



Health and Safety Policy

Professional Services, Academic Hub

Contents

1. Policy Statement	2
2. Organisational Responsibilities	3
2.1 Hub Responsibilities	3
2.2 Heads of Unit	3
2.3 Colleagues Holding Other Health & Safety Roles	3
3. Organisational Arrangements	Error! Bookmark not defined.
3.1 Health and Safety Management Standards.....	3
3.2 Local Arrangements.....	3
3.3 Health and Safety Committees.....	5
3.4 Training Policy and Matrix	Error! Bookmark not defined.
3.5 Joint Work with Other University Units.....	5
Appendix 1 Colleague Holding Health and Safety Roles.....	0
Appendix 2 Terms of Reference for Faculty Health and Safety Committee.....	0
Appendix 3 Faculty Health & Safety Training Policy.....	2
Appendix 4 Joint Work with Other Units	3

1. Policy Statement

For the PS Academic Hub, the Registrar 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 colleagues under their direct control and students or other persons who may be affected by the work activities of the Hub.

Academic Hub will fulfil its health and safety duties through:

- Ensuring it meets legal requirements in relation to health & safety.
- Providing a safe working environment.
- Ensuring health and safety remains a priority.
- Communicate, engage and involve staff in creating and maintaining a safe and healthy work environment and positive safety culture.
- Ensuring the competence of members of the Hub through information, instruction, training and supervision to enable them to perform their day-to-day activities safely.
- Allocating adequate resource and funding to health & safety issues.
- Securing professional advice from the University Occupational Health and Safety Service (OHSS).
- Submitting annual reports to OHSS summarising matters requiring attention with resource implications, reporting on accidents and incidents and risk assessments and detailing health and safety objectives for the forthcoming year

A copy of the Health and Safety Policy will be available to all members of the Hub via Heads of Unit and the induction process.

The Policy will be reviewed at least every three years by the Registrar, Senior Hub Operations Manager and the Chair of the Hub H&S Committee. A review may take place sooner in the event of any relevant changes in legislation, to ensure that it accurately describes the management of health and safety within the Hub.

Signed:

Date:



28 September 2022

Dr Colin Campbell
Registrar, Professional Services, Academic Hub

2. Organisational Responsibilities

2.1 Hub Responsibilities

The [University Health and Safety Policy](#) details the health and safety responsibilities of the Registrar, heads of units, managers/supervisors, colleagues, students and school safety officers. Specific health and safety responsibilities are detailed in 2.2 and 2.4.

2.2 Heads of Unit

Heads of Unit are responsible for ensuring that health and safety is considered in the design and implementation of the workplace/processes that cover the subject area or topic they are responsible for. This is particularly important for any subject or research areas which include an element of travel abroad.

Heads of Unit are also responsible for the submission of an annual H&S report on behalf of the unit. In Academic Hub, some grouping of units has been agreed with OHSS, as outlined in Appendix 1.

2.3 Relationship with the NHS

University employees with or without an honorary contract with NUTH (Newcastle upon Tyne Hospitals NHS Foundation Trust) working within NUTH controlled premises should follow Trust health and safety arrangements, including induction and specified mandatory training.

NUTH employees with a University honorary contract working in University controlled buildings should follow University health and safety arrangements. For buildings controlled by NUTH but where the University has a specific area under their day to day control, any NUTH employees working in this area should have a supervisory link to a University member of staff. In this situation the University has responsibility for the health and safety of the honorary appointee. The appointee should follow University health and safety arrangements, where appropriate as well as NUTH arrangements for operational and maintenance systems.

2.4 Colleagues Holding Other Health & Safety Roles

Colleagues holding other health and safety roles e.g. School Safety Officer are listed in Appendix 1.

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

Further specific arrangements will be identified in the remainder of this section of the policy.

3.2.1 Communication

Health and safety arrangements and updates are communicated via the Hub H&S Committee, via hub or unit meetings and by email to Heads of Unit. SSO's (and their deputies) and Heads of Unit are responsible for sharing information with all colleagues.

Colleagues are encouraged to raise any concerns with their manager in the first instance but can also contact the SSO directly.

3.2.2 Incident Management

If you are involved in an accident or near miss whilst at work or in connection with your work activities, you should report this to your line manager as soon as possible. Managers will carry out an initial investigation to establish the causes of the incident and identify whether further actions are needed to prevent or reduce the risk of further incidents occurring. All incidents are reported by managers onto the [incident reporting system](#) where they are reviewed by OHSS. Depending on the type of incident, further investigation may be required. For any queries relating to incidents please contact your SSO.

3.2.3 Wellbeing and Support

Individuals wishing to declare a disability to People Services can do so via My Apps.

The EAP (Employee Assistance Programme) is a 24 hour helpline and [online web portal](#). The service provides counselling support. The helpline can be accessed by calling 0800 030 5182, using the username "Newcastle" and password "University".

Occupational Health can provide staff with advice on work related health problems or on health problems which can affect work. They also provide support for staff who have been absent from the University as a long term sickness absence, including advice on phased returns to work. Referral to this service should be via your line manager in the first instance.

3.2.4 Risk Assessments

Managers will conduct risk assessments for any activity which is considered hazardous. Assessments are to be formulated in conjunction with relevant staff who are then asked to comply to ensure risk mitigation. Risk assessment examples and template forms are available on the [OHSS website](#).

3.2.5 Workstation Assessments

All colleagues are encouraged to review the Display Screen equipment **Guidance** and to adjust their workstation in line with the self-service guide. Each unit should have a trained DSE Assessor to support colleagues with further needs. Your Head of Unit or SSO can provide contact details.

3.2.6 Fire/Evacuation and First Aid

Emergency arrangements are managed on a building basis. If the building is multi occupancy, there is usually a joint approach which is discussed in the Building User Group (BUG). Each building is required to carry out a first aid needs assessment to determine the level of resources needed. Please make sure you are aware of the emergency arrangements and where to find the details for the building/s you work in so you know what to do in a potential emergency situation or drill and can arrange for prompt assistance if needed. There are usually posters displayed in prominent locations with the names and contact numbers.

If you have visitors on campus, you should ensure they are aware of the emergency procedures and what to do if an evacuation is required, especially if you are not going to be escorting them at all times whilst they are in the building. You should ask visitors to declare any potential mobility issues so this can be taken into account if further assistance is needed in an emergency situation.

A Personal Emergency Evacuation Plan (PEEP) is required for any colleague who is unable to exit the building unaided in an emergency situation. The individual and their line manager should complete the PEEP. Support from the SSO or Fire Safety Advisers can be provided if needed.

If you are unable to contact a first aider or need additional emergency support, you can use the SafeZone app to contact Security who are first aid trained, or call them on 0191 208 6817, or 6666 in an emergency. If an ambulance is required call 9-999 from an internal extension or 999 on a mobile device.

3.3 Health and Safety Committees

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 academic hub has a health and safety committee reporting to the PS Health and Safety committee. The terms of reference for this committee is provided as Appendix 2.

3.4 Joint Work with Other University Units

Where Units are working with colleagues from outside of the hub, it is recommended that health and safety responsibilities are clearly agreed and recorded using the form provided as Appendix 4. The arrangements for working with external Universities or other third party organisations are detailed in the Management Standard on Third Parties.

Appendix 1 Colleagues Holding Health and Safety Roles

Unit/Directorate within Academic Hub	Sub units	Locations	School Safety Officer (SSO)	Deputy Roles	Head of Unit/s (Lead in bold)
Student Services	Student Services in King's Gate Careers/Student Life/SPS/Student Health and Wellbeing/Educational Policy and Governance team	King's Gate	Susan Turnbull	Jackie Bell (Deputy Careers) Susan Stenton	Lucy Backhurst Careers (vacant) Sally Ingram Angela McNeill Naomi Oosman-Watts Rachel Dearlove (starts Nov 22)
	Sports Services	Sports Centre Cochrane Park Heaton Sports Ground Longbenton Sports Ground Newburn Water Sports Centre	Nick Beall	Michelle Mulhern	Katy Storie
International Office		King's Gate	Sarah Devenport	Melvyna Dsouza	Vacant Helen Challis and Eleanor Shotton
Academic Services (Libraries/LTDS)		Philip Robinson Marjorie Robinson Walton Law Team Valley	David Errington	Laura Fitzpatrick (Deputy) Edna Lathan (Walton) Laura Potts (Deputy Walton)	Jill Taylor-Roe Wendy Luker

External Relations	Marketing/Student Recruitment and Admissions/Communications/NU Advancement	Great North House King's Gate	Lesley Murray	Laura Brown Scott Douglass Ryan Watson	Justin Cole Emma Reay, Louella Houldcroft, Jonathan Sabarre, Paul Tyack
Research Strategy and Development		King's Gate JRO, Regent Point	Doreen Boddy	Debbie Vincent (KG and NJRO)	David Hill
Business Development and Enterprise		King's Gate 3&4 2 nd Floor Devonshire 2 nd Floor Ridley 1 2 nd Floor Northumberland House (Arrow) USB NICRE Office in Catalyst Merz Court 2 nd floor Devonshire Herschel	Stephanie Marsh	Catherine Sdralia	Martin Cox
Executive and Governance Office Strategic Planning and Change and Legal Services		King's Gate	Heidi Shultz	Lily Marchant Ang Mulvenna	Simon Meacher Andrea Wright-Watkinson, Simon Donoghue
CBC	FMS led H&S				
Academic Hub H&S Committee Chair	Gary Morton				
Academic Hub H&S Committee Secretary	Liam Timney				

Appendix 2 Terms of Reference for the Academic Hub Health and Safety Committee

Constitution and Terms of Reference

Membership

The committee shall be composed of management representatives, trade union members and school safety representatives. The Occupational Health and Safety Service (OHSS) will be ex-officio members/Secretary. The representatives are as follows;

Committee members will consist of;

- Unit representative(s)
- School Safety Officers/Deputy School Safety Officers
- Union Members
- 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
- Receive and comment on any proposals from the Registrar
- Consider matters raised through Safety representatives
- 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
- To prepare an annual report and make where required additional reports to the University 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 person nominated by the Registrar. If absent, then the Head of Executive and Governance Office will deputise as chair of the safety committee.

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 representatives 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 the 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 Professional Services Health and Safety Committee

Appendix 3 Hub Health & Safety Training Policy

Each Unit within the Academic Hub will develop a training matrix which consists of a table listing all health and safety training courses (including University Essentials Health and Safety Training) for each colleague role within the Unit.

The matrix identifies which training courses are mandatory for colleagues to attend and refresher frequencies for each course.

Your Units training matrix should be available from your Line Manager, School Safety Officer and may also be published online.

If you require health and safety training which is not currently offered by Occupational Health and Safety Service (OHSS) please speak to your OHSS Health and Safety Adviser to discuss your requirements.

Appendix 4 Joint Work with Other Units

Institutes and Schools need to document where responsibilities and accountabilities lie for work which is undertaken with other Institutes or Schools. The checklist below formalises the coordination and cooperation on health and safety required for joint projects.

Activity Description:	Insert Name(s) as appropriate	
	Unit 1	Unit 2
Host		
Who is the controller of the work? e.g. laboratory manager, PI, manager, supervisor		
Who will complete risk assessment/ COSHH assessment or standard operating procedures? Consideration should be given to arrangements in the event of an emergency.		
How will information, instruction and training be provided?		
Who is responsible for ordering, storage and management of articles, materials and substances?		
Who is responsible for providing and managing PPE?		
Who is responsible for providing and ensuring work equipment is safe? e.g. electrical safety, guarding, inspection and maintenance		
Who is going to provide first aid?		
Who is going to manage waste management, arrangements including clinical or chemical waste?		

1. Host Organisation _____ Signature _____ Date _____

Print Name

2. Other Organisation _____ Signature _____ Date _____

Print Name

Review Date: