



**UNIVERSITY OF  
CAMBRIDGE**

# **Health & Safety Policy & Procedures**

## **Estate Management**

## **Estate Management Health & Safety Policy and Procedures**

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The University Health & Safety Policy applies to every member of the University community. It devolves the responsibility to manage safety in each operational area to the Head of Department, who must ensure management arrangements are in place to fulfil this responsibility. A copy can be found here: <http://www.admin.cam.ac.uk/cam-only/offices/safety/publications/hsd016m/>

This document outlines the policy and procedures in place within Estate Management to meet the requirements of the University Health & Safety Policy.

## **1: Estate Management Health & Safety Policy**

Estate Management aims to foster a positive health and safety culture and in so doing contribute to the wellbeing of the University community

Estate Management is committed to achieving, so far as is reasonably practicable, to conduct activities without avoidable risk to the health and safety of staff and of others who may be affected. Although the law sets minimum acceptable levels of performance, Estate Management seeks to set and achieve higher standards where possible. To achieve this Estate Management provides and maintains safe and healthy working conditions, equipment, systems of work, information, resources, training and supervision are provided where necessary.

Estate Management recognises that full compliance with all aspects of health and safety legislation is essential. Therefore, safety standards will not be considered acceptable unless all relevant legal requirements are met.

The Director of Operations has overall responsibility for the administration and implementation of the Health & Safety Policy and those responsibilities are set out in Section 2. However, the Director of Operations discharges those responsibilities by delegating to others detailed in the following sections.

Estate Management aims for continual improvement in safety management through an ongoing process of review and development and sees safety management as a core function of the management structure. This policy will be reviewed annually to reflect changes in Health & Safety legislation, working practices and in response to major incidents or organisational change.

Angus Stephen  
Director of Operations, Estate Management  
Date: 12 December 2014



## **2: Health & Safety Responsibilities**

### **2.1: Director of Operations**

The Director of Operations has overall responsibility for the administration and implementation of the Health and Safety Policy. However, the Director of Operations discharges the responsibilities listed by delegating to others detailed in the following sections.

The Director of Operations will:

- Ensure adherence in all respects to the Health and Safety Policy of the University of Cambridge and in particular that the necessary resources for implementation are available.
- Plan, organise, control, monitor and review the arrangements for safety including the arrangements for any visitors and contractors.
- Ensure that general risk assessments and specific risk assessments are completed as required by law.
- Ensure that all work processes and systems under the control of EM are safe and without risks to health.
- Ensure that training and instruction have been given in all relevant procedures including emergency procedures.
- Inform the University Safety Office before any significant hazards are introduced or when significant hazards are identified.
- Investigate and keep a record of all cases of ill health, accidents, hazardous incidents and fires, and to report immediately to the University Safety Office any serious or potentially serious accidents, incidents or fires.
- Raise issues that may affect the wider University community with the Registry

## **2.2: Safety Responsibilities of Staff**

All staff are responsible for ensuring as far as is reasonably practicable, and in accordance with the law, their own safety and the safety of anyone in their area and those who may be affected by their work activities.

All those with managerial or supervisory responsibility (defined in 2.2.1 and 2.2.2) should notify the Director of Operations, through the Departmental Safety Officer, of any breach of the Policy and any new or newly identified significant hazards in their areas and of the control measures needed to avert any risks involved.

Where any member of staff with responsibility for the work of others is absent for a significant period, the Director of Operations, through the Departmental Safety Officer, and anyone else who may be affected must be made aware in writing of an adequate substitution.

### **2.2.1: Section Heads**

As part of their management role the health and safety responsibilities of all Section Heads include (but are not limited to):

- Ensuring all new members of staff are inducted in safety policies and procedures and that the new staff members receive a copy of any local safety rules. The Section Head should keep a check list of matters to be discussed relevant to their section and this list should be revised at least annually.
- Ensuring that all work in their section is conducted in line with Divisional policy whilst fostering a proactive safety culture.
- Ensuring adequate liaison with collaborative organisations as required, particularly with regard to risk assessments.
- Ensuring that suitable and sufficient risk assessments are carried out on all projects before commencement and reviewing those risk assessment alongside those involved in the project.
- Ensuring compliance with all University policies and Health & Safety legislation including (but not limited to) COSHH, Lone Working, Work at Heights, Electricity at Work, Asbestos, Gas Regulations and PPE.
- Ensuring that staff have access to adequate information regarding the hazards associated with their projects and appropriate equipment/clothing.

- Assessing the safety training requirements and recommending to the Departmental Safety Officer staff that need to attend suitable courses.
- Ensuring that an adequate substitution is provided when any member of staff with safety responsibility is absent for a significant period and this is communicated in writing to those affected.
- Ensuring that temporary staff, contractors or visitors to their areas are inducted and supervised appropriately.
- Notifying the Director of Operations, through the Departmental Safety Officer, of any breach of the Policy and any new or newly identified significant hazards and the control measures needed to avert the risks.

### **2.2.2: Managers, Team Leaders and Supervisors**

Managers, team leaders and others with supervisory duties, i.e. all staff who are responsible for the work of others, are responsible for safety within their team and their areas on a daily basis.

These responsibilities include (but are not limited to):

- Ensuring their team members recognise and accept their personal responsibilities, are competent to carry out their tasks and have access to the relevant information, training and equipment.
- Ensuring their team members have access to the Estate Management and the University's Health and Safety Policies and that they understand and comply with them.
- Ensuring generic and specific risk assessments are available and control measures are acted upon.
- Ensuring that team members are aware of emergency procedures and welfare arrangements.
- Notifying their Section Head and the Departmental Safety Officer of any breach of the Policy and any new or newly identified significant hazards in their areas.
- Ensuring that all team members know how to report accidents, incidents, emergencies and near misses and are encouraged to raise concerns.
- Fostering a proactive safety culture among their teams

### 2.2.3: Individuals

Everyone entering the University premises or who are involved in University activities are responsible for exercising care in relation to themselves and others who may be affected by their actions. Those in immediate charge of visitors and contractors should ensure that they are aware of and adhere to the requirements of the University Health & Safety Policy as appropriate.

The individual responsibilities of all staff include (but are not limited to):

- Ensuring your work is carried out in the approved way and in accordance with University Policy. If you feel you have insufficient training to complete a task safely ask your line manager for training to be arranged.
- Protecting yourself and others by wearing the appropriate personal protective equipment and by using any guards or safety devices provided.
- Obeying all health and safety instructions from the Director of Operations, Executive Safety Committee, Departmental Safety Officer and your line manager.
- Informing your line manager or the Departmental Safety Officer of any significant new hazards to be introduced or newly identified significant risks found in present procedures.
- Offering any advice and suggestions that you think may improve safety.
- Reporting all fires, incidents, accidents and near misses immediately to your line manager and the Departmental Safety Officer.
- Familiarising yourself with the location of fire fighting equipment, alarm points and escape routes, together with the fire procedures of the area or building you are working in .
- Familiarising yourself with all safety information issued to you on arrival and return the declaration stating that you have read the manual and are satisfied as to your safety responsibilities.
- Raise any concerns about any safety matter with your line manager, Departmental Safety Officer or Director of Operations, if necessary.

The University Safety Office Codes of Practice can be found on the Safety Office web site and are available for consultation by all staff.

<http://www.admin.cam.ac.uk/offices/safety/>

### **3: Advisory Safety Roles**

The following named roles have been appointed by the Director of Operations to take on delegated tasks connected with safety management.

If any member of Estate Management does not take their advice, the Director must be informed without delay. Exceptionally, if those delegated discover danger that requires immediate action, they are authorised to take the necessary action and inform the Director subsequently.

Annex 1 lists the names of those in the following roles.

#### **3.1: Departmental Safety Officer (DSO)**

The DSO is responsible for advising the Director of Operations on the measures needed to carry out the work of Estate Management without risks to health and safety; co-ordinating any safety advice given by specialist advisors and the University Safety Officer; monitoring health and safety within the Department and reporting any breaches of the Health & Safety Policy. The DSO must inform the University Safety Officer if any significant new hazards are to be introduced or if there are newly identified hazards.

The DSO also coordinates the network of Estate Management staff who are trained as First Aiders across all Estate Management occupied and managed sites.

#### **3.2: Fire Safety Coordinator (FSC)**

The Director of Operations is the Fire Safety Manager and has delegated the authority to carry out the role to the Fire Safety Coordinator (FSC). The FSC is responsible for monitoring and advising the Director of Operations on all matters relating to fire precautions and prevention to ensure compliance with University Policy.

In buildings part occupied by Estate Management or on Estate Management managed sites there may be appointed Fire Safety Managers or Coordinators working for other Departments and the local DSC will liaise with them to ensure effective management. The DSC may also act as the Fire Safety Manager for their building or site.

#### **3.3: Designated Safety Coordinator (DSC)**

Estate Management is a geographically dispersed Division with sites and buildings occupied, part occupied or managed by Estate Management. In order to manage safety effectively there is a network of Designated Safety Coordinators (DSC) who work on a local basis, liaising with the DSO and FSC on matters of safety in their area. In areas managed by Estate Management, they may liaise with one or more local DSOs or FSCs who are based within other Departments occupying all or part of the site.

Some DCSs may be based across a number of different areas or sites.

Designated Safety Coordinators are based in the following buildings and Estate Management managed sites:

- Kenmare House/Bailey Grundy Building
- Accommodation Service, Kellet Lodge
- Laundry Farm
- University Security Office
- The Old Schools
- Old Press/Mill Lane
- Downing
- New Museums
- Sidgwick Site
- West Cambridge
- Greenwich House
- Central Delivery

#### **4: Executive Safety Committee**

The Executive Safety Committee meets at least annually and may meet extraordinarily in response to changes in Health & Safety legislation, new working practices and in response to major incidents or organisational change.

The purpose of the Committee is to discharge the commitments made in the Health & Safety Policy and to review the Policy and Procedures.

In order to assess safety issues from across the all EM sections the Committee receives and reviews information about safety matters from each EM occupied or managed site and building which are submitted to the DSO and then to the Committee. The Committee then reports in turn to the Director of Operations.

By receiving information from across all EM areas the Executive Committee is well placed to be able to assess trends in incidents and identify any common issues and implement appropriate control measures to prevent their recurrence. The Executive Committee will review any new legislation and incorporate it into working practices and policies. The Committee will also appraise the effectiveness of safety training and acts as a forum for any relevant discussions.

The Executive Committee reviews the Estate Management Safety Policy and Procedures on an annual basis.

The Committee will be chaired by the Director of Operations and the Departmental Safety Officer will act as its Secretary. It will include a representative from each of the Sections of EM and local Union Safety representative(s). The Director of Health and Safety's office will be represented at the meetings.

Membership of the Committee and minutes of meetings will be displayed on notice boards and on the EM intranet page. Minutes will also be distributed to the University Health and Safety Office and to Section Heads so that any relevant items can be discussed in group meetings. The Committee is empowered to co-opt additional members.

### **Site Safety Reporting**

Each site or building either occupied or managed by EM will report on safety issues to the Executive Committee. The reporting mechanism will be appropriate to the size, location and management arrangements. In general, the EM managed sites will have Site Committees to which site-wide incidents are reported and the minutes of those committees can be forwarded to the DSO. Other sections may choose to have their own Safety Committees to assess management issues and discuss incidents and trends or to have Safety as a standing agenda item on an appropriate management committee.

Statistics on incidents and accidents can be obtained from the Safety Office and on fire related matters (e.g. alarm activations) can be requested from the Fire Safety Office. Training records for relevant staff can also be obtained from both offices.

The DSCs may choose to submit their own reports rather than committee minutes but the headings on which to report should include (but not be limited to):

- Anonymised accident and near miss reports.
- Fire safety, alarm activations and causes, incidents.
- Forthcoming building works and any safety implications.
- Annual review of risk assessments
- Food safety issues
- Health & Safety Training

All sites should be encouraged to raise issues for discussion, make suggestions or report concerns.

## **Annex 1 - Holders of Advisory Safety Roles**

(Last updated July 2014)

### **Departmental Safety Officer:**

T: 01223 (3)37757

Tom Walston, Head of Business Services

E: tom.walston@admin.cam.ac.uk

### **Fire Safety Coordinator:**

T: 01223 (3)37760

Steve Matthews, Facilities Support Manager

E: steve.matthews@admin.cam.ac.uk

## **Designated Safety Coordinators**

### **EM Occupied Buildings:**

#### **Kenmare House/Bailey Grundy:**

T: (01223) (3)37760

Steve Matthews, Facilities Support Manager

E: steve.matthews@admin.cam.ac.uk

#### **Accommodation, Kellet Lodge:**

T: (01223) (7)61599

Mandy Foster, Property/Office Manager

E: mandy.foster@admin.cam.ac.uk

#### **Laundry Farm:**

T: (01223) (7)65167

Tim Jones, Maintenance Manager

E: tim.jones@admin.cam.ac.uk

#### **University Security Office:**

T: (01223) (7)63552

Peter Hardy, Deputy Security Adviser

E: peter.hardy@admin.cam.ac.uk

### **EM Managed Sites:**

#### **The Old Schools:**

T: (01223) (3)32266

Joanne Black, Facilities Manager

E: joanne.black@admin.cam.ac.uk

#### **New Museums/Downing/**

#### **Old Press/Mill Lane:**

T: (01223) (3)30285

Tori Robinson, Facilities Supervisor

E: tori.robinson@admin.cam.ac.uk

#### **Sidgwick/West Cam/**

#### **Greenwich House:**

T: (01223) (7)65006

Jamie Brittain, Facilities Supervisor

E: jamie.brittain@admin.cam.ac.uk

#### **Central Delivery:**

T: (01223) (7)66386

Rob Clemens, Stores Technician

E: rc287@admin.cam.ac.uk

## **Annex 2 - Specialist Advice and Support**

### **Safety Office**

The Safety Office provides help, advice and support on effective safety management and provides training courses in all areas of Health and Safety.

<http://www.admin.cam.ac.uk/offices/safety/>

### **Occupational Health Service**

The Occupational Health Service provides services that focus on the prevention of ill health and promotion of health at work.

<http://www.admin.cam.ac.uk/offices/oh/index.html>

### **Fire Safety Unit**

The Fire Safety Unit provides advice and assistance on complying with fire safety legislation, providing a full range of training courses and professional support.

<http://www.admin.cam.ac.uk/offices/em/safety/fire/>

### **Security Office**

The Security Office can advise on security for buildings and people, including the personal safety of employees, lone working and conflict resolution.

<http://www.admin.cam.ac.uk/offices/em/safety/security.html>

### **Insurance Office**

The Insurance Office liaises directly with the University's Insurers in response to accident and injury claims as well as insurance related inspection schedules.

<http://www.admin.cam.ac.uk/offices/insurance/>

### **Human Resources**

The HR Division develops and monitors employment policy and staff management issues, including those related to health, safety and wellbeing.

<http://www.admin.cam.ac.uk/offices/hr/>

### **Trade Unions**

For Assistant Staff the University recognises two unions – Unite and UNISON

<http://www.admin.cam.ac.uk/offices/hr/unions/recognised.html>

For Academic and Academic Related staff the recognised union is The University and College Union (UCU)

<http://www.admin.cam.ac.uk/offices/hr/staff/guide/facilities/>