



## SOAS University of London

### Statement of Safety Policy

SOAS aims to devise a dynamic health and safety system which places our people at its centre and is embedded as a core function of management. The outcome will be a safe work environment that promotes positive health and safety behaviour at the School's main sites, those premises under its direct control, and in the field. The expectation is that, over time, the behaviour will become integrated in the decision making culture and encompass all aspects of working practices and phases of project management.

The underpinning health and safety system will manage the risks and the control of identified hazards with the aim of managing these to as low as is reasonably practical. In doing so, the system's components will be compliant with statute, comprehensive in coverage, and transparent in the dual lines of accountability and shared responsibility. Collectively and in combination the system's components will work to support the academic work environment and aspire to match or exceed recognised good practice.

In recognition that everyone has an important part to play in ensuring the health and safety system effectively promotes a positive safety culture, SOAS expects all managers to lead by example and all students, staff and visitors to adhere in full with the general institutional policies and those specific to their work and activities.

Signed

A handwritten signature in black ink, appearing to read 'Valerie Amos', with a long horizontal line extending from the end of the signature.

Valerie Amos  
Director

A handwritten signature in black ink, appearing to read 'Marie Staunton', with a long horizontal line extending from the end of the signature.

Marie Staunton  
Chair – Board of Trustees

Approved: November 2018  
Owner: Director of Governance and Legal Services  
Due for review: October 2019

# **SOAS Health and Safety Policy**

**In accordance with the health and safety at work etc. act 1974 (section 2) and the management of health and safety at work regs 1999**

## **APPENDIX 1**

### **Health & Safety Responsibilities within SOAS**

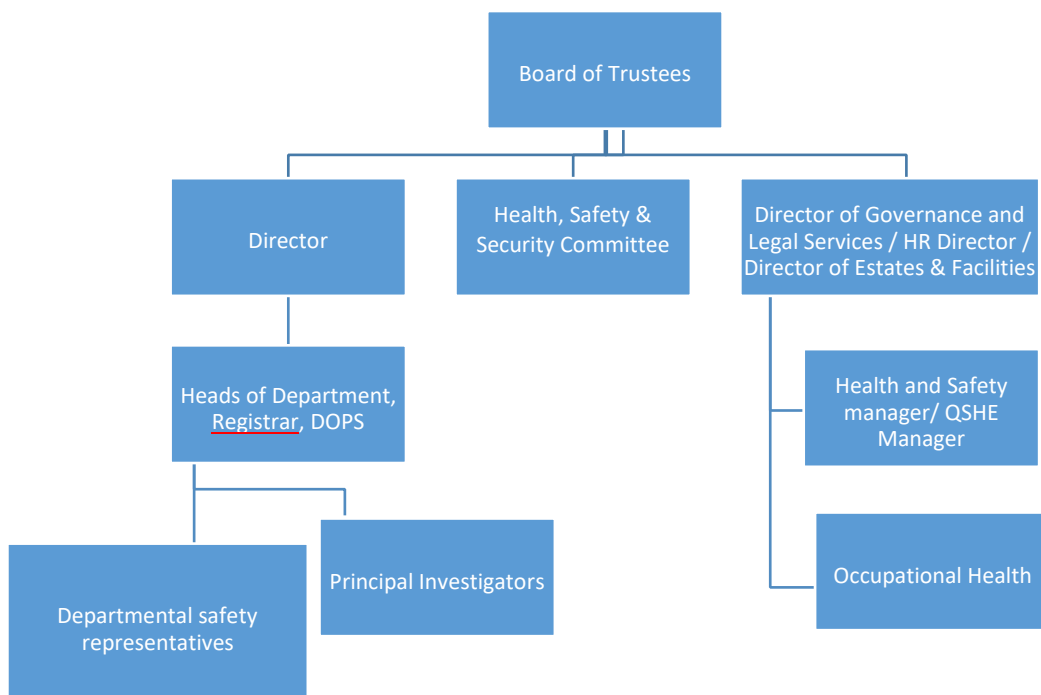
The Director has final and overall day-to-day responsibility for Health and Safety within the School, as executive officer with responsibility to the Board of Trustees.

Responsibility for health and safety forms part of managerial responsibility, through the management chain, even if not formally specified in the job description. The supervision of health and safety can be delegated, but the responsibility cannot.

All staff who perform a managerial or supervisory role, either of other staff or of students, should ensure that activities are carried out in a manner which protects the health and safety of those involved.

All staff have a duty to cooperate with the School to achieve a healthy and safe workplace and to take reasonable care to ensure the safety of themselves and others.

The School’s organisational arrangements for meeting its formal obligations are summarised below:





**1 The Board of Trustees is responsible for ensuring that:**

The School has implemented such management arrangements as are necessary to fulfil its statutory obligations

The risk assessment process is the basis for identifying and addressing hazards and risks based on the assessed level of risk formally identified

Performance to the standards set in the Safety Policy and other related documents is being met

Health and Safety performance is monitored through receipt of an annual report from the Health, Safety & Security Committee and reports in relation to any serious Health & Safety incidents.

**2 The Director is accountable to the Board of Trustees for:**

The organisational implementation of the School's Safety Policy and other formal health and safety-related documents

Taking such measures as are necessary to ensure that, at the strategic level, performance standards and timescales are adhered to

Ensuring that a risk based approach to the identification and management of risk is being undertaken by all staff.

Ensuring the School is compliant with relevant legislation including the Health & Safety at Work Act 1974

**3 The Director of Governance and Legal Services is responsible to the Director for:**

The overall management of health and safety at the School, including the provision of professional health and safety advice and maintenance of the relevant policies and procedures

Co-ordination of emergency management planning arrangements for the School and their implementation at an operational level.

**4 The Registrar, Directors of Professional Services and Heads of Department are responsible for:**

Management of health and safety arrangements, including emergency arrangements and for ensuring compliance with School policies and procedures.

**They will ensure that:**

Health and safety induction training is provided to staff and students on joining the /Department, based on the School's Health and Safety Induction Checklist

Departmental activities are undertaken in accordance with formal School and other relevant health and safety standards

Where identified to be necessary, departmental codes of safe working practice are developed and implemented

Measures are taken to identify any deficiencies in, and controls required to ensure, the health and safety of the working environment in their Department and working practices as

determined by the risk assessment process, including the application of 'safe systems of work'

Risk assessment is undertaken to establish the measures necessary to identify and control potential risks and to ensure these controls are implemented

In addition, heads of department are responsible for nominating suitable Departmental Safety Representative(s) for the day-to-day supervision of safety matters within the department.

**5 All Line Managers, Principal Investigators and Supervisors should:**

Support their Head of Department in discharging their health and safety responsibilities with regard to their own teams

Ensure that safe systems of work are in place and being followed by all staff and students.

**6 The Director of Estates and Facilities is responsible for:**

Ensuring any staff working at, but not employed by the School, meet the requirements of the School's policies and procedures. They are also responsible for ensuring that safe systems of work, sufficient training and a robust risk assessment regime are in place in respect of all site services provided by the Estates and Facilities directorate. They will ensure that statutory testing of plant, equipment and fire provisions is carried out in line with current legislation.

**7 The QSHE Managers is responsible for:**

Supporting The Director of Estates and Facilities in ensuring that adequate training, safe systems of work and risk assessments are in place for all site services. They will also support in the reviewing of Risk assessments and method statements from external contractors. They will assist in ensuring that statutory testing of plant, equipment and fire provisions is carried out in line with current legislation. They will provide day to day health and safety support for the site services team.

**8 Individual Members of Staff, Students and visitors (including contractors) should:**

Co-operate and comply at all times with the safety information, instruction and training provided. They should bring, without delay, to the attention of their line manager or other appropriate responsible person such as a tutor, any hazards identified, or improvements considered necessary

Take reasonable care of the health and safety of themselves and of other persons whom their acts or omissions may affect

Co-operate with the School to enable it, or any other person, to comply with any duty or requirement imposed by the Health and Safety at Work Act 1974, or any relevant statutory provision or other health and safety-related requirement

Not intentionally or recklessly interfere with or misuse procedures or materials provided in the interests of health, safety and welfare, such action being subject to the School's disciplinary procedures.

Ensure that when supervising contractors, they are made aware of the School's H&S Policy and other relevant procedures.

**9 The Health and Safety Manger is responsible for advising the School on safety matters within the School. They are empowered to act on behalf of the School in these matters. The**

full details are provided in the contract for Health & Safety Services and include, but are not limited to:

- Monitoring compliance with legislation and updating the School on changes
- Reviewing safety documentation, reports and safety checks
- Induction and training of staff and SU Co-presidents
- Monthly Safety inspections
- Annual review of building specific risk assessments
- Bi Annual Fire evacuations drills
- Assisting with Emergency response
- Incident investigation and reporting under RIDDOR
- Internal risk audits and reports
- Arranging training for fire wardens, manual handling and first aiders
- Providing advice and guidance to staff members on the production risk assessments, PEEPs and work station assessments.
- Review and where required, the updating of SOAS health and safety policies in line with current legislation
- Where required working in tandem with the Director of Estates/QSHE manager
- Briefing and support of departmental safety reps.

- 10** Duties of the **Departmental Safety Representatives** and arrangements for **Professional Services** are given in Appendix 2.
- 11** Some activity does not take place on an organisational structure basis but by the location it takes place. These are covered in more detail in Appendix 3.
- 12** The terms of reference and constitution of the School's **Health, Safety & Security Committee** are given in Appendix 4.
- 13** Separate Codes of Practice are available for specific areas such as working overseas, COSHH and accident reporting and first aid. A current list of these is given at Appendix 7.

## **APPENDIX 2**

All Safety Representatives, Fire Wardens and First Aiders are required to undertake initial training as requisite for the role and receive periodic refresher training.

**Duties of the Departmental Safety Representative(s) \*DSR will each receive a briefing from the H&S manager prior to undertaking the position. This will cover the production of risk assessments, safety inspections and work station assessments. Any alteration to DSR duties based on legislation will be communicated via the H&S manager\***

- 1** The Departmental Safety Representative(s) are nominated by heads of department, and approved by the Director, for the day-to-day supervision of safety matters involving staff, students and visitors in the department. This includes the maintenance of departmental safety records, such as any local risk assessments or inspection reports. They must also inform the Health and Safety manager if a fire warden or first aider within their department leaves SOAS or is on long term sick leave. This will enable the school to ensure that alternative personnel are trained to fulfill any gaps in these positions.
- 2** Each Departmental Safety Representative (DSR) is accountable to the head of department for all matters of safety within the department

- 3 A formal safety inspection of the department must be carried out at least once a term. The DSR should conduct the inspection jointly with the department head together with relevant union safety representatives. Written records of all safety inspections must be made by the DSR, approved by those involved, and copies sent to the department head, to individuals concerned and to the Health and Safety manager.
- 4 The DSR must bring matters requiring urgent attention, e.g. serious accidents involving medical treatment, to the immediate notice of the Safety Office by telephone and confirm in writing with a copy to their department head
- 5 The DSR must ensure that all accidents and incidents are reported on a School accident form
- 6 The DSR must ensure that all necessary Risk / Hazard Assessments are made, and are kept under constant review
- 7 When the DSR is absent from the School for an extended period of time, an appropriately trained deputy must be identified and notified to the department

### **Professional Services**

- 8 The Directorate Safety Representative(s) is/are appointed by the Registrar for the day-to-day supervision of safety matters involving staff, students and visitors in all the professional services sections other than those listed below
- 9 The day-to-day supervision of safety within the more specialized areas of the Schools Central Services (i.e. the Catering, Cleaning, Estates & Supplies) will usually be carried out by the relevant member of DOPS, with assistance as required from the Health and Safety Manager, and they will be expected to carry out the duties detailed above. This will take place in conjunction with the relevant third party for any outsourced contract.

### **Area responsibilities**

- 10 Some activity does not take place on an organisational structure basis but by the location it takes place. These are covered in more detail in Appendix 3.
11. Fire Wardens and First Aiders are assigned on a location basis.

## APPENDIX 3

### Area responsibilities

<b>Area</b>	<b>Function responsible</b>
Department office space	Relevant Department
Professional services office space	Relevant Directorate
Students' Union	Students' Union
Catering outlets	Estates & Facilities
Cleaning cupboards	Estates & Facilities
Teaching spaces	Estates & Facilities
Outdoor spaces	Estates & Facilities
All other general and circulation spaces	Estates & Facilities



## APPENDIX 4

### V Health, Safety & Security Committee

Health, Safety & Security Committee reports to the Board of Trustees.

(i) The membership of the Health, Safety & Security Committee will comprise:

**Chair:**

A member of staff, appointed by the Board of Trustees (normally the Director of Governance & Legal Services)

**Ex-officio Members:**

Director of Governance & Legal (normally the Chair)

Director of Estates & Facilities

HR Equality & Diversity Advisor

Health & Safety Manager

**Other Members:**

All Academic and Directorate Safety Representatives

1 member of academic staff nominated by Research & Enterprise Committee

1 representative from each of the recognised Trades Unions

1 enrolled student nominated by the Students' Union Executive Committee

(ii) The Registrar will nominate a Secretary. The Committee will normally hold three ordinary meetings per annum.

(iii) The Health, Safety & Security Committee will have the following terms of reference:

- (a) To propose and consider policy changes with respect to the health, safety, security and welfare of School staff (including contractors and outsourced workers), students, visitors and of other persons who may be affected by work carried out within or external to the School or as part of the School's activities (including external fieldwork activities carried out in both the United Kingdom and overseas). The term 'health and safety' will include the School's security provision, fire arrangements and occupational health service;
- (b) To monitor implementation of health and safety policies and codes of practice and to propose changes as necessary;
- (c) To advise the Board of Trustees through the Director of Governance and Legal Services on health and safety implications of School strategies and plans, including those relating to the development of the Estate;
- (d) To provide an annual report of the Committee's activities and recommendations to the Board of Trustees;
- (e) To monitor compliance with current health and safety and related legislation;
- (f) To keep under review current, emerging and potential challenges in relation to health and safety in the external environment that could have impact on School activities (including proposed changes to legislation),

discuss the implications and provide advice on possible responses and implement change where appropriate;

- (g) To monitor the School's health and safety risk management strategies;
- (h) To advise the Board of Trustees through the Secretary on the management of risks in relation to health and safety and monitor actions taken to minimise these risks;
- (i) To provide input into the School's emergency and business continuity planning;
- (j) To review accidents, incidents, hazardous occurrences, sickness absence and ill health (including stress) related to work undertaken by staff, students and visitors, and to ensure corrective action is undertaken and consider implications for strategy, policy or practice;
- (k) To ensure appropriate health and safety training is provided and to monitor its effectiveness;
- (l) To provide guidance to managers, other staff, students and visitors about policy and practice concerning health and safety;
- (m) To keep under review the provision of information and communication of health and safety information;
- (n) To consider reports from the management representatives, Union safety representatives, staff and student representatives and any other appropriate bodies, including any audit or inspection reports.

## APPENDIX 5

### **Communication**

The initial chain of communication for Health and Safety issues is detailed above. A copy of the SOAS Health and Safety policy statement is to be kept on display at every site (This is to be replaced each year when the policy is updated). A full copy of the Health & Safety Policy must be available for staff to view at all sites, in addition the policy can also be found on the intranet. Any changes to the policy will be communicated to staff via email prompting them to view the new document via the intranet. If these changes are extensive, training sessions will be set up with more detailed explanatory notes. Advice and general updates may also be disseminated through safety committee minutes, or SOAS news bulletins.

The SOAS Health and Safety manager will be available to answer queries on health and safety issues. All line managers with a responsibility over staff and / or facilities/equipment (e.g. should communicate the identification of a hazard or risk to the Health and Safety manager who can then liaise with the relevant internal staff to resolve the matter)

### **Training**

Initial Health and Safety training will be delivered by line managers through the staff induction process which is mandatory for all new employees. The Health and Safety manager will deliver further Health and Safety induction training via training courses provided by the staff development team. Full details can be found via the Safety Training link in the Arrangements section.

The Health and Safety manager will liaise with the human resources manager, department heads and the staff development team to organise any specialist health & safety training such as manual handling, DSE, fire warden and first aid as and when it is required.

Safety training requirements for members of the campus services team will be determined by Directors of Estates and Facilities, with the Health and Safety and QHSE managers consulted as appropriate.

Students will receive a health and safety induction as part of their Welcome Week program.

### **Maintenance of SOAS Premises and Equipment**

There is a schedule of inspection and maintenance pertaining to all SOAS premises, equipment and plant; this is managed by the Estates team. They are also responsible for the up keep of the building fabric, fire safety provisions and the water system.

### **Insurance**

SOAS Public liability cover is provided by Zurich insurance

### **Smoking**

SOAS operates a strictly no smoking policy at all of its premises

## APPENDIX 6

Review, Audit and Improvement

The review of this policy will be the responsibility of the Director of Governance and Legal services . Review will occur on an annual basis or when legislative changes or incidents dictate.

The Health and Safety manager will carry out, on an annual basis, an audit of all SOAS premises using HSG65 as a basis of the safety audit. The audit along with an annual review of the risk assessment for each premises will measure the effectiveness of the policy and expose any areas whereby compliance is compromised.

The Health and Safety manager will provide an annual report with recommendations for improvement and suggested time frames in which to achieve these.

Where significant changes occur, which may affect the level of risk in any area of the working environment of SOAS, additional risk assessments will be conducted as required by Health & Safety legislation. Should these risk assessments expose any weakness in the SOAS Health & Safety Policy or the specific arrangements for maintaining appropriate standards of Health & Safety; these will be reviewed and revised if necessary. Similarly, if any weakness in policy, arrangements or chain of responsibility should be exposed by any means, SOAS will undertake to review the appropriate area and to make such amendments as are required.

## **APPENDIX 7**

### **Arrangements- Further policy and guidance on specific areas**

Display screen equipment - <https://www.soas.ac.uk/healthandsafety/computers/>

Smoking Policy - <https://www.soas.ac.uk/healthandsafety/smoking/>

Guidance for new and expectant mothers – <https://www.soas.ac.uk/healthandsafety/guidance-formothers/>

Fire Safety- <https://www.soas.ac.uk/healthandsafety/fire/>

Accident Reporting first aid and defibrillators - <https://www.soas.ac.uk/healthandsafety/firstaid/>

Emergency Egress for disabled people (peeps) - <https://www.soas.ac.uk/healthandsafety/egress/>

Manual handling - <https://www.soas.ac.uk/healthandsafety/manual-handling/>

Safety training - <https://www.soas.ac.uk/healthandsafety/training/>

Risk assessments-  
<https://www.soas.ac.uk/healthandsafety/wwwsoasacuk/healthandsafety/riskassessment/>

Lone working - <https://www.soas.ac.uk/healthandsafety/lone-working/>

Working overseas- <https://www.soas.ac.uk/healthandsafety/working-overseas/>

COSHH – <https://www.soas.ac.uk/healthandsafety/coshh/>

Emergency Procedures - <https://www.soas.ac.uk/healthandsafety/emergency-procedures/>

Maintenance and Electrical - <https://www.soas.ac.uk/healthandsafety/maintenance/>

Control of contractors - <https://www.soas.ac.uk/healthandsafety/contractors/>

Asbestos - <https://www.soas.ac.uk/healthandsafety/asbestos/>

Legionella - <https://www.soas.ac.uk/healthandsafety/legionella/>

Food allergies - <https://www.soas.ac.uk/healthandsafety/food-allergies/>

Young persons/Work experience- <https://www.soas.ac.uk/healthandsafety/work-experience/>

Safety Training- <https://www.soas.ac.uk/healthandsafety/training/>