

## Health and Safety Responsibility and You

# Health and Safety Induction Workbook for new staff and students at OUC - LJMU College

<b>Document authors:</b>	Strategy Management Department
<b>Relevant to:</b>	All College staff and students
<b>Responsibility for development of this Health and Safety Induction Workbook, which forms part of the College's Health and Safety Policy:</b>	Head of Safety, Health and Environment
<b>Responsibility for review of this Health and Safety Induction Workbook</b>	Head of Safety, Health and Environment
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## Health and Safety Induction return slip

### 1. INTRODUCTION TO THE HEALTH AND SAFETY INDUCTION WORKBOOK

#### Welcome

Welcome to ORYX Universal College in partnership with Liverpool John Moores University!

This Workbook is to be used by all new staff (including temporary staff), students and visitors and should be used in conjunction with the Staff Induction Booklet, course handbooks and the Student Health and Safety Induction.

New people are more likely to have accidents than those who understand the workplace hazards. The College is committed to your health, safety and welfare. This Workbook has been designed specifically to help you develop greater awareness. Remember that compliance with health and safety requirements is not optional; it is the Law!

This Workbook forms part of your health and safety induction, the most important part of which is job/task specific, which you will receive at your specific place of work or study from your department manager or tutor/supervisor.

#### Format

This Workbook has been designed to be read in under an hour. To reinforce your understanding, please ask your tutor/supervisor, your manager or School Health and Safety Officer. You may also contact the Safety, Health and Environment Department or refer to the Codes of Practice and Guidance on its website, links to several of which are contained in this Workbook.

This Workbook was developed by the Safety, Health and Environment Department. Email: [si@oryxuni.com](mailto:si@oryxuni.com)

#### Return slip

Staff should complete the return slip on the back page and return to the Safety, Health and Environment Department; slips will be used to verify that Health and Safety inductions are taking place.

Students should send theirs to the School Operation Officer.

### 2. IN SUMMARY - WHAT YOU NEED TO KNOW

The College's Health and Safety Policy protects you – but you also have a part to play. **Your health and safety responsibilities** are contained in Section 2 of the College's Code of Practice NFPA 45 Organisation for the Implementation of the Health and Safety Policy

- The Safety, Health and Environment Department advises and supports management and a network of staff with added health and safety responsibilities
- The College consults with its staff and students on health and safety
- Risk assessment is critical to the health and safety in the College

- Report faults and hazards to someone in authority, or to the Helpdesk on **40210000**
- Familiarise yourself with evacuation and First Aid arrangements for ORYX campus
- The emergency for the Ambulance Service is **999**
- Smoking and consumption of alcohol and controlled drugs are prohibited – use of controlled drugs is a criminal offence that will be treated as such. Vaping is not permitted in buildings
- If pregnant, you should inform your tutor/supervisor or your manager
- The College has a successful track record in environmental sustainability

### 3. UNIVERSITY HEALTH AND SAFETY POLICY STATEMENT OF INTENT

The following Health and Safety Policy Statement of Intent, signed by the Chief Executive Officer:

“The central focus of the College’s Health and Safety Policy and its Health and Safety Strategy is to develop a positive health and safety culture characterised by communications based on mutual trust, by shared perceptions of the importance of health and safety and by confidence in the efficiency of preventative measures”

----ORYX-LJMU CEO

The College aims, therefore, to:

- operate a responsible and caring College, providing a safe and healthy environment for all
- generate an individual and collective commitment to protect its students, staff, visitors and all users of OUC- LJMU
- have staff, students and contractors that accept and act upon their health and safety responsibilities
- make health and safety a cornerstone of OUC-LJMU’s decision-making processes and consider health and safety issues as part of those processes
- have a healthy workforce and student population
- support the HSE/Government strategy to represent a sensible approach to health and safety while maintaining a commitment to reduce work-related injury and ill health; and to take all reasonable steps to promote health and wellbeing at work
- implement performance standards that are common to all Faculties, Institutes, Schools, Divisions and Departments and to improve health and safety performance continually.

The College recognises and accepts its legal responsibilities for the health, safety and welfare of its staff, students and anyone else who may be affected by its activities. Legal requirements are the minimum acceptable level of performance.

The College recognises that adverse events and ill health can result from failings in management control and are not necessarily the fault of individuals. Development of a culture supportive of health and safety will be encouraged to achieve adequate risk control.

Individuals in work are expected to take steps to ensure that their health does not adversely affect their ability to work safely.

The College will strive to minimise the financial losses, which arise from avoidable unplanned events. There will be a systematic approach to the identification and control of risks, including the use of risk registers.

As part of its corporate objective, the College seeks continually to improve the quality of the physical, social and cultural environment for all members of the College Community.

The College is committed to attain a high standard in health and safety and to utilise key performance indicators (KPIs) to monitor such standards. KPIs are included in reports to the OUC-LJMU Health and Safety Committee and in the targets contained within the Annual Health and Safety Action Plans.

Health and Safety performance is reported in the Annual Health and Safety Report, which is presented to the Strategy Management team. Termly health and safety performance indicators are provided too.

The College recognises health and safety as a core management function and is committed to integrating health and safety into management tasks such as planning.

There will be continuous review and development of the OUC-LJMU Health and Safety Strategy, and Policy detailed in the Annual Health and Safety Action Plans.

Consultation and communication with staff, including Safety Representatives.

The College will ensure that staff and students are competent to carry out their duties, studies and entertainment. Successful health and safety management is an important element of the College being an Employer of Choice for its staff and of introducing its students to the World of Work; the College will adopt a risk management approach to placement learning and internships.

While recognising its own health and safety responsibilities, the College requires the cooperation of all staff, students, visitors and College users in meeting these obligations. The College believes that health and safety is the responsibility of all."

#### **4. HEALTH AND SAFETY AT WORK ACT**

The Resolution of the Ministers of Civil Service places legal duties on employers and employees by establishing responsibilities for ensuring a healthy and safe workplace, subject to the test of reasonable practicability. The Act is supported by Regulations, which place duties that are more specific on both parties.

##### **General duties of employers**

Employers must, as far as is reasonably practicable, safeguard the health, safety and welfare of employees. In particular, by the provision and maintenance of:

- safe plant and safe systems of work
- safe handling, storage, maintenance and transport of (work) articles and substances
- necessary information, instruction, training and supervision
- a safe place of work, with safe access and egress
- a safe working environment with adequate welfare facilities

Employers with five or more employees must have a health and safety policy and bring it to the notice of all the employees.

Employers must consult with employees on health and safety and set up a Health and Safety Committee.

The self-employed, other employees and the public must not be exposed to danger or risks to health and safety from work activities.

Harmful emissions into the atmosphere must be prevented, from prescribed operations.

Members of management, in certain circumstances, can be charged as well as, or instead of, the employer if the offence in question was due to their consent, connivance or neglect.

In summary, OUC-LJMU's responsibilities are to:

- Ensure the health and safety at work of all employees, as well as students, visitors, temporary staff, contractors and others using College property
- Provide suitable information, supervision, instruction and training to staff on health and safety matters, for example, evacuation procedures, conducting risk assessment, welfare arrangements etc.
- Establish safe working practices for handling machinery, equipment and materials, for example fume cupboards, workshop heavy plant, heating boilers, chemical agents and pathogens
- Provide proper fire precautions and procedures, including weekly testing of alarms and twice-yearly fire drills
- Conduct regular safety inspections and general checks of safety arrangements

### General duties of employees

Employees must take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions. Employees must cooperate with their employer to enable compliance with its duties under the act.

Members of management, who are also employees, may be prosecuted if they fail to carry out their health and safety responsibilities (as defined in the safety policy statement), in addition to their liability mentioned previously.

### General duty on everyone, including students and visitors

It is an offence for anyone to interfere intentionally or recklessly with, or misuse anything provided, in the interests of health, safety or welfare.

## 5. MANAGING HEALTH AND SAFETY

The College is committed to ensuring the health, safety and welfare of its staff, students and others working in, or using, College property.

### College's Health and Safety Management System

The College's Health and Safety Management System brings this about. It has a Health and Safety Policy, supported by Codes of Practice and Guidance. There are specialist Advisers and staff with additional health and safety responsibilities; health and safety responsibilities for all staff are detailed in Section 2 of MCP1 Organisation for the Implementation of the Health and Safety Policy.

The College plans activities with due regard to health and safety (through risk assessments, for example); it monitors health and safety performance and reviews and audits elements of the health and safety management system.

### Safety, Health and Environment Department

The central Safety, Health and Environment Department provides advice and support to College management and the networks of Health and Safety Coordinators and Officers, Fire Evacuation Coordinators and Fire Wardens and others.

It publishes a training calendar, with details of a wide range of training activities.

### Health and Safety Networks

The College's networks of staff with additional health and safety responsibilities, to those of other OUC-LJMU staff, includes Health and Safety Coordinators and Officers, Fire Evacuation Coordinators and Wardens, and First Aiders. There are other staff with specialised scientific roles.

Supported by the Safety, Health and Environment Department, they play an important part in the College's Health and Safety Management System.

### Codes of Practice

The College has Codes of Practice (approved by MQPH), which are policy documents. Topics include, for example: first aid, control of hazardous substances, laboratory work, children on College premises and evacuation procedures.

### College Health and Safety Committee and Faculty/Division Health and Safety Committees

The College consults with staff and student representatives on health and safety matters through the College Health and Safety Committees. The College Health and Safety Committee discusses strategy and policy, while Faculty/Division Health and Safety Committees are operational.

## 6. ADVICE AND SUPPORT

Advice and support are available at a local level, from Health and Safety Officers and Operation Officers.

The Safety, Health and Environment Department has Codes of Practice Guidance that may cover your queries. There are localised risk assessments and systems of work (procedures), which you should consult and be familiar with.

Safety Representatives (and other staff Representatives) also have a great amount of knowledge and experience of local health and safety issues.

## 7. IDENTIFYING AND CONTROLLING HAZARDS

### Risk assessment

The Management of Health and Safety at Work Regulations require an assessment of the risks arising from work, which may cause harm to an individual. The assessment must identify substantial hazards (i.e. things with the potential to cause harm) and identify the steps necessary to eliminate or control the hazard to within acceptable limits.

Risk assessment of particular areas or activities, including teaching, is the responsibility of the person supervising or directing the work. The task may be delegated but the responsibility remains with the supervisor.

Activities involving the following require separate risk assessments to be undertaken: noise; vibration; hazardous substances; manual handling.

### Personal safety

Be aware of the workplace environment and any out of place persons in College buildings. Do not tackle intruders, as they may have a weapon; report immediately to Security Services on **40210015**.

## 8. ADVERSE EVENTS

### Adverse event reporting

It is every employee's responsibility to ensure that every accident or incident is reported.

This must be done for three reasons:

- It helps in hazard identification and elimination
- It is part of the statutory reporting procedure
- The Safety, Health and Environment Department will need to investigate causes of serious accidents and incidents

### Accident prevention

There are many reasons why new or inexperienced employees or students may be at risk of accident or injury:

- Working in unfamiliar surroundings
- Not being sufficiently trained in the use of equipment



- Being hesitant about asking for help
- Being asked to do new or unfamiliar tasks
- Being insufficiently supervised
- Lack of sufficient care

The most common causes of accidents are:

- Slips, trips and falls
- Handling sharp objects
- Using machinery

Most accidents can be prevented. Most of them are caused either by:

- The individual's attitude and behaviour
- Colleagues' attitude and behaviour
- The condition of the working environment

### Duty to report faults/defects

Report faults and hazards that are potentially dangerous to a supervisor, line manager, local Health and Safety Officer or the Helpdesk on **40210000**.

### First aid

According to Resolution of the Ministers of Civil Service and Housing Affairs No. 16 of 2005, the College has to have first aid provision for its employees. In line with best practice, the College also makes provision for its students and visitors.

First Aider Maps in the building provide contact details. If you injure yourself at work, please report it to a First Aider who may administer first aid and then recommend you see a doctor or be transferred to hospital. If Paramedics or an ambulance are required, contact the Ambulance Service on 999 and inform Security Services on 40210015.

## 9. FIRE SAFETY

Every floor of the college building has fire alarm systems. The fire procedures are biased towards the safety of individuals, over building protection. Familiarise yourself with the escape routes and exits in the College building. The evacuation procedure must be followed without exception, regardless of how small the fire is. Persons must evacuate in the event of the alarm sounding, even during teaching or practicals.

### Fire precautions

Everyone should be aware at all times of the causes of fire, which can cost lives and destroy property; for example, an overloaded plug, or combustible material left in a corridor. There are many other causes. The Safety, Health and Environment Department be able to advise you of any special precautions which need to be taken, in your area of work, such as the storage of flammable liquids. All staff are required to attend Fire Safety Awareness training.

If you smell natural gas, contact the Helpdesk on **40210000**.

## Evacuation procedure

It is important that you follow the correct emergency procedure:

- A continuous alarm will sound in the event of an emergency
- **You are required to evacuate the building immediately on hearing the alarm via the nearest safest stairs**
- **If you discover or start a fire, immediately raise the alarm by operating the nearest alarm call point. Contact Security on 40210015, or a Fire Warden, and tell them of the situation**
- **DO NOT use lifts**
- **Never return to collect personal belongings**
- **Close doors on leaving to prevent smoke spreading**
- If you are unable to evacuate downstairs send someone, who is able to, to alert the Fire Wardens or Fire Evacuation Coordinator who should be based near main exit doors e.g. main reception area at the front of the building
- **DO NOT re-enter the building until you are instructed to do so by the Fire Evacuation Coordinator/Security Staff or Fire and Rescue Service. The silencing of the alarm is NOT an indication to re-enter the building**

As a matter of routine:

- Report any situations which may cause a potential fire to Local Health and Safety Officers or to the Helpdesk on **40210000**
- Switch off non-essential electrical equipment at the end of each day, particularly over weekends and holiday periods
- Make sure you familiarise yourself with fire escape routes and exits
- Never wedge open fire doors
- Close doors when you finish work for the day

## After the incident

Once an incident is over, the lessons learned from the incident should be recorded by the Fire Evacuation Coordinator in the fire safety logbook and improvements in systems and procedures implemented as necessary. These should be communicated with the evacuation team, Security Services, other staff in the college.

Information should be obtained from as many sources as possible to maximize the lessons learned. Sources of information can include:

- Interviews with persons involved in the incident
- Feedback from other members of the evacuation team
- Fire alarm panel display and printed information
- Logging systems used to record building information
- Security cameras

## 10. OCCUPATIONAL HEALTH AND WELFARE

### Smoking, alcohol and drugs

The College has strict rules governing smoking, alcohol and drugs on College premises and in College vehicles, summarised thus: smoking and the consumption of alcohol and controlled drugs are prohibited. There may be circumstances where prescription drugs may be problematic. The use of controlled drugs is a criminal offence that will be treated as such. Electronic cigarettes are not permitted in buildings or near building entrances.

### New and expectant mothers

If you are pregnant, you should inform your tutor/supervisor or line manager as soon as possible so a specific risk assessment can be completed to enable the College to ensure the health and wellbeing of mother and baby and for the College to fulfil its statutory obligation.

## 11. ENVIRONMENT AND SUSTAINABILITY

The College is committed to minimising environmental impact where possible, and maximise efficiency in energy, resource management and waste generation and disposal.

### How is environment and sustainability managed at the College?

The College Environment and Sustainability Panel is the principal means of consultation on policy development and strategic issues. OUC Organisation for the Implementation of the Environment and Sustainability Policy provides more details on the role of the Panel and responsibility across the organisation.

### College Environment and Sustainability Policy

The College Environment and Sustainability Policy is supported by subsidiary policies, processes, guidance notes, and other relevant documents to help deliver the objectives contained therein. Aspects covered under the Environment and Sustainability Policy include:

- Environmental compliance
- Energy, carbon and utilities (including water)
- Waste resource
- Travel and transport
- Education for sustainability
- Procurement and supply chain
- Built environment
- Biodiversity

Make sure you return this slip to the Safety, Health and Environment Department in Exchange Station.

Your name:

Your job title (if you are a member of staff):

School/Department:

Location:

Your employment/study/research commencement date:

Members of staff only – have you signed off your health and safety induction checklist?

Signature:

Signature of your supervisor or line manager:

Staff - please return the completed slip to:

Safety, Health and Environment Department

Students - please return the completed slip to  
your Student Advice and Well-being Officer.

Thank you.

*The Safety, Health and Environment Department will periodically utilise return slips as a means of verifying that Health and Safety inductions are taking place.*