Accommodation Services

Health & Safety Policy

Statement of Intent
Accommodation Services (AS) is committed to the prevention of injury and ill health in the workplace and establishing a positive health and safety culture.

Our policies and procedures will support the health and safety of colleagues, students, visitors and contractors who may be affected by our activities. All stakeholders have a responsibility for their own health and safety and as such need to recognise that their actions can affect others. AS will establish a working environment where individuals are comfortable to be proactive and where necessary challenge existing processes to safeguard health and safety.

Whilst it is not possible to remove all risks from the working environment, those that remain need to be identified then either eliminated or managed correctly.

Health & Safety Core Principles
To achieve compliance with the University’s Health and Safety Policy the following core principles are guidelines for colleagues and as such AS will:

- Recognise that the management of health and safety is paramount, and that adequate resources are made available as necessary
- Ensure through a process of assessment, planning and continuous review that suitable systems and arrangements are developed and implemented to manage health and safety
- Provide the necessary training, information and supervision to enable all employees to look after their own health and safety while at work
- Ensure that all workplaces are safe and maintained
- Provide all colleagues with access to welfare facilities and encourage a sensible approach to work life balance
- Provide a safe means of access to and egress from all workplaces
- Comply with all current and future legislation as a minimum standard
- Maintain access to competent health and safety advice, and ensure all colleagues are competent to fulfil their role
- Communicate and engage with colleagues, students and other stakeholders in creating and maintaining a safe and healthy working/living environment
- Comply with University health and safety policies and management standards

AS Health and Safety Policy will be issued to all colleagues at induction and be displayed on notice boards. Copies will be available to students, visitors and contractors from reception desks and on the AS website.

So that it accurately reflects the management of health and safety standards, the policy will be reviewed every two years or sooner in the event of relevant changes to legislation or University policy.
Health & Safety Core Principles (con’d/…) AS will review and improve health and safety performance by:
- Aligning the policy with other human resources management policies
- Encouraging colleagues to consider health and safety issues outside the workplace to encourage a fit and healthy workforce
- Considering health and safety when introducing new processes, equipment or products
- Incorporating health and safety in customer opinion surveys

Organisation
This section contains a summary of the organisational structure for managing health and safety in AS.
Responsibilities:

Head of Accommodation

The Head of Accommodation has overall responsibility for ensuring that the health, safety and welfare of colleagues, students and others is not, so far as is reasonably practicable, adversely affected by the accommodation we manage or the work we do.

The Head of Accommodation will facilitate the management of health and safety at Executive Level, including:

- Reporting to the Director or Deputy Director of Estates and Facilities on matters affecting the health and safety of AS, including its performance and annual reports
- Ensuring that AS manages its affairs in a way which can achieve compliance with its health and safety obligations, its Health and Safety Policy and our commitment to continuous improvement
- Promoting and enabling improved working practices and conditions which further improve wellbeing, health and safety
- Ensuring service compliance with the Universities UK Accommodation Code of Practice

Additionally, the Head of Accommodation will ensure that access to competent health and safety advice is provided and maintained, and that adequate resource is provided to enable AS to meet its statutory duties.

*The Head of Accommodation takes on the devolved responsibilities of the Head of Unit under the Newcastle University Health and Safety Policy.*

Senior Management Team

The Senior Management Team will accept formally their collective and individual role in providing health and safety leadership within AS. This will include:

- Providing health and safety leadership for the Service
- Ensuring individual and service actions and decisions reinforce the services commitment to health and safety
- The administration and implementation of the Health and Safety Policy and associated management of health and safety within their respective services
- Making sure that all decisions made take account of any health and safety implications
- Recognising their role in encouraging the active participation of all AS colleagues in improving health and safety standards
- Making sure they are kept informed of, and alerted to, relevant health and safety risk management deficiencies in order that action may be taken to correct them
- Considering health and safety matters as a standard meeting agenda item, receive formal written reports on health and safety as and when required

Managers/Assistant Managers/Team Leaders/Supervisors

All line managers should actively support the Head of Accommodation in the effective management of health and safety and are responsible for implementing and maintaining arrangements within their area(s) of control. This will include:

- Ensuring individual actions and decisions always reinforce the messages in the Health and Safety Policy
- Encouraging active employee participation in the management of health and safety
- The administration and implementation of the Health and Safety Policy and associated management arrangements with the work the section does
- Ensuring that colleagues within their control recognise and accept their personal responsibilities for health and safety and that they are competent to carry out their designated roles
Responsibilities (cont'd/…)

Managers/Assistant Managers/Team Leaders/Supervisors (cont’d/…)

- Ensuring that colleagues within their control have access to the Health and Safety Policy and associated management arrangements, and other relevant health and safety documentation
- Ensuring general and specific risk assessments are carried out, implemented, monitored and periodically reviewed and revised;
- Ensuring arrangements for employee welfare and dealing with emergency situations are fully implemented
- Utilising available resources so that health and safety risks can be managed effectively, highlighting areas where additional resources may be required
- Monitoring health and safety performance on a regular basis, ensuring all accidents, incidents, occupational diseases, hazards and near misses are reported in accordance with procedures
- Regularly discussing health and safety at meetings within the Service, enabling effective employee consultation on health and safety matters and the dissemination of relevant information
- Liaising with and supporting the work of the AS Health and Safety Officer and the Occupational Health and Safety Service
- Ensuring that contractors working on their behalf do so in accordance with AS Health and Safety Policy

*The Senior Management Team/Managers/Assistant Managers/Team Leaders/Supervisors take on the responsibilities of the Principal Investigators, Managers and Supervisors under the Newcastle University Health and Safety Policy.

Colleagues

All colleagues have responsibilities for, their own and the health and safety of others, not to misuse anything provided for their own or others health and safety, and to cooperate with AS to enable it to fulfil its health and safety obligations. This will include:

- Ensuring all actions and decisions at work follow the spirit of the Health and Safety Policy
- Complying with the requirements of the Health and Safety Policy, arrangements, and other relevant health and safety documentation, such as procedural documents and risk assessments
- Participating in any instruction or training which has been provided for the purposes of health and safety
- Assisting in the completion of risk assessments, where required, and complying with risk assessment control measures
- Using equipment in accordance with training, instruction and information provided and using any safety equipment and features required, including personal protective equipment
- Reporting known hazards in the workplace which may have not been previously identified or assessed, including any defects to equipment which is used or which has been personally issued
- Being aware of the emergency arrangements for your workplace and participating in any drills or exercises
- Reporting accidents, incidents, occupational diseases, hazards and near misses in accordance with procedures
- Attending and discussing health and safety at team and other meetings; such as to give feedback on new or changed working practices, to highlight any areas of concern or make suggestions to enable improvements in workplace practices or conditions

*Colleagues take on the responsibilities of Colleagues and Students under the Newcastle University Health and Safety Policy.
Responsibilities (cont’d/…)

Union Safety Representatives/Representatives of Employee Safety

AS welcomes and supports these roles in developing and maintaining a safe and healthy working environment.

Accommodation Services Health and Safety Officer

The AS Health and Safety Officer will fulfil the role of Unit Safety Officer for AS and is responsible for providing competent advice and support on health and safety matters. This will include:

- Providing competent advice on the development and operation of health and safety management monitoring arrangements
- Providing advice on the development of policies, procedures, risk assessments and guidance on occupational health, safety and welfare matters
- Providing competent advice on compliance with health and safety legislation
- Liaising formally and informally with the Occupational Health and Safety Service (OHSS)
- Providing advice and information to the Health and Safety Management Group
- Investigating, analysing and reporting on, as appropriate, accidents, incidents and near misses in conjunction with OHSS
- Having the authority to stop or suspend unsafe working practices, and bringing it to the attention of the appropriate manager and Head of Accommodation
- Representing AS in matters relating to health and safety and act in the best interest of the Service
- Disseminating health and safety information to colleagues as appropriate

*Health and Safety Officers take on the responsibilities of the Unit Safety Officer under the Newcastle University Health and Safety Policy.*

Accommodation Services Training and Development Officer

The AS Training and Development Officer will provide support around the development and implementation of health and safety training. This will include

- Working with colleagues and the Health and Safety Officer to identify training and development needs
- Ensuring appropriate and mandatory health and safety training is delivered in agreed timescales
- Sending reminders when refresher training is due
- Reporting from SAP each month on training completions and updating records

Contractors, Consultants and other Working Partners

All persons working with or involved in the provision of goods and services on behalf of AS must co-operate with the requirements of the AS and Estates & Facilities Health and Safety Policies and arrangements for health and safety.

All contractors will accept their personal responsibilities for the health and safety of themselves and others that could be affected by their acts or omissions. More information on the management of contractors can be found in the Estates & Facilities Management of Contractors Management Arrangements.
Occupational Health and Safety Service (OHSS)

OHSS provides advice and assistance in relation to current and proposed legislation, guidance, relevant standards and best practice. They develop and advise on corporate health and safety standards and procedures, and provide services to ensure the health, safety and wellbeing of colleagues, students, visitors and others. The team also ensures all accidents and incidents are reported to the relevant enforcing authority and monitors health and safety performance. This includes inspections and audits of areas of the Service and premises on a programmed basis.

Specialist Advice and Support

AS utilises the support and advice of internal and external specialists to ensure that as part of all redevelopment, refurbishment or new build projects the issue of fire safety is paramount and all designs, materials etc. are agreed by the University’s Fire Safety Adviser, the relevant Building Control Officer and Tyne and Wear Fire and Rescue Service.

Professional Services Safety Committee (PSSC)

The Professional Services Safety Committee reports to Executive Board and Faculty Management Board, is chaired by the Health, Safety and Business Continuity Manager, the committee is attended by Unit/School Safety Officers, Occupational Health and Safety Service Office and Trade Union/colleague safety representatives as required.

The Terms of Reference follow:

a) To address health and safety concerns raised within Professional Services (PS), and by the OHSS, which are of a cross-faculty nature and therefore are not the responsibility of any particular Unit
b) The PSSC has the power to institute working parties, as required, to address particular issues of safety within the Services, and to make recommendations for action to PS/Executive Board for the attention of the Registrar/COO
c) To receive and comment upon any proposals from the Registrar/COO
d) To consider matters raised through the OHSS or School Safety Officers or Trade Union/Employee Safety Representatives
e) To prepare an annual report to University Health and Safety Committee
f) In exceptional circumstances, to make additional reports to University Safety Committee on any matters of serious concern

Arrangements

In order to ensure its health and safety performance, and so that accidents and ill health are minimised, AS will comply with University health and safety arrangements and procedures.