



# Health and Safety Policy for Academic Services

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## 1. Policy Statement

- 1.1 The Academic Services will follow the statement of intent from the [University Health and Safety Policy](#) and accept their statutory duty to ensure the health, safety and welfare of all staff under their direct control and students or other persons who may be affected by the work activities of their Unit.

Signed: Julia C. Bepler

Date: 31/3/25 .

Director of Academic Services and University Librarian

## 2. Organisational Responsibilities

### 2.1 Unit responsibilities

The [University Health and Safety Policy](#) details the health and safety responsibilities of the Heads of Units, principal investigators, managers and supervisors, staff and students and unit/ school safety officers.

### 2.2 Staff Holding Other Health & Safety Roles

Staff holding other health and safety roles should be appointed by their Head of Unit. The name and contact details of these staff is detailed in Appendix 1. Roles for the Academic Services include:

- Academic Services Safety Officer
- Deputy Safety Officer
- Fire Marshalls
- Fire Wardens
- Display Screen Assessors
- First aiders

The functions of the above roles are described in further detail in an OHSS guidance document entitled '[Roles of Staff Holding Safety Related Posts](#)'.

## 3. Organisational Arrangements

### 3.1 Health and Safety Management Standards

The organisational arrangements are documented in a series of [Health and Safety Management Standards](#) which set out what the University expects to be achieved for each individual health and safety topic. The arrangements define the standards required to ensure that the necessary health and safety controls are in place for specific topics and further describe the responsibilities of those required to ensure that the standards are met. These arrangements are to be considered as University policy and must be complied with at all times.

### 3.2 Local Arrangements

#### **Health & Safety Management Structure**

The Librarian is directly responsible for the overall management of health and safety in Academic Services. S/he carries responsibility for ensuring that safe practices are adopted, resource issues and training needs in relation to health and safety are identified and addressed, safety inspections are performed and appropriate follow up action taken.

The Academic Services Safety Officer, with the assistance of the Health and Safety Management Group, is responsible for the day to day management of health and safety within Academic Services. Members of the Group must ensure that risks are minimised, safety instructions followed and hazards reported to the Academic Services Safety Officer.

All members of staff have responsibility for the health and safety of their own work. This includes observing fire precautions, reporting accidents and defects to the building fabric, fixtures and fittings, which would compromise the health and safety standards set out in these instructions.

The Academic Services Safety Officer is responsible for providing advice and guidance to all staff on all health and safety matters; investigating accidents, incidents and complaints, carrying out safety inspections, taking remedial action and making necessary reports.

#### **Fire Emergency Procedures and Fire Wardens**

Academic Services maintains detailed fire emergency procedures, and a team of designated fire wardens is trained and equipped to manage emergency evacuations. Regular fire drills are held to ensure that evacuation plans are tested and refined.

#### **Local Incident Plans and Business Continuity Plans**

Comprehensive LIP and BCPs are maintained and regularly updated in order for Academic Services to be able to prevent, respond to, and manage incidents. Supplies of equipment and materials are kept so that the Team can respond appropriately to incidents that arise.

#### **First Aid**

Academic Services is committed to maintaining appropriate first aid provision for its staff and customers. Opportunities are made available for staff to be trained to provide an appropriate number of First Aiders, and provision is made in Academic Services operational budget to maintain adequate supplies of first aid materials.

#### **Staff induction and developmental training**

All new members of staff are introduced to the principles of safe working, local health and safety arrangements, and emergency evacuations, as part of their induction programmes.

Staff induction also includes an introduction to safe manual handling practice in view of the significance of manual handling in Academic Services operations.

Records are kept of all staff undertaking induction training.

General staff training needs, which may include matters relating to health and safety, are identified in the Academic Services Conversations & Priorities process. Additionally, training activities that apply to all staff (such as manual handling training), or for specific groups (fire warden training, first aid training) are coordinated and arranged by the Safety Officer and the Academic Services Health and Safety Management Group.

### **Risk assessments**

A programme of risk assessments is undertaken to identify and manage significant workplace risks, both general and specific. A risk assessment approach is used to inform and support general health and safety inspections of buildings and premises.

Self-assessment forms for DSE assessment are provided as part of the general staff induction materials.

Manual handling risk assessments are used to manage manual handling work operations, and to inform the content of systematic manual handling training programmes.

### **Accident reporting and investigation**

All members of staff are required to report accidents and dangerous occurrences, details of which are then passed on to the University's Safety Office.

Accident report forms are monitored by the Academic Services Safety Officer who is responsible for ensuring that accidents are investigated and remedial action taken where necessary.

## **3.3 Unit Health and Safety Committee**

Health and Safety Committees are organised on a Unit, Faculty and University wide basis. This ensures good corporate governance and enables effective two way communication, both top down and bottom up. The terms of reference for the University Academic Services health and safety committee are provided as Appendix 2.

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<b>Approved by</b>	Jill Taylor-Roe
<b>Approval Date</b>	March 2025
<b>Review Date</b>	3 years

## Appendix 1 Staff Holding Health and Safety Roles

Safety Role	Name	Contact telephone	Email
<b>Library H&amp;S Management Group</b>			
Head of Safety/ASSG	Jenny Campbell	87591	jenny.campbell@ncl.ac.uk
Head of Library Estates & Safety Officer	David Errington	87716	david.errington@ncl.ac.uk
Building & Facilities Mgr	Vacant		
Head of Print Services	Wayne Richardson	85145	wayne.richardson@ncl.ac.uk
Customer Services	Claire Leighton (Mat Leave) Lauren Matthewson covering	87944	claire.leighton@ncl.ac.uk
Walton Library	Leigh Ford Stacey Whittle Rosie Mallen		
TVRR/Stores	Andrew Cross	86986/07816146497	andrew.cross@ncl.ac.uk
MRLR	Veronica Lupulyak /Liam Greenhow	82191	<a href="mailto:veronica.lupulyak@ncl.ac.uk">veronica.lupulyak@ncl.ac.uk</a> <a href="mailto:liam.greenhow@ncl.ac.uk">liam.greenhow@ncl.ac.uk</a>
Law Library	Cath Dale	87944	catherine.dale@ncl.ac.uk
24/7 Ops Mgr	Laura Potts	87666	laura.potts@ncl.ac.uk
Collections and Discovery	Clare Miller	83470	clare.miller1@ncl.ac.uk
Special Collections	Melanie Wood	87712	melanie.wood@ncl.ac.uk
Liaison	Julie Quick	85414	julie.quick@ncl.ac.uk
LTDS	Deborah Marshall	83903	deborah.marshall@ncl.ac.uk
Personnel & Training Co-ordinator	Sara Bellwood	87723	sara.bellwood@ncl.ac.uk
<b>First Aiders</b>			
<b>PRL/MRLR</b>			

Admin	Becky Hardy	82927	rebecca.hardy@ncl.ac.uk
Collections and Discovery/ Research Services	Catherine Blair	87724	<a href="mailto:catherine.blair@ncl.ac.uk">catherine.blair@ncl.ac.uk</a>
	Angela Rae	87633	angela.rae@ncl.ac.uk
	Bogdan Metes		bogdan.metes@ncl.ac.uk
Customer Services	Clemie Kumwongpin	86688	clemie.kumwongpin@ncl.ac.uk
	Claire Leighton (Mat Leave)	87944	claire.leighton@ncl.ac.uk
	Kyle Williams	86688	kyle.williams@ncl.ac.uk
	Liam Greenhow	82191	liam.greenhow@ncl.ac.uk
	Amanda Bursk	86688	amanda.bursk@ncl.ac.uk
	Laura Potts	86688	laura.potts@ncl.ac.uk
	Haizi McVittie	87602	Haizi.mcvittie@ncl.ac.uk
	Joanna Tabor	86688	Joanna.tabor@ncl.ac.uk
Liaison	Georgia McNally	85246	georgia.mcnally@ncl.ac.uk
	Elizabeth Moffett	87722	elizabeth.moffett@ncl.ac.uk
<b>PRL / MRLR Evenings &amp; Weekends</b>			
	Amber Hall	86688	amber.hall@ncl.ac.uk
	Rosie Smith	87602	rosie.smith@ncl.ac.uk
<b>Walton Library</b>			
	Marian Rixham	88108	marian.rixham@ncl.ac.uk
	Emily Gray	87722	emily.gray@ncl.ac.uk
	Aimee Watson-Cook	87792	aimee.cook@ncl.ac.uk
	Helen Shaddock	87792	helen.shaddock@ncl.ac.uk

<b>TVRR/Stores</b>			
	Ken Dunn	86986/07816146 497	kenneth.dunn@ncl.ac.uk
	Jemma Singleton	86986/07816146 497	jemma.singleton@ncl.ac.uk
	Emma Milgate	86986/07816146 497	emma.milgate@ncl.ac.uk
	Lorna Shelley	86986/07816146 497	Lorna.shelley@ncl.ac.uk
<b>LTDS</b>			
	Rebecca Gill	87547	rebecca.gill@ncl.ac.uk
	Emma McCulloch	83903	emma.mcculloch@ncl.ac.uk
<b>Mental Health First Aiders</b>			
<b>PRL / MRLR</b>			
	Alaa Balkees	87602	<a href="mailto:Alaa.balkees1@ncl.ac.uk">Alaa.balkees1@ncl.ac.uk</a>
	Claire Leighton (Mat Leave)	87944	<a href="mailto:Claire.leighton@ncl.ac.uk">Claire.leighton@ncl.ac.uk</a>
	Haizi McVittie	87602	<a href="mailto:Haizi.mcvittie@ncl.ac.uk">Haizi.mcvittie@ncl.ac.uk</a>
	Mia Reeves	86688	<a href="mailto:Mia.reeves@ncl.ac.uk">Mia.reeves@ncl.ac.uk</a>
	Sarah Hornby	86688	<a href="mailto:Sarah.hornby@ncl.ac.uk">Sarah.hornby@ncl.ac.uk</a>
	Simon Young	87602	<a href="mailto:Simon.young@ncl.ac.uk">Simon.young@ncl.ac.uk</a>
	Liam Greenhow	82191	<a href="mailto:Liam.greenhow@ncl.ac.uk">Liam.greenhow@ncl.ac.uk</a>
	Veronica Lupulyak	82191	<a href="mailto:Veronica.lupulyak@ncl.ac.uk">Veronica.lupulyak@ncl.ac.uk</a>
	Georgia McNally	85246	georgia.mcnally@ncl.ac.uk
	Lauren Matthewson	86688	lauren.matthewson@ncl.ac.uk
<b>Fire Marshalls/ Wardens</b>			
<b>PRL</b>			
	Catherine Blair	87724	catherine.blair@ncl.ac.uk
	David Errington	87716	david.errington@ncl.ac.uk

	Karina Forrest	86688	karina.forrest@ncl.ac.uk
	Katie McInerney	86688	katie.mcinerney@ncl.ac.uk
	Angela Rae	87663	angela.rae@ncl.ac.uk
	Melanie Wood	87712	melanie.wood@ncl.ac.uk
	Bogdan Metes	86688	bogdan.metes@ncl.ac.uk
	<b>All attendants on duty</b>		
<b>Walton</b>			
	<b>All staff on duty</b>	87722	
<b>MRLR</b>			
	<b>All staff on duty</b>	82191	
<b>TVRR</b>			
	<b>All staff on duty</b>	07816146497	
<b>LTDS</b>			
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<b>EVAC Chair</b>			
<b>PRL</b>			
	Catherine Blair	87724	catherine.blair@ncl.ac.uk
	Elizabeth Moffet	85414	elizabeth.moffett@ncl.ac.uk
	Bogdan Metes		bogdan.metes@ncl.ac.uk
<b>MRLR</b>			
	Veronica Lupulyak	82191	veronica.lupulyak@ncl.ac.uk
<b>Walton Library</b>			
	Caitlin Wilson	87722	caitlin.wilson@ncl.ac.uk
	Jade Currie	87722	jade.currie@ncl.ac.uk
	Emily Gray	87722	emily.gray@ncl.ac.uk
	Beata Baran	87722	beata.baran@ncl.ac.uk

<b>Departmental H&amp;S Tour Guides</b>			
<b>PRL</b>			
Collections and Discovery	Catherine Blair	87724	catherine.blair@ncl.ac.uk
Liaison / Academic Skills	Julie Quick	85414	julie.quick@ncl.ac.uk
Print Services	Stephen Bonner	85145	stephen.bonner2@ncl.ac.uk
Spec Coll / Education Outreach	Melanie Wood	87712	melanie.wood@ncl.ac.uk
Customer Services	Claire Leighton (Mat Leave)	87944	<a href="mailto:claire.leighton@ncl.ac.uk">claire.leighton@ncl.ac.uk</a>
	Jane Riley	86688	jane.riley@ncl.ac.uk
24/7 Team	Alaa Balkees	87602	alaa.balkees1@ncl.ac.uk
<b>MRLR</b>			
24/7 Team MRLR	Veronica Lupulyak Raed Mahfuod	82191 82191	veronica.lupulyak@ncl.ac.uk raed.mahfuod@ncl.ac.uk
<b>Law</b>			
	Cath Dale	87944	catherine.dale@ncl.ac.uk
<b>TVRR</b>			
	Ken Dunn	86986	<a href="mailto:kenneth.dunn@ncl.ac.uk">kenneth.dunn@ncl.ac.uk</a>

# Appendix 2 Terms of Reference for University Academic Services Health and Safety Committee

## Constitution and Terms of Reference

### Membership

The committee shall be composed of management representatives, Safety Officer and safety representatives. The Occupational Health and Safety Service (OHSS) will be invited to attend the committee when specialist expertise is required. The representatives are as follows:-

- Appointed members
- Safety Officer
- Chair (member of Academic Services Strategy Group)
- Representatives of different units
- Committee Secretary

A quorum shall not be less than one third of its members

### Terms of Reference, Objectives and Functions

The objective of the combined health and safety committee will be to:-

Provide a forum for discussion and communication between management, key safety representatives and Trade Unions to facilitate resolution of health safety issues, improved consistency of standards and the development and sharing of best practice.

The functions of the committee will be to:-

- Provide a forum to discuss health and safety matters
- Consider the implications of new OHSS guidance in the relevant areas
- To consider matters raised through Safety representatives
- Contribute to the development and sharing of best practices
- Review accident and incident statistics and make recommendations for action
- Have the power to institute working parties, as required, to address particular issues of safety and to make recommendations for action
- Make where required reports to the Faculty Safety Committee on any matters of serious concern

### Procedures

#### Frequency of meetings

Committee meetings will normally be three times per year. However, the frequency of meetings may be altered by agreement if the need arises.

#### Chair

The chair is the member of ASSG in attendance. If absent, then the Academic Services Safety Officer will act as chair.

## **Agenda**

The agenda shall be issued to each member of the committee one week prior to the meeting.

The agenda and minutes shall be the responsibility of the management representative and items for the agenda should be forwarded no later than two weeks prior to the meeting date. Minutes shall be circulated as soon as possible and no later than 2 weeks after each meeting.

Urgent business other than that on the agenda may be introduced and discussed by agreement of the Chair, although every endeavour shall be made to give prior notice of the matter involved. Health and safety issues must be raised with line management and school safety officers when they arise and shall not be left until such a time a safety committee convenes.

## **Administration**

Meetings of the committee shall be convened and minuted by the Committee Secretary.

Membership of the committee will be reviewed on an annual basis.  
The Chair is to hold office for 2 years.  
Appointed members shall be eligible for re-appointment.

**Reports to:** Academic Services Strategy Group

Although schools are not legally required to have a school safety committee OHSS recommends that they do. School health and safety committee's must be in place when schools:

- Occupy more than one building or site,
- Are large or complex,
- Are engaged in high risk activities, or
- Are engaged in joint research with other Units or third parties.