

Health and Safety Policy

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1. General Statement of Intent

- 1.1. SOAS University of London ('the university' or 'SOAS') recognises that the management of health and safety is essential to its overall business plan. We are committed to implementing rigorous health and safety practices to ensure high productivity and quality standards. We remain committed to achieving continual improvement in safety, health and environmental performance through the setting of objectives and targets.
- 1.2. We are committed to the health, safety and well-being of our staff, students, contractors and visitors. This Statement reflects the importance the university places on health and safety, and how it demonstrates a determined and overriding commitment to it. Managing health, safety and well-being through effective policy is our legal duty and has the total commitment of the Board of Trustees – our Governing Body.
- 1.3. The ultimate responsibility for ensuring this is reflected in how we act as an organisation rests with the Deputy Vice Chancellor (Finance and Operations – DVC). The Director of Estates and Property Services has delegated responsibility operationally. The Deputy Vice Chancellor, the responsible person for Professional Services and the Heads of Departments through the Health, Safety and Risk Committee and Executive Board governance and committee structures is committed to achieving continuous improvement in our systems and performance.
- 1.4. The nature of the university's business extends to partnerships and relationships with colleges, departments, staff, contractors, suppliers and students. SOAS ensures high health and safety protocol standards through a combination of stakeholder collaboration and the issuance of the policy, standard operating procedures, guidance and mandates.
- 1.5. Responsibilities for ensuring the implementation of the occupational health, safety and wellbeing arrangements underpinning this policy have been delegated through each member of the senior management chain and their respective college, department, and school team structures. Responsibilities are detailed in the arrangements section of the Occupational Health and Safety Management System.
- 1.6. The Health and Safety Team will monitor the effectiveness of our policies and procedures via a framework of internal and external auditing exercises. These exercises will be based around providing safe and healthy working conditions. The results will inform the framework, nature and content of the occupational health and safety objectives which will be established and reviewed regularly.
- 1.7. SOAS has a legal duty to undertake regular risk assessments relating to various aspects of health and safety management. We will look to ensure we identify hazards and control or eliminate work-based risks, thus preventing work-related injury and ill health.

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- 1.8. Each member of staff has a legal responsibility to ensure their own health, safety and well-being and that of others who may be affected by their acts or omissions while at work or whilst employed on university-related activities. Staff should ensure that they work safely, comply with all relevant policies and procedures and report any unsafe acts or conditions. We will consult with employees or their representatives regularly.
- 1.9. This Statement of Intent and supporting management system will be reviewed periodically against our current occupational health, safety and well-being objectives. The review will take account of new legislation, current best practice and organisational changes within SOAS. We are continuing to move towards a healthier and safer university.
- 1.10. People are the most important asset to this institution; therefore, we are committed to ensuring their health, safety and welfare at all times. From an economic perspective, SOAS believes prevention is better and more cost-effective than cure. There is no conflict between humanitarian and commercial considerations. Profits and safety are not in competition. On the contrary, safety is good for business.
- 1.11. SOAS is committed to ensuring that it complies with all relevant health and safety legislation. To achieve this, the university will provide the necessary resources. To implement this policy, it will ensure the cooperation of all its employees and use disciplinary measures to support this if necessary. Moreover, the university will also ensure that all employees are adequately qualified and experienced to carry out their work safely and without risk.
- 1.12. SOAS is committed to ongoing monitoring and review processes to ensure continual improvement in the management of health and safety. Our general intentions are to:
- a. Provide adequate control of the Health and Safety risks arising from our work activities.
 - b. Consult with our employees and staff health and safety representatives on all matters affecting their health & safety.
 - c. Provide and maintain safe equipment.
 - a. Provide information, instruction and supervision for employees.
 - b. Prevent accidents and cases of work-related ill health.
 - c. Maintain safe and healthy working conditions; and
 - d. Review and revise this policy at regular intervals

Signed: ***Adam Habib***
Name: Professor Adam Habib (Vice-Chancellor)
Date: 06th February 2025

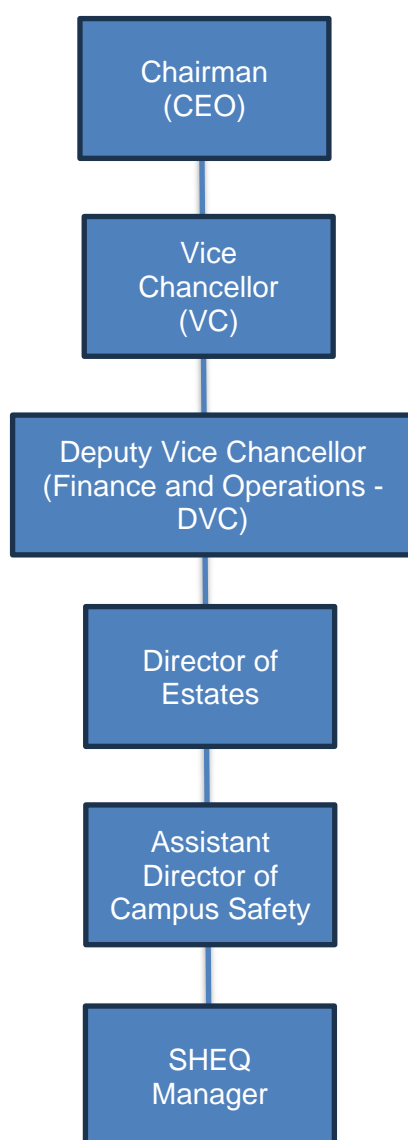
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2. Organisational Responsibilities

2.1. The overall and final responsibility for Health and Safety is that of the Vice-Chancellor.

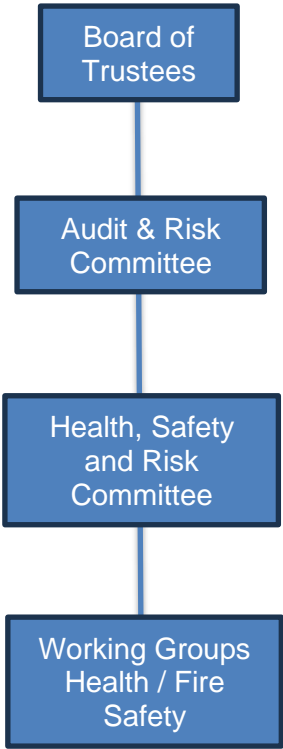
2.2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Chief Operating Officer.

2.3. Organisational Chart



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2.4. Governance Chart



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3. Roles and Responsibilities

- 3.1. To ensure that health and safety standards are maintained and improved, the following people have responsibilities in the following areas:

3.2. Board of Trustees' Responsibilities

- 3.2.1. The Board will champion the health and safety of all employees. It will delegate much of this work to managers but will ensure, by leadership, that it takes an active interest in health and safety matters.
- 3.2.2. The Board is responsible for the following:
- a. Issuing the university's Health and Safety Policy Statement.
 - b. Ensuring all subordinates understand and implement the Policy Statement and the university's policies.
 - c. The appointment of one or more competent persons with the responsibility for providing health and safety assistance and ensuring that those appointed have the time available to fulfil their duties.
 - d. Setting objectives for the reduction of risks to health and safety.
 - e. Taking appropriate action to deal with any items within the minutes of the Health and Safety Committee meetings.
 - f. Ensuring effective means of involvement, communication and consultation with employees.
 - g. Ensuring arrangements are in place to protect any young person employed from risks to their health and safety at work.
 - h. Coordination and monitoring of the health and safety performance of all colleagues.
 - i. Ensuring that any necessary contacts with external services are arranged.
 - j. Ensuring that all employees, including senior managers, receive relevant training.
 - k. Establishing a review procedure, so that progress and performance can be assessed.
 - l. Keeping The Board informed of, and alerted to, health and safety risk management issues.

3.3. Vice Chancellor's Responsibilities

- 3.3.1. The Vice Chancellor has strategic responsibility for the health and safety of all relevant persons and all other persons who may be affected by the university's activities.

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3.3.2. The Vice Chancellor also has responsibilities including:

- a. Ensuring the university has access to competent health and safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- b. Ensuring that there exists an effective Health and Safety Management Policy, supplemented by additional documents as necessary and that these documents are implemented throughout the business.
- c. Placing on the agenda of each relevant meeting an item entitled “Health and Safety”, where reports from the management team on the overall safety performance of the university and any necessary recommendations will be considered.
- d. Ensuring this policy is routinely reviewed on an biennial basis to ensure the arrangements for health and safety remain both current and valid.
- e. Ensuring that the necessary resources and information are made available so that the policy can be effectively put into practice.
- f. Ensuring that managers carry out their respective duties regarding health and safety within their areas of control.
- g. Cooperating and assisting, as necessary, with all enforcing authorities and any other external body concerned with health and safety in their duties.

3.4. Health, Safety and Risk Committee Responsibilities

3.4.1. The university’s Health, Safety and Risk Committee is established as the organisational custodian of the SOAS’s Health and Safety Management Strategy and Policies. The Committee exists to provide guidance and reassurance to all stakeholders concerning the health and safety arrangements established to manage our key risks and activities.

3.4.2. It is important to note that the committee does not merely exist as a consultative forum but is established to ensure that significant actions are identified, resourced and implemented in such a way that the university can demonstrate health and safety is being effectively managed as a strategic priority.

3.4.3. Key responsibilities include:

- a. To propose and consider policy changes with respect to the health, safety, security and welfare of University 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 University or as part of the University’s activities (including external fieldwork

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activities carried out in both the United Kingdom and overseas). The term 'health and safety' will include the University'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 Secretary on health and safety implications of University 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 University activities (including proposed changes to legislation), discuss the implications and provide advice on possible responses and implement change where appropriate;
- g. To provide input into the University's emergency and business continuity planning;
- h. 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;
- i. To ensure appropriate health and safety training is provided and to monitor its effectiveness;
- j. To provide guidance to managers, other staff, students and visitors about policy and practice concerning health and safety;
- k. To keep under review the provision of information and communication of health and safety information;
- l. 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.
- m. Identifying key risks associated with SOAS's activities and reviewing the arrangements in place for managing these risks.
- n. Considering the response to any third party or enforcement interventions (HSE, Local Authority) and reviewing any actions taken as a result.
- o. The HSRC meets the statutory obligations under The Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations 1996, and the university recognises the Safety Representatives' Charter.

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3.5. Safety Health, Environment and Quality Manager (SHEQ)

3.5.1. The SHEQ Manager has the responsibility for:

- a. Monitoring and evaluating the university's Health and Safety Policy on all of SOAS's sites.
- b. Carrying out, where necessary, an investigation into those accidents and incidents reported to the Health and Safety Executive, as well as any other accidents as needed.
- c. Ensuring that the university meets the requirements of health and safety legislation, regulations, and approved codes of practice as well as the company's own codes of practice and procedures.
- d. Liaising with the relevant managers to ensure that all statutory inspections and testing are in accordance with the company's procedures.
- e. Monitoring that the SOAS sites are inspected systematically and comply with health and safety legislation and university procedures.
- f. Monitoring and reviewing the safety performance of SOAS periodically, including accident statistics, training courses and inspection reports.
- g. Liaising with staff learning and development department for the implementation of training programmes within respective departments.
- h. Reviewing the Health and Safety Policy and Codes of Practice and preparing for new legislation which may affect the university.
- i. Ensuring that accident reports are recorded in the necessary registers under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR). Reporting any notifiable accidents, diseases, and dangerous occurrences under RIDDOR to the relevant enforcing body and ensuring that the relevant manager has carried out an investigation of the accident/incident.
- j. Liaising with visiting enforcement agencies, e.g., Health and Safety Executive Inspectors, and affording them all the facilities that they require. Notifying the Principal of any Enforcement Notices served on the company.

3.6. Supervisor's Responsibilities

3.6.1. Line managers and supervisors have paramount responsibility for the health and safety of the employees within the area of their control. They can significantly influence university/employee relationships by successfully implementing health and safety policies.

3.6.2. They may call on the help of the appointed competent persons with the responsibility for providing health and safety assistance and other specialists to help them exercise their responsibilities.

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3.6.3. They will:

- a. Ensure that SOAS Health and Safety Policy Statement and Policies are fully implemented.
- b. Actively seek cooperation and suggestions for improvements to our Health and Safety Policy from all employees.
- c. Promote a high standard of health and safety.
- d. Ensure that suitable and sufficient risk assessments are conducted, reasonable steps are taken to minimise all risks found and that the assessments are reviewed regularly.
- e. Establish written safe operating procedures and instructions for use within their department.
- f. Ensure that all employees under their control are fully conversant with and understand the university's Health and Safety Policy as it applies to them.
- g. Ensure that no employee is required to undertake any task which exceeds their capability or without adequate training/instruction.
- h. Provide appropriate information, instruction and training to ensure, so far as is reasonably practicable, the health and safety of employees at work.
- i. Provide and maintain a safe and healthy working environment, with statutory obligations as a minimum requirement.
- j. Maintain the workplace in a safe and risk-free condition and provide a safe means of access to and egress from the workplace.
- k. Ensure that all persons under their control have been briefed on and understand the Health and Safety Policy, are shown where health and safety information is held, and receive sufficient training on fire precautions, first aid arrangements and any other emergency procedures relevant to their development.
- l. Consult and co-operate with the Department Head when matters arise requiring specialist knowledge.
- m. Comply with procedures for reporting and investigating accidents and take prompt action to prevent re-occurrence whenever possible.
- n. Ensure high standards of housekeeping are maintained within their area of responsibility.
- o. Have arrangements to ensure the safe use, handling, storage and transport of articles and substances.
- p. Provide and maintain plant, equipment and systems of work that are safe and without risks to health.

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3.7. Employee Responsibilities

3.7.1. All employees have a statutory duty to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions.

3.7.2. To comply with this duty, all employees will be expected to:

- a. Conform to any legal requirements, university rules, procedures and instructions necessary to ensure health and safety.
- b. Seek advice and instruction from their line manager leader when situations that may affect their health and safety or that of others arise.
- c. Report any unsafe equipment, methods of work or any other safety concerns.
- d. Stop work and seek advice if they believe there is an imminent risk of injury to themselves or others.
- e. Report any near miss or accident, however slight, and whether or not injury or damage has been sustained.
- f. Assist at all times in maintaining good housekeeping standards.
- g. Not interfere with anything provided to safeguard Health and Safety - e.g., remove or willfully discharge fire extinguishers, etc.
- h. When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing and equipment specified.
- i. Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by the university in accordance with any training and instructions they have received in the use of the equipment.
- j. Report unsafe plant, tools and equipment and unsafe practices or methods of work.
- k. Report any potential health and safety hazard, including infectious or other diseases, accidents, injuries or concerns associated with the workplace.
- l. Co-operate with their employer to enable them to comply with their statutory duties for health and safety.
- m. Assist where necessary in the investigation of any accidents that occur.
- n. Take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions at work.

3.7.3. Non-compliance with health and safety rules and procedures can result in disciplinary action, including immediate dismissal if appropriate.

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3.8. Students

- 3.8.1. Students must co-operate in using safe working procedures, raise concerns through their academic supervisor or tutor and should not:
- Proceed with any activity if they feel it poses a threat to their health and safety, or to that of others.
 - Interfere with or misuse anything, any objects, structures, or systems of work, provided by the university in the interests of health and safety.
- 3.8.2. Students receiving honoraria for carrying out duties within the university will be treated as employees in respect of these duties.

3.9. Tenants

- 3.9.1. Tenants/third parties occupying locations on campus are directly responsible for all health and safety matters which relate to them and their occupation.
- 3.9.2. They must:
- Comply with all current health and safety legislation and the university's Health and Safety Policy, where applicable, on such matters. Failure to do so could be classed as a breach of the tenancy agreement.
 - Implement the health and safety policy form the health and safety management system framework, which comprises subordinate policies, procedures and guidelines.

3.10. First Aider's Responsibilities

- 3.10.1. Competent and trained First Aiders will be appointed by SOAS with the objective to preserve life, prevent deterioration and promote the recovery of personnel in an emergency by:
- Responding to emergency calls when required.
 - Reporting and recording all accidents/incidents promptly and forwarding original documentation to the relevant department immediately.
 - Where accidents are of a serious nature, details are recorded, and the appropriate representative in SOAS will telephone the relevant authority with immediate effect.
 - Replenishing first aid boxes and facilities.
 - Taking due care for the safety of themselves and the safety of others.
 - Attending any training course provided, in particular, the three-year

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- refresher certificate.
- g. Frequently attend any first aiders' meeting scheduled.

3.11. Lead Fire Coordinator Responsibilities

- 3.11.1. Competent and trained Fire Coordinators/Marshals will be appointed by the university to identify, monitor and review fire safety and to assist in an emergency by:
- a. Answering all fire calls when on duty (this includes breaks).
 - b. Directing and organising people during a fire evacuation.
 - c. Organising regular fire drills in conjunction with the management team.
 - d. Regularly inspecting workplace premises and fire facilities.
 - e. Providing feedback on inspections and evacuations.
 - f. Taking due care for the safety of themselves and the safety of others.
 - g. Informing the management team of any fire safety-related defects.
 - h. Frequently attending any scheduled fire marshals' meeting.
 - i. Attend any training course provided, in particular the three-year refresher certificate.

3.12. Fire Warden Responsibilities

- 3.12.1. The university will train all staff to be competent Fire Wardens in the event of a fire or emergency, to identify, monitor and review fire safety and to assist in an emergency by:
- a. Directing and organising people during a fire evacuation.
 - b. Regularly inspecting workplace premises and fire facilities.
 - c. Providing feedback on inspections and evacuations.
 - d. Taking due care for the safety of themselves and the safety of others.
 - e. Informing the management team of any fire safety related defects.
 - f. Attend any training course provided, in particular the three-year refresher certificate.

3.13. Contractor's Responsibilities

- 3.13.1. Contractors appointed by SOAS are obliged to follow all statutory and university rules and regulations with regards to health, safety, welfare, hygiene and environmental procedures.

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- 3.13.2. The competence and health and safety performance of the contractors will be checked by seeing their health and safety policies, risk assessments, method statements and evidence of skills/competencies before the work commences.
- 3.13.3. Where the university believes the required standard of safety performance is not being met, it has the right to stop any activities, until satisfied the standards have been achieved.
- 3.13.4. Any college, school, division or department which engages an approved contractor must ensure that they meet the pre-qualification criteria, remain competent and able to demonstrate they can work safely.
- 3.13.5. There must be good communication and co-operation between contractors throughout, and a competent person must review all contractor's health, safety and emergency arrangements before any work can commence. Contract work will be managed according to the principles set out in the Control of Contractors Standard Operating Procedure (SOP).
- 3.13.6. In all instances contractors must:
- Be aware of their responsibilities.
 - Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced.
 - Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site.
 - Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
 - Provide workers under their control (whether employed or self-employed) with any necessary information, including materials about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.
 - Provide information, training, and a suitable site induction for their workforce.
 - Ensure the site is suitably fenced and secured against unauthorised entry.
 - Ensure there are adequate welfare facilities for those who work on the site.
 - Ensure that any design work they do complies with health and safety legislation.
 - Co-operate and coordinate with others working on the project.
 - Ensure the workforce is properly consulted on matters affecting their health and safety.
 - Obtain specialist advice (for example, from a structural engineer or occupational hygienist) where necessary when planning high-risk work

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– for instance, alterations that could result in structural collapse or the contamination of land.

3.14. Contractor management guidelines

- 3.14.1. Risk assessments and method statements (RAMS) etc, are to be provided at least two weeks before the commencement of works to allow for review. The company's safety policy statement and appropriate insurance details must also be produced to ensure compliance and confirm adequate protection against any liability.
- 3.14.2. Some contractors on site will have duties under the Construction Design and Management Regulations (CDM Regulations); these will generally be contractors undertaking larger construction projects. In some cases, works will require more than one contractor at a time to be working in the same area or on the same premises. It is vital that the parties share relevant information under the statutory requirements of the CDM Regulations.
- 3.14.3. Generally, lone working in high-risk areas is not permitted. In circumstances where it is not possible to deploy multiple staff members for such tasks, lone working may be permissible, providing alternative arrangements can be made wherein two-way radio communication is maintained between the worker and their onsite manager/supervisor.
- 3.14.4. External contractors are required to sign in at the Campus Safety Hub of the building in which they will be working and must clearly always display their visitor's badge and Permit to work. Contractors are responsible for ensuring the safety of the university's schools, staff, students and visitors at all times. Equipment left unattended must be stored in a safe condition and at a location agreed upon by an authorised member of either the Estates & Facilities or the Health and Safety Team.
- 3.14.5. All connections, disconnections and disruptions to a school or department's existing utilities (e.g., electricity, gas, water, steam, etc.) must be cleared with Estates & Facilities before being carried out. If insufficient notice is given for any potentially disruptive activities, the school or service in question may require the work to be delayed.
- 3.14.6. Dedicated welfare areas will be made available for the use of contractors, as defined by Estates & Facilities. The conditions for using such facilities are that they are used only during the time specified by SOAS (if applicable). The contractor or sub-contractor should be suitably dressed and observe the usual

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standards of hygiene when using these facilities.

3.15. Visitor's Responsibilities

3.15.1. All visitors must sign in at reception, by completing the 'sign-in' form

3.15.2. All visitors have the following responsibilities:

- a. To observe warning signs and notices.
- b. To behave at all times in a way which demonstrates regard for the health and safety of themselves and others who may be affected by their acts or omissions.
- c. To co-operate with the university to comply with any legal duty or requirement placed upon it.
- d. Not to interfere recklessly or intentionally with items provided in the interests of health and safety.
- e. In accordance with laid-down procedures, all visitors must report to their host:
- f. Any injury to themselves or others caused by university activities.
- g. Any hazards they find, including damage or defect to equipment.
- h. Any situation, working practice or procedure which is or might become potentially hazardous
- i. All visitors are required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place and must not misuse such equipment in any way.
- j. Any defaults/damage must be reported to your host immediately.
- k. All visitors must, where appropriate in the course of their working/learning activity, use or operate all machines, plant or other equipment correctly and safely in accordance with manufacturer and university instructions. Interference or other actions affecting the safety of any machine or other equipment, materials etc., will be viewed very seriously.
- l. All visitors should ensure that they know the emergency procedures which apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assembly point and the sound of the fire alarm.
- m. All visitors should be reminded that it is a fundamental condition of entry into the university to comply with the above requirements.

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3.16. Suppliers

- 3.16.1. Suppliers are obliged to follow all statutory and university rules and regulations with regards to the health, safety, welfare, hygiene and environmental procedures.

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Arrangements for Implementation

All SOAS policies and Standard Operating Procedures in relation to Health and Safety are regarded as supplementary to this policy.

4. Management of Health & Safety

4.1. Safety Audits & Inspections

- 4.1.1. Implementing an annual health and safety audit will be the responsibility of the **Vice Chancellor's designated representative** and will consist of an in-depth examination of all the university's activities and premises.
- 4.1.2. The safety audit will subject each area of the university's activities to a systematic critical examination with the objective of minimising loss. Every component of the total system will be included, e.g., management policy, attitudes, training, features of the premises (the design and layout of areas, rooms etc.), emergency plans and procedures, accident records etc. The audit will highlight the weaknesses, strengths, and main areas of vulnerability or risk.

4.2. Risk Assessment

- 4.2.1. In accordance with the Management of Health and Safety at Work Regulations 1999, the university will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:
 - 1. Identify the significant hazards involved in our activity.
 - 2. Decide who might be harmed and how.
 - 3. Evaluate the level of risk and decide if existing precautions are sufficient or if more needs to be done.
 - 4. Record the significant findings of the assessment.
 - 5. Review the assessment when things change or there is reason to believe it is no longer valid.

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- 4.2.2. The risk assessments will:
- Identify the hazards and the people whom the hazard might harm.
 - Disregard insignificant risks.
 - Evaluate the risks from the identified hazards.
 - Ensure all aspects of the work activity are reviewed, including routine and non-routine activities and operations.
 - Take into account any existing control measures.
 - Take account of the way in which the work is organised, and the effects this can have on health.
 - Take account of the risks to the public.
 - Take account of the need to cover fire risks.
 - Identify the period for which it will be valid.
 - Enable us to prioritise remedial actions.
- 4.2.3. Risk assessments will be undertaken by the **responsible person** with assistance from our advisors. Approval for the required action to remove or control risks will be given by the **Vice Chancellor's designated representative**.

4.3. Dynamic Risk Assessments

- 4.3.1. Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed, and action taken to eliminate or reduce risk. Dynamic risk assessment will be applied in a changing environment. The relevant competent person managing the activity will conduct the dynamic assessment. The competent person must halt the operation if it is believed the risk outweighs the control measures applied.

4.4. Safe Systems of Work

- 4.4.1. SOAS will provide written safe systems of work for all operations and tasks where there is a significant risk of injury; where there is an identifiable need to specify the safe and correct way of doing the work; and where, despite all reasonable control measures being implemented, significant risk remains.
- 4.4.2. Employees will be instructed in the safe system of work, as appropriate, and a record of competency will be kept.

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- 4.4.3. Specific Responsibilities:
- All **managers** must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained, and records kept.
 - All **supervisors** must familiarise themselves with the safe systems of work and ensure that employees comply at all times whilst carrying out the identified processes.
 - All **employees** must observe and understand the system of work at all times, reporting any circumstances which prevent compliance or undermine its effectiveness to their immediate supervisor or line manager.

4.5. Monitoring Health & Safety Performance

- 4.5.1. In addition to the reactive monitoring of accidents/ill health, the university will also carry out proactive monitoring of health and safety performance. To check our working conditions and ensure our safe working practices are being followed, the **SHEQ Manager** will conduct routine inspections of the workplace and review the effectiveness of our risk assessment and work practices.

4.6. Consultation with Employees

- 4.6.1. SOAS will consult with its employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees will be provided directly to individuals.

4.7. Health & Safety Advice

- 4.7.1. In accordance with the Management of Health and Safety at Work Regulations 1999, the university has access to competent health & safety advice. This advice is available from: the health and safety competent person (SHEQ Manager), internally, and additional external advice is gained from RRC International.

- 4.7.2. Qualifications in Health & Safety includes:

- Diploma in Occupational Health and Safety Management
- Graduate Member of the Institute of Occupational Safety and Health (GradIOSH)
- Post Graduate Certificate in Leadership
- NEBOSH General Certificate in Occupational Health & Safety

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- NEBOSH Environmental Certificate
- NEBOSH Construction Certificate

4.8. Information, Instruction, Training and Supervision

- 4.8.1. The university will provide adequate information, instruction, training, and supervision to employees in accordance with the general duties of employers under Section 2 of the Health and Safety at Work etc. Act 1974 and associated regulations.
- 4.8.2. All employees, including any temporary and casual workers, will be provided with information on any risks relevant to their particular activity and work area. All information, instruction and training given to employees, temporary, and casual workers will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

4.9. Training and Instruction

- 4.9.1. Induction training for all new employees, temporary and casual works is the responsible person's responsibility, and they will monitor and arrange job-specific training and instruction.
- 4.9.2. The health and safety component of induction training will contain the following:
- Health and Safety Policy.
 - Accident reporting / first aid procedures.
 - Fire precautions and procedures, including our emergency plan.
 - Introduction to safety legislation – the employee, will be introduced to the legislation that applies to our university and the workplace, e.g., COSHH and manual handling.
- 4.9.3. The supervision of trainees will be arranged by the responsible person and undertaken and monitored by them.

4.10. Job-specific

- 4.10.1. Job-specific training will include skills training, explanations of applicable safety regulations and organisational rules, and a demonstration of the use of any personal protective equipment that may be required, including correct fit and cleaning. The use of risk assessment findings will be used as an aid to identify training needs.

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4.11. Information

- 4.11.1. The **Health and Safety Law Poster** is to be displayed on the **Health & Safety Noticeboard**. This is located in the reception area of all buildings.
- 4.11.2. A copy of the **Employers Liability Insurance certificate** is also to be displayed on the **Health & Safety Noticeboard**.

4.12. Supervision & Management

- 4.12.1. Training at all levels is necessary to ensure that responsibilities are known, and the organisation's policy is carried out. Key points to cover in the training of supervisors and managers are:
- The organisation's safety policy or programme.
 - Legal framework and duties of the organisation, its management, and the workforce.
 - Specific laws and rules applicable to the workplace.
 - Safety inspection techniques and requirements.
 - Causation and consequences of accidents and their reporting, recording and investigation.
 - Basic accident prevention techniques.
 - Disciplinary procedure and application.
 - Control of hazards in the workplace and use of personal protective equipment (PPE).
 - Strategies for motivating employees to recognise and respond to organisational goals in Health and Safety.

4.13. Specialised training

- 4.13.1. Specialised Health and Safety training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:
- First aid, taking into account the nature of the work and the size of the organisation

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- b. Use of fire-fighting appliances such as extinguishers
- c. Use and maintenance of forklift trucks.

4.14. Reinforcement or Refresher training

4.14.1. Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce. Factors to be taken into account are the complexity of the information to be held by the employee, the amount of practice required and the opportunity for practice in the typical working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives. Refresher training is vital in areas such as response to plant emergencies.

4.14.2. The **Vice Chancellor's designated representative** will ensure the following procedure will be followed:

- a. Arrange for the induction training to be given to all staff.
- b. Comprehensive and relevant information will be provided to the employee regarding risks to their health and safety and on preventative and protective measures.
- c. Information will be provided on the company's emergency arrangements, including staff nominated to help if there is an evacuation.
- d. Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions about the training.
- e. After a suitable length of time, the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

4.15. Young Persons

4.15.1. Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, SOAS will ensure that a specific risk assessment is conducted for all young people prior to commencement of employment to

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ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

4.15.2. The **Vice Chancellor's designated representative** are responsible for ensuring that all young persons are assessed before the commencement of work. The assessment is to consider the full nature of the work and the specific hazards present to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

4.15.3. The **Vice Chancellor's designated representative** will ensure a suitable mentor is appointed with whom the young person can confide. The mentor will assist the young persons to ensure that they are provided with appropriate induction and job-specific training and instruction and will be responsible for ensuring the close supervision of the young person.

4.16. New and Expectant Mothers

4.16.1. The university has strong obligations towards its employees who become pregnant or who have recently given birth. In accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999, the university, on notification, will assess the individual and their workplace to ensure they (and the unborn child) are not exposed to undue risk.

4.16.2. Employees becoming pregnant or having recently given birth are to notify the **Vice Chancellor's designated representative** so that an assessment can be carried out and appropriate arrangements made.

4.16.3. The assessment is to be reviewed at regular periods with the individual to ensure any necessary adjustments to the work or workplace can be identified and taken. In some cases, special provisions, such as altering the individual's conditions or hours of work if it is reasonably practical to do so, will be taken. Alternatively, depending on the circumstances at the time, SOAS may suspend the individual from further work, on full pay, as per the Employment Rights Act.

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4.17. Lone Working

- 4.17.1. A lone worker is a person who works where no other staff members are present on the same floor at the same time and without close or direct supervision in a wide variety of situations. This could include being off-site or outside a building.
- 4.17.2. Lone workers should not be at more risk than other employees, although such activities may require extra risk control measures. Precautions should take account of routine work and foreseeable emergencies, e.g., fire, equipment failure, illness and accidents. The **Vice Chancellor's designated representative** shall identify situations where people work alone and ensure site-specific assessments are completed where required.
- 4.17.3. Staff who come into contact with members of the public could be exposed to verbal abuse or even threats of violence. Whilst such occasions are rare, all staff are trained in managing conflict by dynamically assessing the situation and employing suitable responses.
- 4.17.4. The relevant department Vice-Chancellor are responsible for the following:
- Ensuring written role and task risk assessments are carried out and reviewed regularly.
 - Putting procedures and safe systems of work into practice which are designed to eliminate or reduce the risks associated with working alone.
 - Ensuring that individuals identified as being at risk are given appropriate information, instruction and training.
 - Ensuring that response arrangements are clear, workable, and that appropriate support is given to those involved in any incident.
 - Managing the effectiveness of preventative measures through a system of reporting, investigating and recording incidents.
 - Ensuring that lone workers are suitably experienced and have received suitable supervision, instructions and training on the risks they are exposed to and the precautions to be used.
- 4.17.5. **Lone Workers** are responsible for the following:
- Taking reasonable care to look after their own health and safety.
 - Co-operating and complying with any control measures designed to eliminate or reduce the risk of lone working.
 - Safeguarding the health and safety of other people affected by their work.
 - Participating in training designed to meet the requirements of the health and safety policies and procedures.

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- e. Operating authorised equipment in accordance with relevant safety instructions and any training they have been given.
- f. Reporting any dangers or identified areas of risk as soon as practicable to an appropriate manager. This will include any accidents or incidents that could have given rise to an accident.
- g. Notifying their manager at the first opportunity of any change in their ability to undertake their role, including any adverse medical conditions.

4.17.6. Employees requiring advice or who have concerns regarding lone working can seek advice from a **relevant academic head of department or professional services director** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

4.18. Working Time

4.18.1. It is the university's policy to eliminate the need for employees to work excessive hours without appropriate breaks.

4.18.2. The following will be provided:

- a. **Employees** will be provided with an uninterrupted break of 20 minutes every 6 hours worked during the working day.
- b. **Young workers** under 18 years of age will be provided with an uninterrupted break of 30 minutes every 4.5 hours worked during the working day.
- c. **Employees** will be provided with a rest period of 11 consecutive hours in each 24-hour period.
- d. **Young workers** under 18 years of age will be provided with a rest period of 12 consecutive hours in each 24-hour period.
- e. An **employee** will be provided with one day off a week; this can be averaged over two weeks
- f. **Young workers** under 18 years of age will be provided with two days off a week; this cannot be averaged over two weeks

4.18.3. A record of working hours will be kept, and averages of defined 17-week periods will be maintained by departmental heads. Excessive work is defined as in excess of 48 hour

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4.19. Fitness for Work

- 4.19.1. If an employee has a medical condition that could affect their fitness for work, that employee must inform the **directors or line manager** of the likely impact of the medical condition on their fitness for work. The employee is not obliged to disclose confidential medical information; however, the university will, where necessary, confer with relevant external experts to confirm whether a Fitness for Work Plan is required.
- 4.19.2. Any person taking prescribed medication must seek their doctor's advice before working. Written evidence of their fitness to work whilst taking the drugs may be required and held by the occupational health team.

4.20. Data Protection

- 4.20.1. The **Vice Chancellor's designated representative** will ensure the university will comply with the Data Protection Act 1998 when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

4.21. Civil Claims

- 4.21.1. The university will ensure that claims for compensation for injury or damage suffered are handled correctly. Compensation claims must be acknowledged within 21 days. Therefore, it is essential that any claim (and subsequent correspondence received) is notified to the **Vice Chancellor's designated representative** and acknowledged without delay.
- 4.21.2. Where the claim is verbal, ask the person making the claim to put their comments in writing and forward **them to their respective line manager**; also make a note of any verbal comments and forward them in the same manner.
- 4.21.3. **Employees** are not to engage in conversation regarding the claim and should never admit liability. If necessary, explain that the matter has been referred to the **Vice Chancellor's designated representative** in accordance with the procedure.

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4.22. Occupational Stress

- 4.22.1. Systems of work that give rise to a risk of stress are not safe, and the university, therefore, has a legal duty to make improvements, at least "as far as is reasonably practicable", to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.
- 4.22.2. The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on them". This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.
- 4.22.3. The university is committed to protecting the health, safety and welfare of all our employees. It recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.
- 4.22.4. **To achieve this, the university will:**
- a. Ensure jobs are 'doable', matching the job with the person in it.
 - b. Strive to identify all workplace stressors and control the risks from stress.
 - c. Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.
- 4.22.5. Employees requiring advice or who have concerns that they are affected by stress can seek advice from the **Vice Chancellor's designated representative**, who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

4.23. Managing Contractors

- 4.23.1. The university recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work Act etc., Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.
- 4.23.2. The university will ensure that only competent contractors are selected. All contractors working on the university's behalf are assessed to ensure that they are competent and have suitable and adequate health and safety arrangements in place to provide safe working practices and control of all significant hazards that their work may introduce.

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- 4.23.3. The selection and assessment of the competence of contractors is the responsibility of the **engaging member of staff**. Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required work within regulations and accepted safety standards. Before a contract is awarded, an overview of the status of the renderer's health and safety management systems must be obtained by reviewing the following documents:
- A completed contractor selection questionnaire.
 - Relevant risk assessments and method statements for the work to be undertaken.
 - Supportive evidence of competence.
- 4.23.4. The **engaging member of staff** must consider all factors when selecting the contractor for the work. The cost of the work must not be the sole factor in contractor selection. The pre-selection of any contractors will consider health and safety requirements when selecting and approving contractors to work for the company, ensuring contractors:
- Work safely without endangering themselves or any other people.
 - Comply with the university's health and safety requirements.
 - Only employ competent staff who have been adequately trained.
 - Only employ competent sub-contractors who are adequately managed.
 - Have adequate resources to manage health and safety satisfactorily.
- 4.23.5. The **engaging member of staff** may not engage any contractors to provide any services for the university unless the health and safety questions in the contractor selection questionnaire have been answered satisfactorily. No contractor will be appointed if they fail to provide adequate risk assessments and method statements for the proposed work.
- 4.23.6. Once approved, the **engaging member of staff** are responsible for ensuring contractors working on our premises are briefed on our safety rules and supervised to ensure they work in an approved and safe manner.
- 4.23.7. Any problems/hazards arising from the activities of contractors should be reported through the appropriate channels that will be determined.

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- 4.23.8. Any problems/hazards arising from the activities of contractors should be reported through the appropriate channels that will be determined.
- 4.23.9. The **engaging member of staff** are responsible for the management and coordination of all university contracts involving building works, engineering service, refurbishment and maintenance works.
- 4.23.10. Health and safety considerations will be included from the start when planning work to be carried out by contractors, ensuring that Health and Safety issues are adequately addressed. The **heads of department and directors** are responsible for:
- Determining the health and safety implications of the planned work.
 - Setting the criteria by which the contractors will be judged, which includes the minimum health and safety standards that must be met.
 - Identifying when the planned work is covered by the Construction (Design & Management) Regulations 2007.
 - Seeking advice and guidance as necessary.

4.24. Drugs, Alcohol and Smoking

- 4.24.1. SOAS University of London will take all reasonable steps to ensure that the health and safety of employees at work is not put at risk by smoking, alcohol, drug or substance abuse, recognizing both the effects of health, safety and welfare on the user and potential impact on work colleagues and the business. The university, therefore, operates a policy which ensures that employees' health and performance are not impaired at any time they are on SOAS's premises.
- 4.24.2. Appropriate action will be taken where an employee is found to be under the influence of and/or incapacitated by alcohol, medication or illegal substance whilst at work or on university premises. SOAS will encourage employees with drug or alcohol abuse or dependency problems to seek help and treatment voluntarily through their own GP. Help and advice will, however, be available from the occupational team.
- 4.24.3. **Colleagues** who suspect an employee to be suffering from drug or alcohol problems will refer the individual to the **relevant academic head of department or professional services director**, who will assist them in finding advice and treatment. In certain circumstances, disciplinary action may be taken against employees who fail to accept or co-operate with a course of treatment.

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- 4.24.4. **Academic heads of department (HODs) and professional services directors (PSDs)** will endeavor to provide sufficient information, instruction, and training to ensure the health and safety of persons on the university's premises are not affected by smoking, alcohol, drug or substance abuse.
- 4.24.5. **HODs, PSDs and supervisors** will be trained in the awareness of alcohol and substance abuse and will be advised of the action necessary when an employee is found to be in contravention of this policy.

4.25. Violence

- 4.25.1. SOAS will take all reasonable steps to ensure the health and safety of employees at work are not put at risk by violent, abusive or aggressive behaviour occurring in the workplace.
- 4.25.2. The university recognises that verbal and physical abuse at work can affect the victim's health, safety and welfare and can impact work colleagues and the business. Therefore, the university operates a zero-tolerance policy which ensures that people on university premises are not put at risk of bullying in any form.
- 4.25.3. The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behaviour towards any person on the university's premises.
- 4.25.4. **HODs and PSDs** will endeavor to provide sufficient information, instruction and training to ensure the health and safety of persons on the university's premises is not threatened by violent, abusive or aggressive behaviour by university employees.
- 4.25.5. **Relevant persons** will be trained in awareness of bullying in the workplace. They will be advised of the action necessary when an employee is found to be in contravention of this policy.

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5. Premises

5.1. Legionella

- 5.1.1. In accordance with the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations (COSHH) 2002, and the Approved Code of Practice for the Control of Legionella Bacteria in Water Systems (L8), the university will assess and control health risks from exposure to the bacteria.
- 5.1.2. The **designated building responsible person** is responsible for ensuring that a suitable and sufficient risk assessment is carried out at the premises. To achieve this responsibility and implement all necessary controls, they will appoint a specialist water treatment contractor to establish appropriate maintenance and monitoring procedures.

5.2. Control of Asbestos Containing Materials

- 5.2.1. In conjunction with the Landlord, the university will assess and control health risks from exposure to asbestos in accordance with the Control of Asbestos Regulations 2012 to mainly prevent employees from exposure to asbestos and asbestos- containing materials (ACMs). To achieve this, **the relevant head of department or directors** are responsible for ensuring:
- Reasonable steps are taken, with the assistance of accredited specialists, to determine the location and condition of materials likely to contain asbestos.
 - A record of the location and condition of the ACMs or presumed ACMs in our offices is made.
 - Assess the risk of the likelihood of anyone being exposed to fibers from these materials.
 - Prepare a plan setting out how the risks from the materials are to be managed.
 - Take the necessary steps to put the plan into action.
 - Review and monitor the plan periodically; and
 - Provide information on the materials' location and condition to anyone liable to work on or disturb them.

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- 5.2.2. Should the situation arise, approval for any necessary action to remove asbestos- containing materials will be given by the Vice Chancellor who will assist in appointing specialist advisors and licensed contractors competent in handling and disposing of such hazardous materials.

5.3. Plant, Machinery and Work Equipment

- 5.3.1 The university will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.
- 5.3.2 All employees must carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The university will advise when this is the case.

5.4. Plant and Equipment Maintenance

- 5.4.1. The relevant head of department or directors are responsible for identifying all plant and fixed installations and ensuring effective maintenance procedures are drawn up and implemented. To achieve timely and suitable pre-planned maintenance, repair and refurbishment schedules, the Principal Contractor will appoint competent contractors to assist the company.

5.5. Portable Electrical Equipment

- 5.5.1. Portable electrical appliances are tested by an appointed competent and suitable contractor, in line with the PAT testing procedure. This is supported by “in-house” engineer at selected intervals in accordance with HSE guidance. Notwithstanding this general inspection/test programme, very high usage common use facilities (i.e., kettles, microwave ovens) are inspected/tested every **24-48 months** and replaced as necessary to ensure high standards of provision and electrical safety are maintained for all employees.

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5.6. Fixed Electrical Systems

- 5.6.1. The fixed electrical installations throughout the premises are inspected and tested by a competent NICEIC-registered contractor. The relevant head of department or directors will arrange for the electrical systems' integrity and safety to be inspected and retested every five years.

5.7. Gas Systems

- 5.7.1. The relevant **head of department or director** will appoint a competent Gas Safety registered contractor to service and maintain all gas systems throughout the premises. The contract will ensure that all gas systems are serviced annually, and gas safety certificates held on file and are readily available for examination on request.

5.8. Hire Plant and Machinery

- 5.8.1. The **HODs** and **PSDs** will ensure that all plant and machinery hired and used by the university's **employees** and **contractors** is fitted with adequate guards or other safety devices to conform to current standards and regulatory requirements.
- 5.8.2. All hired plant and machinery is to be examined to ensure it is in a good sound condition, safe for use, and has full operating instructions as necessary. Depending on the plant or machinery requirements, arrangements for inspection and servicing by a competent person will be made with the hiring company. The **directors** will ensure suitable records of inspection or examination are maintained on-site for the period of hire.

5.9. Defects and Problems

- 5.9.1. It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with the plant or equipment should be reported in the first instance to the relevant **HOD or PSD**.

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5.10. Housekeeping

- 5.10.1. Poor housekeeping is a common cause of accidents and fire-related incidents. The three basic precautions for the prevention of poor housekeeping are:
- Return equipment and materials to their designated locations.
 - Remove waste daily.
 - Report problems.
- 5.10.2. Workplace inspections will be carried out regularly by the **Vice Chancellor's designated representative** and employees to identify areas where standards require improvement. These areas will be highlighted for remedial action. Storage areas will be defined within the workplace, and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins will be emptied daily. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

5.11. Racking and Storage

- 5.11.1. The university will provide suitable and sufficient storage facilities for all materials and products. The storage media will be designed or selected to minimise the need for manual handling or working at height. Competent contractors will install and adjust racking systems as necessary; no employee will erect, dismantle, modify, or otherwise interfere with any racking system or components.
- 5.11.2. To ensure that the racking and storage systems are suitable, safe, and maintained fit for purpose at all times, as required by the Provision and Use of Work Equipment Regulations, the university will ensure that each separate racking displays a clear statement as to the safe load and distribution of loads. In addition, the physical integrity and loading of the racks is to be confirmed by a visual inspection on a monthly basis, and any damage reported immediately to the **relevant HOD or PSD**. Formal records of inspection will be maintained.
- 5.11.3. The **Vice Chancellor's designated representative** is also responsible for investigating all instances of damage or unauthorised alteration and ensuring any corrective actions or necessary repairs are implemented.

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5.12. Welfare Facilities

- 5.12.1. SOAS is committed to providing suitable and sufficient welfare facilities to employees in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.
- 5.12.2. Adequate numbers of clean toilets, washing and shower facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available.
- 5.12.3. In addition, drinking water and a means to prepare hot drinks and food are provided in the kitchen. To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are cleaned **daily**. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene should report the matter to the **Vice Chancellor's designated representative**, who will investigate and advise accordingly.

5.13. Access and Egress

- 5.13.1. The university is committed to providing a safe place of work and a safe means of access and egress within all parts of our workplace, which includes movement in and out of the workplace.
- 5.13.2. Access and egress include all of the following:
- Access to and egress from the workplace.
 - Routes through working areas.
 - Accessibility of storage areas.
 - Access to and egress from an individual's workplace.
 - Emergency exit routes.
 - Any temporary arrangements for access.
 - Limitation of access to hazardous or high-security areas.
 - External pathways and roadways around the workplace.
 - Common parts of the building, e.g., Reception, Stairs etc.

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- 5.13.3. The **Vice Chancellor's designated representative** will ensure risk assessments are completed to identify that:
- The workplace shall be organised to ensure pedestrians and vehicles (as appropriate) can circulate in a safe manner.
 - All articles or substances do not impede safe access and egress at the workplace, and that objects that may restrict safe workplace movement are removed immediately.
 - Any access restrictions are adhered to so that suitable and safe arrangements for work in confined places and other areas of high risk are guaranteed.
 - Objects are not stored in walkways or precariously on top of cabinets/shelves.
 - All work equipment, when not in use, must be stored in its designated storage area.
 - Waste items shall not be allowed to accumulate in walkways, and floor surfaces shall be capable of being kept sufficiently clean and cleaned as appropriate.
 - All access equipment is regularly inspected to ensure that it is maintained in a safe condition.
 - Formalised systems of work are designed and implemented in all areas of significant risk.
 - Employees are encouraged to report any situation where safe access and egress is restricted or obstructed.
 - The workplace floors and traffic route surfaces are suitable for their purpose, maintained in a safe condition, and suitably indicated where necessary for reasons of health and safety.
 - The operational activities of contractors are monitored so that they do not hinder safe access/egress.
 - So far as reasonably practicable, we will take suitable and effective measures to prevent persons falling a distance likely to cause personal injury and to prevent any person from being struck by a falling object.

6. Activities

6.1. Extension Cables & Outdoor Use

- 6.1.1. **Vice Chancellor's designated representative** is responsible for ensuring extension cables should only be used as a temporary connection and must incorporate a Residual Current Device (RCD) or earth monitoring device that has been tested before use. Electrical equipment used outdoors in damp or wet conditions must be connected to the mains supply via a 110v transformer that is connected as close as possible to the main supply.

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6.2. Manual Handling

- 6.2.1. In accordance with the Manual Handling Operations Regulations 1992, the university will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced so far as is reasonably practicable by job design and the provision of mechanical aids etc. Manual handling risk assessments will be carried out by the **Vice Chancellor's designated representative** responsible for the approval of required action to remove or control risk.

6.3. Display Screen Equipment (Computer Users)

- 6.3.1. The university will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Employees that are classed as habitual display screen equipment users are entitled to free eye tests on request and to vision correction appliances but only where these are needed specifically for work with display screen equipment.
- 6.3.2. Display Screen Equipment workstation assessments will be arranged by the **Vice Chancellor's designated representative**, who will also give any necessary approval for corrective action to remove or control risks. Habitual display screen equipment users will be required to complete an online self-assessment of their workstation. The complete assessment is to be returned to the Vice Chancellor's designated representative, who will review and arrange for any necessary corrective actions.
- 6.3.3. Employees who have declared a disability or existing upper limb disorder to the **Vice Chancellor's designated representative** will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

6.4. Working at Height

- 6.4.1. In accordance with the Work at Height Regulations 2005, all university activities that involve working at height will be assessed, and safe working procedures will be put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height and, where necessary, additional protective measures to reduce the consequences of a fall should one occur.

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- 6.4.2. Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure and are competent to use any access equipment provided.
- 6.4.3. The responsibility for identifying and assessing all work at height activities is that of the **Vice Chancellor's designated representative** and, where needed, the approval for the necessary action to remove or control risks.

6.5. Work at Height – Safe Working Procedure

6.5.1. Ladders

- a. Ladders properly secured can be used to do light work of short duration, where the provision of a scaffold or work platform is unnecessary or impracticable due to workplace or task limitations.
- b. Ladders must be suitable for use, be to BS/EN 131 industrial standard, and be in good condition.
- c. For all work above 3 meters, irrespective of task duration, ladders are to be secured by rope or other suitable stabilisation devices, such as extended foot supports, used on a flat surface and supported by the stiles. This ensures that the ladder does not run sideways or slide away from a wall.
- d. For short ladders of less than 3 meters, where securing in place is not appropriate, or there is no other means, then as a last resort, the ladder must be footed by another employee.
- e. The top of the ladder must rest against a solid surface and not against fragile materials such as cement sheeting, plastic boarding or guttering etc.
- f. Where used for access onto a working platform, ladders must protrude at least 1m above that platform.
- g. Users must never overreach at any time.

6.5.2. Stepladders

Stepladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Always ensure:

- a. A good handhold is available.
- b. The work avoids overreaching or stretching.
- c. The top step of a stepladder should not be worked from unless it has been designed for this purpose.
- d. The work only requires one hand to be used, or another employee supports you.

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- 6.5.3. Ladders and stepladders must be regularly inspected to ensure they are in good condition and free from defects. A record of inspections will be maintained by the **Assistant Director of Building & Engineering Services**.

6.6. Demarcation/Safety Signs

- 6.6.1. The university recognises the Health and Safety (Safety Signs and Signals) Regulations minimum requirements for the provision of safety signs at work. **Vice Chancellor's designated representative** will provide specific safety signs whenever a risk has not been avoided or controlled by other means, for example, by engineering controls and Safe Systems of Work (SSoW). Where a safety sign would not help to reduce that risk, or where the risk is not significant, no safety signs will be provided.
- 6.6.2. If the hearing or sight of any employee is impaired for any reason, for example, by wearing Personal Protective Equipment (PPE); additional measures may need to be taken to ensure that employees can see or hear the warning sign or signal, for example by increasing the brilliance or volume.
- 6.6.3. **The Vice Chancellor's designated representative** is to ensure all safety signs needs are properly maintained so that they are capable of performing the function for which they are intended. This can range from the routine cleaning of signboards to regular checks of illuminated signs and acoustic signals to see that they work correctly. Also, to ensure a guaranteed supply of power or backup in the event of failure, as it may be necessary for safety signs and signals which require some form of power to operate (unless the hazard is itself eliminated by the power failure).

6.7. Hazardous Substances

- 6.7.1. The university will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled within statutory limits. We will not supply or use those substances prohibited by law.
- 6.7.2. The departmental director is responsible for identifying all substances that need a COSHH assessment and obtaining the Chemical Safety Data Sheets.

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- 6.7.3. COSHH assessments will be carried out, and any actions identified will be implemented by the departmental directors, who will also ensure all relevant employees are advised. The COSHH information will also be made readily available to affected employees for reference.
- 6.7.4. The university will ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. Where exposure cannot be adequately controlled, the university will provide appropriate personal protective equipment (PPE) free of charge.
- 6.7.5. The **Vice Chancellor's designated representative** responsible for ensuring all employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The university risk assessments will be reviewed regularly, particularly if there is a significant change in the work or the validity of one of our original assessments.

6.8. Local Exhaust Ventilation (Use of Cooking Appliances)

- 6.8.1. Appropriate control measures will be taken where eliminating or substituting the hazardous substance is impossible. Where engineering controls, such as Local Exhaust Ventilation (LEV), are in use, the departmental directors will ensure that all equipment is properly maintained and monitored to ensure its continued effectiveness.
- 6.8.2. The **Vice Chancellor's designated representative** will ensure that any other engineering controls that the university uses will be thoroughly examined at suitable intervals and, where appropriate, will also be tested. The **Vice Chancellor's designated representative** will also ensure that all employees and others who work in areas where engineering controls are provided are aware of the purpose and safe operation of the equipment.

6.9. Dangerous Substances and Explosive Atmosphere

- 6.9.1. The university recognises that under the Dangerous Substances and Explosive Atmospheres Regulations 2002 (the DSEAR), risk assessments are to be carried out concerning the handling, storage and use of dangerous substances. And that those specified risks should be eliminated or reduced so far as is reasonably practicable.

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- 6.9.2. The **Vice Chancellor's designated representative** will carry out risk assessments of the workplace with a view to eliminating or reducing the risks from the storage of dangerous substances and explosive atmospheres.
- 6.9.3. The risk assessment shall consist of identifying and carefully examining the dangerous substances stored in the workplace; the work activities involving these substances; and the ways in which these substances and work activities could cause harm. Quantities of dangerous substances stored could be reduced by ordering less or returning over-ordered amounts. In areas with flammable substances, all ignition sources should be removed from the vicinity, such as naked flames, heaters, and equipment which may give off heat. Areas, where dangerous substances are being used, should be isolated and signed wherever possible.

6.10. Pressure Systems

- 6.10.1. The university recognises the risks created by a release of stored energy and the measures that should be taken to prevent failures and reduce risks.
- 6.10.2. The Pressure Systems Safety Regulations apply to all plant/systems that contain a relevant fluid. A relevant fluid is defined as steam or gas under pressure and liquids under pressure which become gases upon release to the atmosphere at a pressure greater than 0.5 bar (about 7psi) above atmospheric (except for steam).
- 6.10.3. Certain small vessels, where the combination of the internal volume and pressure of the vessel is less than 250 bar liters, are exempt from some parts of the regulations. Where the relevant fluid is steam, all the regulations apply, irrespective of the vessel pressure.
- 6.10.4. The **Vice Chancellor's designated representative** will:
- Establish the safe operating limits of the plant and have a suitable written scheme drawn up or certified by a competent person for examination at appropriate intervals.
 - Arrange to have examinations carried out by a competent person at the intervals set down in the scheme.
 - Provide adequate operating instructions (including emergency instructions) to any person (e.g., operating manual supplemented by on-the-job training and supervision for new staff).
 - Ensure the pressure system is maintained in good repair.
 - Keep adequate records of the most recent examination and any manufacturer's records supplied with the new plant.

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- f. A 'Safe System of Work' for using the pressure system has been produced and implemented.

6.10.5. **Employees** will ensure:

- a. No gas cylinders may be cut, heated, welded or modified in any way.
- b. No gas cylinder may be used for any purpose other than that for which it was designed.
- c. While in use, cylinders will be secured in position to prevent falling or in a specialist trolley.
- d. Placed not to obstruct traffic routes.
- e. Not secured to the front of fume cupboards where it changes the airflow.
- f. Returned to store when not in use.
- g. Clearly marked with its contents.
- h. Users must be aware of the risks of the gasses and a risk assessment **must** in all cases, be completed and available at the work site.
- i. All valves and systems attached to cylinders must be maintained per the manufacturer's instructions.

6.10.6. All **regulators** must:

- a. Be serviced every five years by a competent person and be marked with the service date or withdrawn from service.
- b. Be in good condition, e.g., glasses, fittings, outlets etc., be undamaged.
- c. Marked for use with the particular gas on which it is used.
- d. Be connected to the cylinders without the use of PTRE-type tape.

6.10.7. Note: The replacement and service of regulators is a user's responsibility.

6.10.8. All handling and transporting of cylinders will be subject to an assessment of the risk to identify the equipment to do the work safely and the routes to be followed; these assessments will be at the workplace.

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7. Emergency & Environment

7.1. Accidents, First Aid and Work-Related Ill-Health

- 7.1.1. The university is committed to preventing accidents and cases of ill health for employees and others who may be affected by its work activities. However, the university recognises that failures can occur and will investigate all accidents and ill health to identify the immediate and underlying causes so as to prevent recurrence.

7.2. First Aid Provision

- 7.2.1. The **Vice Chancellor's designated representative** will ensure that adequate first aid trained personnel and equipment are provided, in accordance with the Health and Safety (First Aid) Regulations 1981.
- 7.2.2. The **Vice Chancellor's designated representative** are responsible for ensuring the location of the first aid kit, accident book and that the names of First Aiders are known to all employees. The First Aider will make quarterly checks on provisions and any shortfalls addressed.

7.3. Accident Reporting

- 7.3.1. All accidents and incidents are to be recorded in the accident book. The First Aider is to ensure that the **Vice Chancellor's designated representative** are also notified when the accident or incident is RIDDOR reportable.
- 7.3.2. The HODs and PSDs are responsible for investigating accidents and incidents of ill health and acting on the investigation findings to prevent a recurrence.

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7.4. Reporting of Accidents/Incidents to the Authorities

- 7.4.1. All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), will be reported by the SHEQ Manager to the enforcing authority within the relevant timeframes. The following types of work-related incident/accident need to be reported:
- Death
 - Specified Injuries, e.g., broken bones, dislocations, amputations, loss of sight etc.
 - Any accident resulting in more than seven days lost from work.
 - Any non-employee (i.e., customers, visitors and contractors) being taken directly to the hospital.
 - Certain types of disease, e.g., dermatitis, asthma, upper limb disorders, carpal tunnel syndrome etc.
 - Certain types of dangerous occurrence, even when no one is injured, e.g., electrical fires, etc.
- 7.4.2. First aid boxes are located at Reception and throughout SOAS Buildings and are maintained and held by First Aiders.

7.5. Requesting a First Aider

- 7.5.1. You should
- a. call security on extension 5555 or 07548240542 or to report an accident.

7.6. Infection Control

- 7.6.1. Written procedures and guidelines for the prevention and control of infection are produced and regularly reviewed by the **Vice Chancellor's designated representative**.
- 7.6.2. The day-to-day management of monitoring, implementation and control of infections within the university will be the responsibility of the relevant HOD or PSD.
- 7.6.3. All staff are responsible for compliance with all aspects of infection control, including personal protection, and for notifying the departmental directors regarding non-compliance.
- 7.6.4. The Vice Chancellor's designated representative is also responsible for

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ensuring training has been conducted for all staff.

7.7. Dermatitis

- 7.7.1. Latex-free gloves will be the glove of choice when indicated for a procedure, including latex-free sterile gloves for sterile procedures.
- 7.7.2. Employees are to avoid wearing any gloves if not indicated for a particular activity. Employees are to use provided emollient creams, e.g., E45, aqueous cream, white soft paraffin etc., on a regular basis. These help to moisturise, lubricate and soothe the skin, and replace natural oils removed by soap, water or irritants. Emollients are best used on rest breaks and after shifts. They should not be used as soap substitutes unless specifically prescribed for named individuals
- 7.7.3. If dermatitis symptoms develop, e.g., red, sore, itchy hands with broken skin, inform the relevant HOD or PSD. The **Vice Chancellor's designated representative** is to ensure that latex and other skin irritants & sensitisers are included as part of COSHH and risk assessment procedures.

7.8. Personal Protective Equipment

- 7.8.1. The university is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992. Wherever possible, risks will be controlled by means other than PPE. However, it is recognised that PPE is sometimes the only practical control measure, and at other times it is required in addition to other control measures.
- 7.8.2. Employees may be asked to sign to confirm receipt of PPE. The **Vice Chancellor's designated representative** will be responsible for ensuring staff wear appropriate PPE provided.
- 7.8.3. All staff have a responsibility to report any defects or problems regarding their PPE to the relevant HOD or PSD.

7.9. Personal Hygiene

- 7.9.1. In order to prevent product contamination, all operatives must be aware of the importance of assuring high levels of hygiene at all times.

7.10. Plaster Control

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7.10.1. Any cuts, grazes, or injuries must be covered with a blue, waterproof, metal-detectable dressing.

7.11. Sickness/Disease

7.11.1. You must report to **The Head of Department or SHEQ Manager** when suffering from, being in contact with and/or being a carrier of any of the following before commencing work:

- a. Gastric disorders
- b. Septic conditions
- c. Hepatitis A
- d. Cholera
- e. Typhoid & Paratyphoid
- f. E Coli (VTEC)
- g. Salmonella
- h. Dysentery
- i. Tuberculosis

7.12. Personal Protective Clothing:

7.12.1. Operatives must wear protective clothing provided for them by the company. All items must be kept in good, clean condition. Any damage should be reported to the **Vice Chancellor's designated representative**

7.13. Prohibited items (Catering):

- a. No jewellery is allowed; only plain wedding bands are permitted.
- b. Mobile phones
- c. Strong smelling scents
- d. False fingernails and/or varnish
- e. False eyelashes
- f. Long nails

7.14. Prohibited activities:

- a. Smoking outside the designated smoking area
- b. Chewing, eating, and drinking
- c. Licking or biting fingers/nails

7.15. Hand washing:

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Hands must be washed after:

- Using the toilet
- Eating
- Smoking
- Coughing
- Blowing your nose
- Sneezing
- Touching your face
- Cleaning

7.16. Fire and Evacuation

7.16.1. The university has procedures in place to follow in the event of an emergency. These are communicated to all employees during induction and are displayed throughout the offices. In simple terms, the procedure is as follows

7.16.2. Upon discovering a fire:

- Immediately sound the alarm by shouting “Fire, Fire, Fire” and activating the nearest alarm point.
- Only attack the fire if trained to do so – do not put yourself at risk.
- Dial 999 and ask for the fire brigade – give the building address and location of the fire ensuring the operator hears it.
- Evacuate the building by the nearest exit and proceed to the designated assembly point.
- Do not stop to collect personal belongings.
- Do not re-enter the building until told it is safe to do so.
- Assemble on **Malet Street** and await the incident controllers' further instruction.

7.16.3. The university has appointed a ‘**responsible person**’ who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto university property and of anyone, not on the premises but who may be affected.

7.16.4. **Vice Chancellor’s designated representative** have been appointed as the ‘responsible person’. The **Vice Chancellor’s designated representative** are responsible for the building's common area safety arrangements and the maintenance of a building fire alarm and detection system. Therefore, in accordance with the Regulatory Reform (Fire Safety) Order 2005, SOAS will ensure that a Fire Risk assessment is conducted, and adequate precautions are put in place.

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- 7.16.5. The **Vice Chancellor's designated representative** is responsible for ensuring that the fire risk assessment is undertaken and completed. To achieve this duty, the **SHEQ Manager** will appoint specialist consultants to assist in the completion of the assessment and in the maintenance of suitable firefighting equipment.
- 7.16.6. The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the **Fire Warden**. In particular:
- Escape routes are checked daily to ensure they are free from obstruction.
 - Fire extinguishers are maintained and serviced annually.
 - Emergency Lighting is maintained and serviced quarterly, and records are kept.
 - Adequate numbers of Fire Wardens are appointed to assist in the event of a fire evacuation.
- 7.16.7. The **appointed Fire Wardens** can be contacted via:
- Security Emergency Line on 555 or 07548240542 or by department directly.
- 7.16.8 In the event of a fire, the alarm will ring continuously until the building has been vacated.
- 7.16.9 **The Fire alarm will be tested every week by the Estates Team.**
- 7.16.10 A full fire evacuation will be undertaken every year and organised by the SHEQ Manager or Assistant Director of Campus Safety.

7.17 Environment

- 7.17.1 The university will take all reasonable steps to minimize, as far as practicable, the impact of its activities on the environment. SOAS recognizes its responsibility to the community and has therefore identified the aspects of its operations that may affect the environment. The university does not consider its business to be inherently damaging to the environment. Still, it has identified specific areas which need to be controlled to minimize any detrimental environmental effects.
- 7.17.2 The university will endeavor to control its following activities:
- 7.17.2.1 Consumption of energy.
 - 7.17.2.2 Use of packaging materials.
 - 7.17.2.3 Emissions.
 - 7.17.2.4 Use of transport.

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7.17.2.5 Volume and treatment of waste.

7.17.2.6 Noise in residential areas.

7.17.3 The university will meet and, where appropriate, exceed the requirements of all relevant legislation, and will seek to reduce the consumption of materials and recycle waste where possible. In addition, the university will manage energy and fuel wisely and minimize visual, noise and other impacts of its business on the local environment.

7.17.4 The **HODs and PSDs** will lead the process of implementing this policy and will keep the policy under continual review.

7.18 Waste Disposal

7.18.1 It is the policy of this university that where waste is generated during the course of SOAS activities it shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution, then laid down university procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

7.18.2 The **relevant HOD or PSD** will lead the process of implementing this policy and will keep the policy under continual review.

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Appendix 1: Glossary of designated representatives

The **Vice Chancellor's designated representative**: the eligible person/s designated by The Vice Chancellor of SOAS. The accountable designated Health and Safety representative is the Deputy Vice Chancellor.

The Deputy Vice Chancellor delegates responsibilities to the persons as shown below:

- **Access and Egress:** Assistant Director of Campus Safety
- **Accident Reporting:** Assistant Director of Campus Safety and Safety Health, Environment and Quality Manager (SHEQ) Manager
- **Civil Claims:** Director of Governance.
- **Dangerous Substances and Explosive atmosphere:** SHEQ Manager
- **Data protection:** Chief Information Officer.
- **Dermatitis:** SHEQ Manager
- **Display screen equipment:** SHEQ Manager
- **Extension cables and outdoor use:** Assistant Director of Building and Engineering Services
- **Fire and Evacuation:** SHEQ Manager
- **First Aid:** SHEQ Manager
- **Hazardous Substances:** SHEQ Manager
- **Infection control:** SHEQ Manager
- **Legionella – risk assessments:** Assistant Director of Building and Engineering Services
- **Local Exhaust Ventilation:** Assistant Director of Building and Engineering Services
- **Lone working:** Lone worker's Head of Department.
- **Manual handling:** SHEQ Manager
- **New and expectant mothers:** Director of People or SHEQ Manager
- **Occupational Stress:** Director of People
- **Personal Hygiene:** Heads of Departments
- **Personal protective clothing:** Heads of Departments or SHEQ Manager
- **Personal Protective Equipment:** Heads of Departments or SHEQ Manager
- **Pressure Systems:** Assistant Director of Building and Engineering Services
- **Racking and storage:** Assistant Director of Estates and Property Services
- **Reinforcement or refresher training:** Learning & Development Business Partner & SHEQ Manager
- **Safety Audits and inspections:** SHEQ Manager
- **Safety signs:** SHEQ Manager
- **Welfare facilities:** Assistant Director of Estates and Property Services
- **Working at height:** Assistant Director of Building and Engineering Services
- **Workplace housekeeping:** Assistant Director of Estates and Property Services

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- **Young persons at work:** Director of People
- **Young persons at work – suitable mentor:** Director of People, or young person’s line manager

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