

## Estates and Facilities

### Health and Safety Policy

#### Statement of Intent

Our estate is home to a wide variety of stakeholders, many of whom are familiar with the estate but some who are less familiar; it is therefore essential that we provide a “Healthy and Safe Estate”. In order to achieve this we need everyone to play their part and accept responsibility for their own health and safety, and that of colleagues, students and others that could be affected by their acts or omissions. This is particularly the case in areas of the estate where we are undertaking our operational activities.

We recognise that the management of health and safety is paramount, and we are committed to ensuring that the Health, Safety and Welfare of its colleagues and others is not adversely affected by our estate or the work we do.

We recognise that whilst it is not always possible to remove all risks from the workplace it is our duty to ensure that remaining risks are identified, and properly managed.

#### Our Health and Safety Core Principles

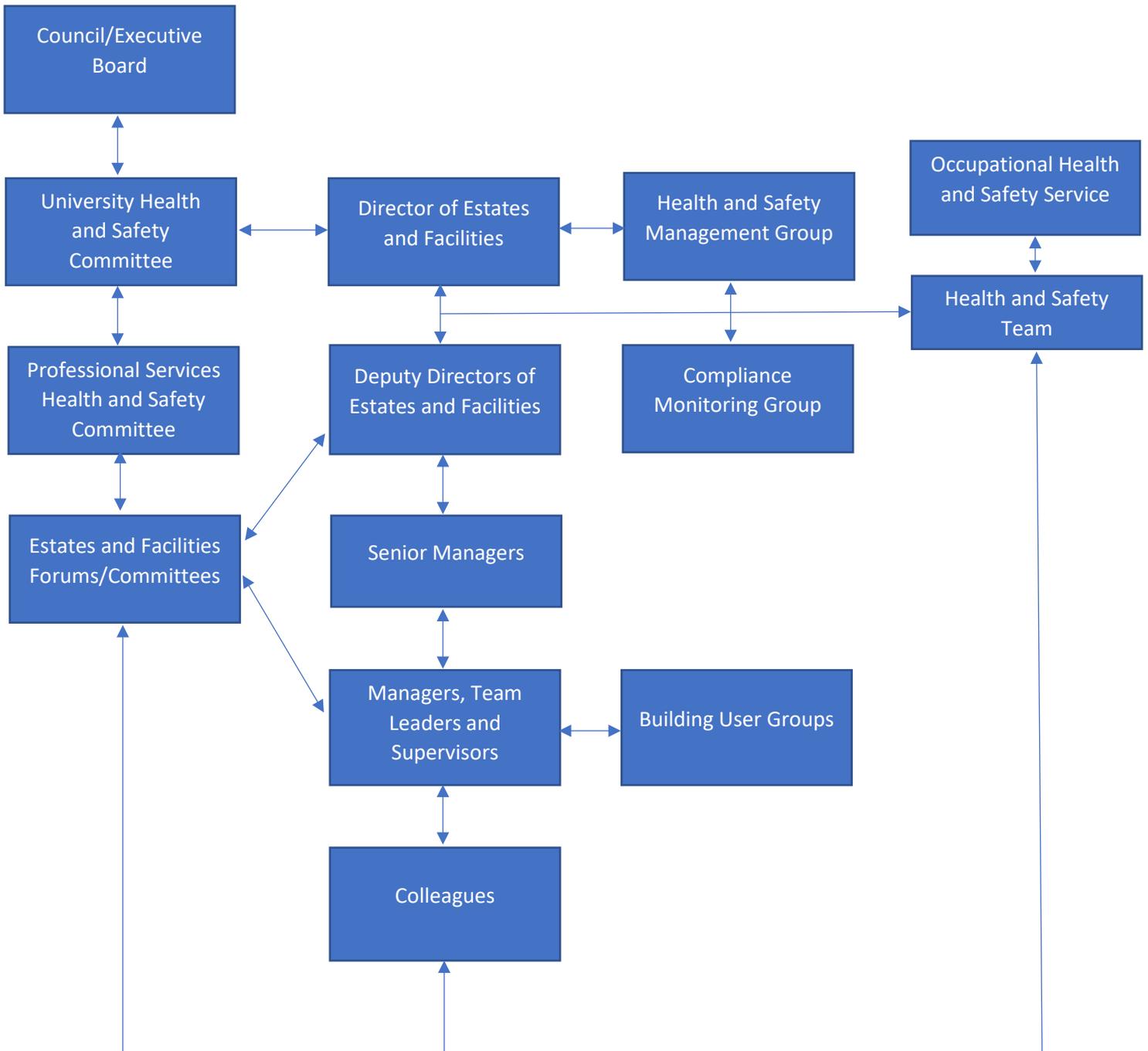
1. We will ensure that adequate resources are made available to manage health and safety across the service
2. We will ensure through a process of assessment, planning and continuous review that suitable systems and arrangements are developed and implemented to manage health and safety
3. We will provide the necessary information, instruction, training and supervision to enable all colleagues to protect their own health and safety
4. We will ensure that all workplaces are adequately maintained
5. We will provide all colleagues with access to adequate facilities and will encourage a sensible approach to work life balance
6. We will provide a safe means of access to, and egress from, all workplaces
7. We are committed to complying with all current and future legislation as a minimum standard
8. We will maintain access to competent health and safety advice, and ensure all colleagues are competent to fulfil their role
9. We seek to communicate and engage with all colleagues, students and other stakeholders in creating and maintaining a safe and healthy Estate



Iain Garfield  
Director of Estates and Facilities

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## Health and Safety Management Organogram



## Responsibilities

### Director of Estates and Facilities

The Director of E&F is personally responsible for ensuring the overall health, safety and welfare of colleagues, students and others is not, so far as is reasonably practicable, adversely affected by the estate we manage or the work we do.

The Director of E&F will facilitate the management of health and safety at executive level, including:

- Reporting to the University Chief Operating Officer on matters affecting the health and safety of E&F, including its performance and annual reports
- Ensuring that E&F manages its affairs in a way which can achieve compliance with its health and safety obligations, its Health and Safety Policy and its commitment to continuous improvement
- Ensuring that adequate consideration is given to health and safety when making planning and budgetary decisions
- Promoting and enabling improved working practices and conditions which further improve wellbeing, health and safety
- Ensuring access to competent health and safety advice is provided and maintained, and that adequate resource is provided to enable E&F to meet its statutory duties.

*\*The Director of E&F will take the role of the Head of Unit under the Newcastle University Health and Safety Policy*

### Deputy Directors of Estates and Facilities

The Deputy Directors of E&F will support the Director of E&F in fulfilling their health and safety responsibilities. This includes but is not limited to:

- Championing health and safety in their services and ensuring enough time and resource is provided to fulfil their delegated responsibilities
- Ensuring that all decisions made take account of health and safety implications
- Ensuring 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

### Estates and Facilities Senior Management Team (SMT)

The E&F SMT members are responsible for the effective management of health and safety within their service areas.

The E&F SMT is comprised of:

Director of Estates and Facilities	Deputy Director of Facilities
Deputy Director of Estates	Head of Maintenance*
Head of Accommodation	Head of Capital
Head of Planning and Strategic Projects	Head of Hospitality and Commercial Services
Head of Sustainability	Property Manager
Finance Manager	Health and Safety Manager

The E&F SMT hold a formal monthly meeting at which health and safety is a fixed agenda item for any matters that are ongoing or need to be raised. Alongside the fixed agenda item, a health and safety topic will be chosen for each formal meeting to be discussed by the group.

Each member of E&F SMT is required to:

- Provide health and safety leadership for the service
- Ensure individual/service actions and decisions reinforce the services commitment to health and safety
- Implement the health and safety policy and any arrangements relevant to their role
- Ensure that the health, safety and welfare of colleagues, students and visitors is not adversely affected by the work of their service areas
- Delegate health and safety tasks and responsibilities
- Ensure suitable and sufficient risk assessments are carried out, implemented and periodically reviewed and revised
- Provide the necessary resources for the successful management of health and safety
- Ensure that colleagues are competent to carry out their designated roles and responsibilities, and to provide resources to ensure competency is maintained
- Ensure the service has a current health and safety action plan and that progress against objectives in the plan is actively monitored
- Ensure that emergency procedures for first aid, fire etc are identified and implemented
- Liaise with, and support the work of, the E&F Health and Safety Team and the Occupational Health and Safety Service (OHSS).
- Champion the Construction Design Management Regulations ensuring that due diligence is paid by any individual acting as a client on the University's behalf, ensuring that they are fully aware of the implications of activities under their control and that sufficient time and resource are being provided to undertake construction safely
- Head of Maintenance\* is responsible for the management of compliance across E&F.

#### Estates and Facilities Health and Safety Team

The Health and Safety Team is comprised of:

Health and Safety Manager	CDM and Soft Landings Manager
Health and Safety Officer	Compliance Manager
Health and Safety Co-ordinator	Training Officer

The Health and Safety Team sits centrally and reports directly to the Director of E&F and is responsible for:

- Providing advice on the development and operation of health and safety management arrangements throughout E&F
- Providing advice on compliance with health and safety legislation
- Providing advice on the development of policies, procedures, risk assessments and guidance on occupational health, safety and welfare matters
- Developing and delivering health and safety training across E&F
- Investigating, analysing and reporting on as appropriate accidents, incidents and near misses in conjunction with OHSS
- Stopping or suspending unsafe working practices and bringing it to the attention of the appropriate person
- Providing advice and information to the H&S Management Group and the Compliance Monitoring Group
- Representing E&F in matters relating to Health and Safety
- Work with OHSS, Insurance Team and Occupational Health

The roles within the Health and Safety Team are as follows:

#### Health and Safety Manager

Takes the lead on operating, developing and maintaining the health and safety management system within E&F. Represents the Health and Safety Team as a member of the E&F SMT. Holds the additional responsibilities that come with being a member of the E&F SMT.

*\*The Health and Safety Manager takes the role of School Safety Officer (SSO) for Estates and Facilities.*

#### Health and Safety Officer

Supports the Health and Safety Manager in fulfilling the responsibilities of the Health and Safety Team.

*\*The Health and Safety Officer takes the role of Deputy School Safety Officer for Estates and Facilities.*

#### Health and Safety Coordinator

Supports the Health and Safety Manager in fulfilling the responsibilities of the Health and Safety Team.

*\*The Health and Safety Coordinator takes the role of Deputy School Safety Officer for Estates and Facilities.*

#### Training and Development Officer

Supports the Health and Safety Manager in the organisation and administration of health and safety training across Accommodation/Hospitality and Commercial Services. Including working with colleagues and the Health and Safety Team to identify training and development needs. Ensuring the appropriate and mandatory health and safety training is delivered in agreed timescales.

#### Compliance Manager

Provides specialist, technical advice and guidance to Estates and Facilities, Professional Services, Faculties, and outside agency representatives on all aspects of compliance and Health & Safety related issues and act as the nominated, specialist, competent person to manage all aspects of asbestos management at Newcastle University on behalf of the Duty Holder and facilitate operational changes within the University.

#### CDM and Soft Landings Manager

Is responsible for coordinating/managing the in-house Principal Designer Role with respect to Capital Projects and for supporting colleagues with CDM on all other projects.

#### Team Managers/Project Managers/Project Surveyors/Project Engineers/Team Leaders /Supervisors

Are responsible for health and safety within their teams/areas of responsibility. This will include:

- Ensuring individual actions and decisions always reinforce the Health and Safety Policy
- Encouraging active colleague participation in the management of health and safety

- Implementation the Health and Safety Policy and associated management arrangements associated with the work of the team
- Ensuring that colleagues who they line manage recognise and accept their personal responsibilities for health and safety and that they are competent to carry out their designated roles
- Ensuring that colleagues in their team have access to the Health and Safety Policy and associated management arrangements, and other relevant health and safety documentation, and that these are implemented and complied with
- Ensuring general and specific risk assessments are carried out, implemented, monitored, and periodically reviewed and revised and that controls necessary for managing risk are implemented and communicated to colleagues
- Ensuring arrangements for colleague welfare and emergency procedures are fully implemented
- Ensuring colleagues adhere to the requirements of safe systems of work, risk assessments and other associated health and safety instructions
- Utilising available resources to manage health and safety risks, 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 colleague consultation on health and safety matters and the dissemination of relevant information
- Liaising with and supporting the work of the E&F Health and Safety Team and OHSS.
- Ensuring that contractors working on their behalf do so in accordance with E&F Health and Safety Policy and Associated Arrangements

### Colleagues

All colleagues (including those on temporary or fixed term contracts), have responsibility for their own health and safety and that of others who may be affected by their acts or omissions. Colleagues should not misuse anything provided for the purpose of health and safety and must cooperate with E&F to enable it to fulfil its health and safety obligations.

This will include:

- 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 instructions or training which has been provided for the purposes of health and safety
- Using equipment including PPE in accordance with training, instruction and information provided
- Reporting any hazards in the workplace which may have not been previously identified or assessed, including any defects to equipment or dangerous practices
- Being aware of the emergency arrangements for their place of work and participating in any drills or exercises
- Reporting accidents, incidents, occupational diseases, hazards and near misses in accordance with procedures

### Building User Groups

Members of the area maintenance teams will attend Building User Groups as and when required and will ensure that any issues raised are escalated through the normal maintenance hierarchy

### Contractors, Consultants and other Working Partners

All persons working with or involved in the provision of goods and services on behalf of E&F must co-operate with the requirements of the University's and the E&F's Health and Safety Policy and Arrangements for Health and Safety (including Contractor Induction). Contractors will accept their personal responsibilities for the health and safety of themselves and others that could be affected by their acts or omissions. If contractors contravene Newcastle University rules and or arrangements, they will be removed from site

### Occupational Health and Safety Service

OHSS provides advice and assistance in relation to current and proposed legislation, guidance, relevant standards and best practice. They develop and implement corporate health and safety standards and procedures and provide health and safety training in relation to this and other areas of health and safety law. The team also ensures all accidents and incidents are reported to the relevant enforcing authority and monitors health and safety performance generally. This includes inspections and audits of departments and premises on a programmed basis

### Estates and Facilities Health and Safety Management Group

Will form an integral part of the health and safety management system for E&F. The group will:

- Populate the annual health and safety report which includes reporting progress on previous objectives and setting future objectives for the coming year
  - Manage and monitor the Health and Safety Risk on E&F risk register
  - Consider any relevant legislative changes or updated OHSS guidance
  - Consider any issues raised by the Estates and Facilities Health and Safety Committee
- \*The Health and Safety Management group Terms of Reference provide further information on the membership and functions of this group.*

### Estates and Facilities Health and Safety Committee

Acts as the main form of formal consultation for colleagues and trade union representatives within E&F.

*\*The Estates Health and Safety Committee Terms of Reference provide further information on the membership and functions of this group.*

### Health and Safety Compliance Monitoring Group

Will discuss all areas of compliance within E&F including monitoring performance through LARSS, setting action plans and reviewing all policies and new legislation.

*\*The Compliance Group Terms of Reference provide further information on the membership and functions of this group.*