Hub](#), and any other standard documents made available through Safety Services. Staff should be made aware of the University's no smoking policy and their responsibility in switching off electrical equipment, particularly at holidays.

#### H&S arrangements

Be aware of staff in your area who carry out a Directorate/building role, such as First Aider, Fire Marshal, etc.

Advise H&S Co-ordinators if staff who work in the department but who also act as a First Aider or Fire Marshal leave AS, so that a replacement can be found.

#### Accidents and near misses

All accidents and near misses must be recorded in the IRIS system and details of the incident emailed to line manager for action and notification to Health and Safety Co-ordinators. Please also inform the Health and Safety Co-ordinators for the Directorate via email so that they are aware that a notification has been reported via IRIS.

- **Department workspace**

#### Work Area

Portable Appliance Testing (PAT) is a statutory requirement on all electrical equipment. This annual test is organised by the individual department Building Liaison Officer (BLO).

However, managers need to confirm with their respective BLO that all electrical equipment has been tested; the BLO holds a register of equipment tested. Staff are not permitted to bring in to work additional equipment such as kettles or coffee makers. As there is a cost and fire hazard associated with such equipment, it should not be permitted except in communal areas, without the permission of the Manager.

Managers should ensure that staff are aware that equipment is evenly spread across electrical sockets and additional capacity installed if current provisions are insufficient. They should also ensure there are no trailing cables in staff work areas. Staff should not bring in to work unauthorised and un-tested electrical equipment.

### Workstation areas

Advise staff to keep their workstation and under desk areas tidy by safe disposal of items or by moving items to storage areas. Draw attention to the dangers of causing injury by tripping on items or storing heavy items above head height.

In particular ensure that storage practice would not impede safe egress during a fire evacuation and that evacuation routes are not blocked or restricted for a member of staff with a visual impairment or mobility difficulty. Staff should not be using the space under their desk for storage. This space should be kept free so that staff can sit comfortably without causing injury and strains due to bad posture.

### Broken and unstable furniture

Staff should be made aware of their responsibilities in reporting any broken and unstable furniture which may risk injury. All broken furniture should be **clearly** labelled as unfit for use and arrangements must be made to have the item safely stored and removed. Your BLO can assist with this process.

### Confidential Waste Bags

Highlight to staff the importance of leaving confidential waste in secure and non-obstructive areas and not putting it out for collection in advance of 5pm the previous evening. This is not only a safety issue but a major data protection concern. The relevant BLO can advise of the location, date and time of confidential waste removal.

### Storage

Ensure items are stored correctly and not at a height, so that staff do not have to reach for items above head height, causing a risk of straining themselves or items falling and causing injury. Please consider what items need to be stored as space is at a premium in all buildings. Items should never be stored in stairwells.

- **Kitchen**

Managers should ensure staff are aware of their responsibility to follow kitchen protocols.

- **Fire Safety**

### Annual Fire Drill

Managers should ensure staff are aware of the policy on annual fire drills organised by the Fire Evacuation Controller and University Fire Safety Officer. Fire drills are organised centrally in the Administration Building (by Estates), in Lanyon North (by Estates) and in One Elmwood (by the Operations Management Team). Fire drills in the Libraries are organised by Library Services in liaison with other building stakeholders.

Given the move to more agile working, if there is only one fire alarm per year, Managers should ensure that there are at least two points in the year where all staff are formally reminded of the procedures during a team meeting.

### Fire Evacuation

Managers should ensure staff are aware of their personal responsibility to comply

with evacuation procedures using designated egress routes assigned to their particular building. This includes ensuring any staff with mobility issues have completed a PEEP for the relevant building and that their evacuation needs are known to the Fire Marshalls.

### Non-compliance

Report and / or act if team members do not comply with fire practices – planned or otherwise. Staff who do not leave buildings promptly, or who need to be repeatedly asked to leave by a fire marshal, must be reported to their line manager and advised that this is a disciplinary offence.

## 1.6 Individual Responsibilities

Whilst there are responsibilities specifically owned by departmental managers and tasked staff, it is up to all staff to help prevent unnecessary situations by being aware of their surroundings, working in a way that does not create fire/health and safety hazards and reporting any potential risks before they present a risk to staff.

Individual staff are required:

- to take reasonable care of their own health and safety and that of others who may be affected by their own acts or omissions.
- to familiarise themselves with any relevant Health and Safety Policies/Procedures.
- to co-operate with the Directorate and its officers to enable the Directorate to comply with its statutory obligations.
- to use equipment and machinery in accordance with the instructions and training that they have received.
- to inform their manager or supervising member of staff of any dangers or shortcomings in the health and safety arrangements, even if there is no risk of immediate danger.
- not to intentionally and recklessly misuse or interfere with anything provided in the interest of health, safety and welfare.

## 1.7 Members of the Public / Visitors to the Directorate

The Directorate must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to the Directorate. To meet these responsibilities, the Directorate must take such steps as is reasonable to:

- provide safe access/egress.
- control work processes such that visitors are safeguarded against hazards presented to them by the Directorate's activities.
- control hazardous areas by means of excluding or restricting access.
- ensure risk assessments are conducted for all major events (including those managed by outside bodies).

## 2. Health and Safety Training

The University Safety Service offers a range of courses at set times throughout the year. Full details about the courses and course registration can be viewed on the [Safety Services](#) pages. Registration is typically via iTrent Self-Service.

### 3. Health and Safety Manual Review

The Directorate Health and Safety Co-ordinators will review the Health and Safety Manual annually in partnership with both the Directorate Senior Management Team and the University Health and Safety Manager to ensure that it continues to meet the needs of the Directorate and to recommend any changes considered necessary.



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## **PART 3**

### **UNIVERSITY GENERAL HEALTH AND SAFETY ARRANGEMENTS**

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## 1. Arrangements

### 1.1 Communication

Heads of School/Directors are responsible for ensuring that the Health and Safety Policy, especially local arrangements, is communicated to staff and students at all levels.

### 1.2 Local Management of Health and Safety

Heads of School/Directors are responsible for ensuring that organisational arrangements for health and safety within Schools/Academic Support Directorates are put in place and that a senior member of staff is nominated to co-ordinate the management of health and safety at School/Directorate level. They must ensure that the person appointed is trained to a suitable training standard and has sufficient time to carry out their duties. (See Local Duties).

Local arrangements must also include:

- a local health and safety policy,
- a health and safety development plan,
- risk assessments,
- local health and safety procedures
- management and employee consultative committees
- health and safety training records

### 1.3 Local Safety Committees

Heads of School/Directors are responsible for ensuring that, within their School/Directorate, there is a health and safety committee for consultation with staff and students with regards to health and safety at work.

### 1.4 Local Duties

Members of staff may be tasked to carry out certain health and safety management or supervisory duties on behalf of their School etc. These may include:

School/Directorate Health & Safety co-ordinators  
Workplace management co-ordinator  
First Aid co-ordinator  
Equipment management co-ordinators  
Departmental Safety Officers  
Building Liaison Officer  
First Aider  
Evacuation Officer  
Fire Warden  
COSHH Supervisors  
Radiation Protection Supervisors  
Laser Safety Supervisors  
Biological Safety Officers  
Laboratory Responsible Persons

Any member of staff appointed to such a position must have the sufficient authority to carry out their duties and access to and/or report to a manager responsible for overseeing that function. In addition, adequate training, time and resources must be made available in order for them to carry out their duties effectively. Further



details can be found in the respective policy and guidance notes in Part 3 of this Manual.

## 1.5 Health and Safety Training

Heads of School/Directors are responsible for ensuring that all staff and students receive sufficient training to enable them to carry out their duties or studies, so far as is reasonably practicable, without risk to health and safety. Heads of School/Directors must ensure that health and safety training needs are identified for each employee, a training schedule is developed and that training records are maintained. Refresher training must also be carried out when appropriate.

See the Health and Safety Training Policy in Part 3 of this Manual

## 1.6 Emergency Procedures

### 1.6.1 Serious or Major Incident

The Director of Estates is responsible for ensuring that appropriate arrangements are in place in case of a major emergency. He must ensure that the Major Incident Plan is maintained and exercised at appropriate intervals.

See University Protocol in the Event of Serious or Major Incident

### 1.6.2 Local Emergency Procedures

Heads of School/Directors must ensure that there are appropriate arrangements in place within the School/Directorate in case of an emergency or crisis. This shall include such arrangements that are necessary for fire, explosion or bomb threat, chemical or gas release and spillage of chemicals or other substances.

### 1.6.3 Evacuation

Heads of School/Directors must ensure that there are adequate arrangements in place for the safe evacuation of staff and students from premises under their control in the event of an emergency. In the case of staff and students with impairments or disabilities, Personal Emergency Evacuation Plans (PEEPs) should be drawn up in consultation with the University Fire Safety Officer.

See Fire Safety Policy in Part 3 of this Manual

### 1.6.4 First Aid

Heads of School/Directors must ensure that there are adequate arrangements for first aid within workplaces under their control. This must include the availability of first aiders at all times during working hours including holiday and sickness cover.

See the First Aid Policy in Part 3 of this Manual

## 1.7 Accident Reporting and Investigation

### 1.7.1 Reporting

All accidents must be reported. Heads of School/Directors are responsible for ensuring that there are specific arrangements in place within each Department for accident reporting. It is the responsibility of each employee to ensure that

accidents/incidents are entered in the appropriate accident book. The Occupational Health and Safety Service must be informed of all accidents and near misses using the internal report form.

Heads of School/Directors must ensure that accident reports etc. are made in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), and that the notification is made in due time. Reports must be made via the Occupational Health and Safety Service.

#### 1.7.2 Investigation

Heads of School/Directors must ensure that all accidents/incidents and dangerous occurrences are investigated, a report is produced and the necessary corrective action is taken. Assistance with accident investigation is available from the Occupational Health and Safety Service.

See Accident Reporting and Investigation Policy in Part 3 of this Manual

## 2. Risk Management

### 2.1 Risk Assessment

#### 2.1.1 Management Risk Assessment

The Director of Safety will ensure that all significant hazards that arise from the activities within the University are identified and assessed. Risk assessments must be reviewed at suitable intervals and whenever there are any significant changes. Heads of School/Directors must ensure that there are similar arrangements in place at local level for hazards within the School/Directorate.

See the Management Risk Assessment Policy in Part 3 of this Manual

#### 2.1.2 Task Risk Assessment

Each Head of Department/Unit must ensure that all operations and activities within their department or area of responsibility are assessed for risks to health and safety and adequate control measures put in place to ensure that all significant risks are adequately controlled. Risk assessments must be reviewed periodically and whenever there are significant changes to such operations.

See the Task Risk Assessment Policy in Part 3 of this Manual

### 2.2 Hazards

#### 2.2.1 Identification of Hazards

Heads of School/Directors must ensure, so far as is reasonably practicable, that all significant hazards within their School or Directorate are identified, properly assessed, the risks are eliminated or controlled and that adequate information, instruction, training and supervision is provided. Particular attention should be given to the hazards in the following areas:

Slips, Trips and Falls  
Electricity (electrocution and fire)  
Work equipment

Using Computers (display screen equipment)  
Ergonomics (including repetitive strain injuries)  
Manual Handling (including lifting and carrying)  
Chemicals  
Noise  
Vibration  
Biological agents  
Ionising radiation  
Non-ionising radiation  
Working at Heights  
Confined spaces  
Working in Isolation  
Diving and boating hazards  
Driving hazards  
Fieldwork and Work Placement Hazards  
Occupational Health (including Stress)  
Infectious diseases  
Smoking  
Alcohol and Drugs

The following should be noted In relation to the above hazards:

- (a) Computer work. Staff using computers for a significant part of their day must be provided with eye-sight screening and prescription glasses supplied, where necessary.
- (b) Chemicals. Heads of School/Directors must ensure that Departmental COSHH Supervisors are appointed for work involving chemicals.
- (c) Noise and vibration. Where local assessments indicate that noise or vibration levels may be significant, the Occupational Hygienist should be consulted and a quantitative assessment carried out, where indicated. Risk assessments must be reviewed and areas re-surveyed following changes to equipment or noise action levels.
- (d) Biological Agents. Work involving genetic modification or infectious agents of any kind must be notified to the University's Biological Safety Officer and relevant approvals obtained
- (e) Ionising Radiation. All work involving ionising radiation must be notified to the Radiation Protection Adviser who will advise on the required notifications and approvals, the registration of staff and the provision. Heads of School/ Directors must ensure that a local Radiation Protection Supervisor is appointed for work involving ionising radiation.
- (f) Non-Ionising Radiation. All work involving lasers must be notified to the University Laser Protection Adviser. Heads of School / Directors must ensure that a local Laser Protection Supervisor is appointed for work involving lasers or other non-ionising radiation and appropriate training provided.
- (g) Working at Heights. Work at heights must be avoided so far as reasonably practicable
- (h) Confined Spaces. Work in confined spaces should be avoided unless it is not reasonably practicable to do so.

- (i) Occupational Health. Advice should be sought, where necessary, from the Occupational Health Physician in connection occupational health matters including health surveillance

Further information and detailed policy guidance and specific guidance is contained within Part 3 of this Manual as well as from the Occupational Health and Safety Unit.

## 2.3 Special Risk Factors

The following special risk factors should be taken into consideration when risks assessments are conducted:

Age, Gender, Health  
New or Expectant Mothers  
Young Persons at Work  
Staff and Students with Impairments and Disabilities  
Children

Risk assessments must be reviewed when a new member of staff or student from a vulnerable group such as those with disabilities joins a School / Directorate.

## 2.4 Risk Control Measures

Each Head of Department/Unit must ensure that sufficient control measures are put in place to ensure so far as is reasonably practicable that all significant risks to health and safety are controlled. The degree of control is dependent on the level of risk identified.

### 2.4.1 Hierarchy of Controls

Management must ensure that the most appropriate and effective method or methods of risk control are utilised in eliminating or managing risks. Priority must be given to risk control methods in the following order, where appropriate:

- Elimination of hazard
- Substitution with lower hazard or risk
- Enclosure
- Guarding/Segregation
- Safe Systems of Work
- Written Procedures
- Supervision
- Training
- Information/Instruction
- Personal Protective Equipment

### 2.4.2 Permit to Work

A Permit to Work system must be used as a Safe System of Work for activities which are determined to present a relatively high level of risk and cannot be controlled by other means. High risk activities include:

- High Voltage Electricity
- Hot Work (welding, burning and cutting)

- Confined Spaces

See the Safe Systems of Work Policy in Part 3 of this Manual

#### 2.4.3 Personal Protective Equipment and Clothing

Personal protective clothing and equipment (PPE) will be provided, where necessary, to staff and students, where risks cannot be adequately controlled by other means.

Heads of School/Directors must ensure that:

- systems are in place to provide protective clothing and equipment,
- adequate arrangements are made for its inspection, maintenance and safe storage
- staff and students are instructed on its correct use
- it is used where required

See Personal Protective and Equipment Policy in Part 3 of this Manual

#### 2.5 Review of Risk Assessments

Heads of School/Directors must ensure that risk assessments are reviewed on a periodic basis or whenever there are any significant changes to the work or legislation.

### 3. Workplace Management

Heads of School/Directors must ensure that there are organisational measures in place within the School / Directorate to ensure workplaces are safe so far as is reasonably practicable.

#### 3.1 Workplace Management Co-ordinators

Heads of School/Directors must ensure that a member of staff is given the responsibility for the co-ordination of workplace health and safety matters for each workplace occupied by the School, including parts of buildings and shared workplaces. This co-ordinator must, amongst other things, ensure that the workplace is maintained with respect to the lighting, electrical installation, heating and ventilation, that there is a system in place for workplace risk assessment, reporting defects and, in the event of a shared workplace, that there is appropriate liaison with other building users. This role may be combined with that of the Building Liaison Officer but only where the Building Liaison Officer is able and competent to carry out this role.

#### 3.2 Workplace Risk Assessment

All workplaces should be assessed to ensure so far as is reasonably practicable that they are safe and without risks to health and with facilities and that arrangements are adequate for the welfare of those persons using the premises.

#### 3.3 Safe Access and Egress

Management must ensure the safe access and egress to and from all workplaces. The Director of Estates must ensure so far as is reasonably practicable the

segregation of vehicular and pedestrian traffic on University property and that safe walkways are provided where appropriate.

### 3.4 Fire Safety

Heads of School/Directors must ensure that fire safety measures, including fire risk assessments, fire drills, fire precautions, fire alarm systems etc. are in place and are maintained for all workplaces under their control. Heads of School/Directors must ensure that the University Fire Officer is consulted on all matters relating to fire safety.

See the Fire Safety Policy in Part 3 of this Manual

### 3.5 Workplace Inspections

Heads of School/Directors must ensure that regular housekeeping inspections are carried out to ensure workplaces are maintained to a sufficient standard especially with regards to means of escape and fire safety.

See the Workplace Safety Policy in Part 3 of this Manual

### 3.6 Planning and Development

Development works must, where applicable, be planned, designed and conducted in accordance with the requirements of the Construction, (Design & Management) Regulations (Northern Ireland) 1996 (CDM Regulations).

#### 3.6.1 Planning

The Head of Estates Planning Division shall be responsible for ensuring that risk assessments are conducted for all planned developments and that the risks identified are taken into consideration in any subsequent plans and designs. Designs must take into account the proposed use of a facility including, where appropriate, risks to vulnerable groups such as the disabled or the very young and be constructed according to the appropriate standards approved under the Building Regulations.

See Development Safety Policy in Part 3 of this Manual

#### 3.6.2 Development

The Head of Estates Development Division shall be responsible for ensuring that a University Manager or Engineer is nominated to act as Project Manager and that a competent "Planning Supervisor" is nominated or engaged for all works conducted under the regulations.

See Construction Safety Policy in Part 3 of this Manual.

### 3.7 Contractors

Management must ensure that where contractors are engaged on behalf of the University that:

- Contractors are competent,
- Risks to health and safety are assessed,
- Adequate control measures are taken by the contractors,

- Staff, students and members of the public are protected from the hazards and risks associated with work by contractors.

Management appointing contractors must ensure that there is appropriate consultation with the departments in control of premises and, where necessary, with the Occupational Health and Safety Service,.

See Contractors Safety Policy in Part 3 of this Manual

### 3.8 Members of the Public and Visitors

The University must take such care as is reasonable in the circumstances to ensure the health and safety of members of the public and visitors to the University. In order to meet these responsibilities, the University must take such steps as is reasonable to: -

- Provide safe access/egress,
- Control work processes such that visitors are safeguarded against hazards presented to them by the University's activities,
- Control hazardous areas by means of excluding or restricting access.

### 3.9 Public Events and Entertainments

Management must ensure, so far as is reasonably practicable within their control, that all entertainment events occurring at the University are safe and without risk to health and welfare. Risk assessments must be conducted for all major events including those organised and managed by external bodies.

Management in control of premises must ensure that all events are properly licensed by the relevant statutory authority and that any restrictions or directions given by the relevant statutory authority are complied with. Entertainment events shall be controlled, where appropriate, by such means as marshalling, signage, supervision and security.

## 4. Work Equipment

Heads of School/Directors must ensure that the risks to health and safety in the operating and use of equipment at work are properly assessed and controlled in accordance with the Provision and Use of Work Equipment and other applicable regulations. Heads of School / Directors must ensure that equipment used is designed and constructed in compliance with the essential requirements of any relevant European Community directives and the Provision and Use of Work Equipment Regulations and is suitable for its intended use.

See the Safety of Work Equipment Policy in Part 3 of this Manual

### 4.1 Equipment Maintenance

Heads of School/Directors must ensure that any plant and machinery within their control or responsibility is properly maintained and, so far as is reasonably practicable, is safe to use.

#### 4.1.1 Portable Appliance Testing (PAT)

Heads of School / Directors must ensure that portable electrical appliances are inspected and tested as necessary so as not to give rise to danger.

#### 4.1.2 Statutory Examinations

Heads of School/Directors must ensure that all equipment within their control, and which is to be maintained by the University, is notified to the Head of Estates Services Manager for inclusion in the testing regime.

The Estates Department must ensure that all equipment requiring statutory testing receives periodic testing at the appropriate time. The Head of Estates Services must ensure that a register of all equipment owned and/or maintained by the University which requires statutory testing is maintained.

The Head of Estates Services must ensure that inspection failures which, in the opinion of the competent person conducting a thorough examination in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) Regulation 9, present an existing or imminent risk of serious personal injury are reported to the HSE, that the equipment is taken out of service and that local management and the Occupational Health and Safety Unit are informed.