

# Health and Safety Policy and Procedure

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Ownership	Director of Estates and Facilities
Policy Contact	Head of Health and Safety
Approval	Health and Safety Committee
Protective Marking	Public
Last review date	November 2019
Next review date	November 2021

## 1 Statement of Intent

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Goldsmiths College, University of London is committed to ensuring the health and safety of its employees, students, contractors and others who may be affected by its undertaking. Council recognises and accepts its responsibility as an employer for the duties placed upon it by the Health and Safety at Work etc. Act 1974 (HSW Act) and subordinate legislation.

Council has delegated the overall executive responsibility for health and safety arrangements to the Warden, who through the Senior Management Team, requires Pro- Wardens of Academic departments and Directors of Professional Services to manage health and safety within their academic departments and departments.

The Senior Management Team of the College are committed to raising and maintaining Health and Safety standards in line with other objectives contained in the College Strategy.

To this end, the College aims to achieve the following objectives:

- As a minimum, meeting all legal requirements relevant to health and safety. It is recognised that health and safety management should be an integral part of all planning activities;
- Adoption and promotion of best practice in all aspects of health and safety at work where it is reasonably practicable to do so;
- Provide adequate control for health and safety risks arising from its work activities;
- Consult with colleagues and their representatives, and students on matters of health and safety;
- Provide and maintain a safe and comfortable physical environment, safe plant and equipment;
- Ensure the safe use of hazardous substances;
- Provide suitable information, instruction, training and development, and supervision of colleagues and students;
- Seek to prevent all occurrences of work-related accidents and ill-health by increasing reporting of hazards and implementing suitable controls;
- Maintain safe and healthy working conditions, and improve comfort where practicable;
- Cooperate with other organisations and persons involved in its work activities to help ensure the mutual health and safety of all concerned;
- Seek to continually improve its performance in the areas of health and safety;
- Seek to ensure that our students contribute to a safer, happier working environment in their future careers;
- Review and revise this policy at regular intervals.

This version was used in 2020-21

Details of organisational arrangements for managing health and safety are held on Goldmine, and on the Student website.

A handwritten signature in black ink, appearing to read 'Frances Corner', written in a cursive style.

**Professor Frances Corner OBE**

**14 October 2019**

**Warden, Goldsmiths, University of London**

## **2 Introduction**

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- 2.1 The Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 require the employer to identify the organisational arrangements for implementing its health and safety policy. This document forms part of Goldsmiths' organisational arrangements for managing health, safety and welfare together with organisational arrangements required by the Regulatory Reform (Fire Safety) Order 2005. It is not exhaustive as some specific topics (e.g. Asbestos) have separate arrangements. The aim of this document is to ensure that employees and all other persons using or working on Goldsmiths premises, and/or who are affected by Goldsmiths' undertakings are aware of their health and safety responsibilities.
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## **3 Scope**

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- 3.1 Goldsmiths' College (Goldsmiths or the College) recognises its responsibilities under the Health and Safety at Work etc. Act 1974 (HSWA) and all associated legislation enabled under the act. The College is committed to safeguarding the health and safety of its employees, students, visitors, volunteers, contractors and others who are affected by its activities.
- 3.2 This policy is prepared in accordance with Section 2(3) of HSWA 1974 that employers with five or more employees must produce a written health and safety policy. It is the policy of the College to provide safe and healthy working conditions and to enlist the active support of all staff in achieving this.
- 3.3 It is the duty of all staff to ensure strict compliance with this policy and other associated policies and procedures. Failure to do so could lead to disciplinary action.
- 3.4 This policy is supported by many other specific policies and procedures.

## **4 Policy Statements**

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### **4.1 Staff consultation processes**

- 4.1.1 The University will consult with staff on health and safety matters directly through the communications department, through employee representatives and Risk Leads on the Health and Safety Committee.

### **4.2 Staff safety representatives**

- 4.2.1 The College acknowledges the roles of both Union accredited and locally elected staff safety representatives and shall encourage their active participation in both the organisation and implementation of health and safety within the College. All recognised Trades Unions and Professional Organisations who are signed up to the College Partnership Agreement have a right to a place on the Health and Safety Committee as do persons who are elected from a work group who are not represented by a Trades Union or Professional Organisation.
- 4.2.2 The College encourages the election and development of staff representatives and ensures that staff representatives have sufficient time for their function.

### **4.3 Direct communication**

- 4.3.1 As well as communication through the Union Safety Representatives (staff-side), the College also consults with staff directly on health and safety matters. This direct communication includes:
- Email to all staff through the Communications Department
  - Cascade of information through line managers via local management meetings
  - The Warden's update to all staff
  - Through the College's intranet site
  - Committee minutes and reports
  - Mandatory update training
  - Internal safety alerts (or CAS alerts) issued by the Health and Safety Team
  - Posters including the statutory health and safety poster
  - For staff unable to use or access computers, their managers will ensure access to communications in an appropriate format.

## 5 Sanctions

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- 5.1 Everyone employed by or studying at Goldsmiths or working on its premises has a responsibility to work with due regard for the health and safety of themselves and those around them.
- 5.2 Where individuals have specific responsibilities for health and safety, those responsibilities will normally be included in their job descriptions (Appendix 1).
- 5.3 The following individuals and groups have responsibilities for managing health, safety and welfare as outlined below. Note that for some individuals more than one section may apply:
- 5.3.1 Employees
- Will make themselves familiar with Goldsmiths Health and Safety Policy.
  - Will at all times comply with the requirements of Goldsmiths Policy and Procedures.
  - Will note that all employees have a statutory duty to safeguard their own and others' health and safety.
  - Will wear appropriate personal protective equipment and use appropriate safety equipment/devices at all prescribed times and in all prescribed places.
  - Will report in the approved fashion all accidents, incidents, diseases and dangerous occurrences whether persons are injured or not.
  - May make suggestions to their Line Manager, Head of Academic department / Unit, Union Safety Representative, Health and Safety Team or to the Health and Safety Committee for the improvement of health and safety within Goldsmiths.
  - Will report immediately to their Line Manager or other Goldsmiths Manager as appropriate or convenient, any perceived health and safety hazards, and will seek advice and guidance on any matters of which they have doubts or concerns.
  - Will have regard to the fact that breaches of health and safety rules will be dealt with through the Goldsmiths Disciplinary Procedure Policy and that any acts or omissions which place others at risk of serious injury will be considered as gross misconduct within the terms of that procedure, and may therefore lead to dismissal.
  - Will have regard to the fact that the role of Goldsmiths appointed Health and Safety Advisers whether appointed as direct employees of Goldsmiths or through a consultancy, is to offer advice and guidance in matters of health and safety. It is not their role to assume the duties and responsibilities assigned to staff.
  - Will be familiar with the actions to undertake in the event of a fire or on hearing the fire alarm.

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- Will know the procedures for summoning assistance in event of accident or ill-health and the procedures for accident reporting.

## 5.3.2 Council

- Council has strategic oversight of all matters related to health and safety and seek assurance that effective arrangements are in place and are working. Council also has responsibility to ensure commitment to Goldsmiths Health and Safety Policy, and to ensure the provision of safe and healthy working conditions.
- Council aims to reduce the frequency and severity of accidents and incidents by providing leadership in setting health and safety priorities.
- Council delegates this responsibility through Goldsmiths Line Management structure.

## 5.3.3 Warden

- Will ensure that there is both an effective policy and appropriate arrangements for health and safety within Goldsmiths and, through them, that the requirements of all relevant health and safety legislation are met.
- Will ensure that adequate resources are made available to support the effective working of the policy and procedures.
- Will ensure that at least annually the effectiveness of the policy and procedures are appraised and ensure that any necessary changes are made.
- Will ensure that all members of staff and students are aware of their duties with regard to health and safety and that they have received appropriate training.
- Will ensure that an appropriate number of competent Health and Safety Professionals are appointed to advise on health and safety across Goldsmiths and immediately related organisations.
- Will secure the establishment of a college Health and Safety Committee and be represented at its meetings either in person or by a member of Goldsmiths Senior Management Team.
- Will ensure that suitable arrangements are in place for consultation with members of staff and students.

## 5.3.4 Pro – Warden / Director of Services

- Will assist the Warden in ensuring that there is both an effective policy and appropriate working arrangements for health and safety within Goldsmiths.
- Will ensure compliance with the policy and procedures within their academic department / department and other areas of responsibility.
- Will be responsible for ensuring that all policy and procedures are implemented including the general requirement for risk assessment, inspections, training and record keeping.

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- Put in place processes to ensure all activities are appropriately risk assessed and controls are implemented.
- Will ensure that academic department / department - specific health and safety arrangements, where required (e.g. travel overseas, clean- up of spills), are developed, publicised and implemented.
- Will ensure that the lines of management with specific responsibilities for health and safety are clear and that all academic department / department members are made aware.
- Will ensure that all academic department / department members are aware of local hazard reporting procedures specific to their area.
- Will ensure that adequate training is carried out including specific requirements such as forklift drivers, fire marshals etc. as identified by risk assessment or statute.
- Will assess the health and safety impact of new projects at planning stages e.g. when proposing refurbishment of an area.
- Will note any special responsibilities assigned to their roles, or the roles of those within their areas of responsibility.
- Will be pro-active in encouraging interest in managing health and safety effectively by demonstrating their personal concern and commitment and by encouraging their staff to do the same.
- Will liaise with Goldsmiths Health and Safety Team.

### 5.3.5 Director of Estates and Facilities

- Director of Estates and Facilities, as the line manager of the Head of Health and Safety, has responsibility for:
  - the leadership of health and safety
  - ensuring that Goldsmiths strategy incorporates health and safety objectives, and that health and safety is considered in Goldsmiths planning processes
  - representing the professional health and safety advisory function at Senior Management level, thus ensuring that health and safety is not overlooked in decision making.

### 5.3.6 Heads of Department / Academic Department

- Will ensure compliance with the policy and procedures within their area of responsibility.
- Will ensure that suitable and sufficient risk assessments are undertaken for the areas and activities for which they are responsible; and will also ensure that suitable control measures are identified and implemented.
- Will ensure the effective implementation and management of policy and procedures.
- Will implement general health and safety arrangements effectively.
- May nominate a Health and Safety Coordinator to liaise with Goldsmiths Health and Safety Adviser (s) in order to ensure health and safety issues and legal responsibilities are addressed effectively.



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- Are responsible for authorising Academic department / Departmental / Course / Unit Codes of Practice and any local rules after prior consultation with the applicable Health and Safety coordinator (where one has been appointed), and/or competent person, and trade union safety representative and for ensuring that these are implemented and communicated to members of staff and students.
- Will ensure that health and safety is a minuted agenda item on a regular academic department / department meeting.
- Will attend or send suitable representation to local Health and Safety Group meetings and Goldsmiths Health and Safety Committee meetings as required.
- Attend safety inspections in their area of responsibility at appropriate intervals.
- Will liaise with Goldsmiths Health and Safety Team.
- Will be pro-active in managing health and safety.

## 5.3.7 Line Managers

- Must manage the risks to their staff, students and others who may be affected by Goldsmiths undertaking.
- Have a general duty to manage the health, safety and welfare of their direct reports. They have a duty to ensure that those direct reports who have line management responsibility for others are effectively managing the health, safety and welfare of those direct reports.
- Are responsible for ensuring the clear communication of relevant health and safety information throughout the management chain.
- Must ensure that their staff are sufficiently competent, and are sufficiently well supervised, to ensure their own health and safety and that of others who may be affected by their actions or omissions.
- Must ensure that they and their employees attend health and safety training, as per the Organisational Arrangements – Capabilities and Training for Health and Safety, and any other training identified as necessary in order to carry out their roles safely.
- Where necessary, must ensure cooperation between individuals, groups and others to ensure the effective provision of health and safety for the areas and activities under their control.
- Ensure risk assessments have been carried out, recorded and control measures are effectively implemented.
- Will ensure that regular inspections are carried out within their areas of responsibility and that all actions identified are implemented appropriately and promptly.
- Must ensure that the specialist health and safety responsibilities of their staff are emphasised and that adequate support is provided to those staff who have specialist health and safety responsibilities (e.g. for asbestos, water hygiene etc).
- Lead on investigations into accidents and other reports (e.g. near misses).

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## 5.3.8 Academic and other Members of Staff

- Will ensure that suitable and sufficient risk assessments are undertaken for the areas and activities for which they are responsible; and will also ensure that suitable control measures are identified and implemented.
- Will ensure that employees and students under their direction:
- Are adequately trained and fully aware of any hazards in their work areas.
- Know what to do in the event of a fire or of hearing the fire alarm.
- Know the location of first aiders, first aid supplies and procedures for accident reporting.
- Are adequately supervised at all times, particularly where inexperienced workers or students are concerned.
- Will ensure that their students are adequately supervised when carrying out potentially hazardous activities as part of their course, including fieldwork and placements.

## 5.3.9 Students

- Will ensure that they are aware of the Goldsmiths health and safety policy, procedures, and rules; understand them and conform to them at all times.
- Will wear appropriate safety clothing and use appropriate safety equipment at all times when indicated that these are necessary.
- Are not permitted to use any machinery, equipment, substance or safety device that has been provided at a place of work unless they are deemed competent to do so having received adequate training and instructions from the appropriate member of staff within their academic department.
- Will report all accidents and dangerous occurrences to a member of Goldsmiths staff, whether persons are injured or not.
- Will report all hazards to a member of Goldsmiths staff.
- Will have regard to the fact that breaches of health and safety rules by Students will be dealt with through Goldsmiths Disciplinary Procedure and that any acts or omissions which place others at risk of serious injury may result in suspension or expulsion.
- Will be familiar with the actions to undertake in the event of a fire or on hearing the fire alarm and will promptly leave the premises and assemble at the relevant assembly point.
- Will know the procedures for summoning assistance in event of accident or ill-health.

## 5.3.10 Duties of Visitors, Contractors and Others

- Will ensure that they are aware of the relevant Goldsmiths health and safety rules and procedures, understand them and conform to them at all times.
- Will wear appropriate safety clothing and use appropriate safety equipment at all times when indicated that these are necessary.

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- Are not permitted to use any machinery, equipment, substance or safety device that has been provided at a place of work unless they are competent to do so or have received adequate training and instructions from their immediate manager/supervisor.
- Will report all accidents to a member of Goldsmiths staff, whether persons are injured or not.
- Will report all hazards to a member of Goldsmiths staff.
- Will have regard to the fact that breaches of health and safety rules by Contractors or Visitors will be dealt with through the Management Team and that any acts or omissions which place others at risk of serious injury may result in removal from site and/or immediate termination of Contract and/or legal proceedings.
- Will leave the site clean and safe.

### 5.3.11 Duties of the Health and Safety and Fire Safety Advisers

- Will recommend and communicate Goldsmiths Health and Safety Policy and Procedures.
- Will advise on all areas of fire, health and safety relating to Goldsmiths and its undertakings.
- Will, in conjunction with human resources colleagues, arrange appropriate training and advise on individual requirements.
- Will manage the recording and investigation of accidents, occupational diseases and dangerous occurrences and liaise with the HSE if required.
- Will ensure that all legislative requirements in terms of certificates, licenses and consents are complied within the areas of health and safety; and will ensure that Goldsmiths is aware of and benefits from sector and best practice initiatives.
- Will implement a College-wide programme of health and safety audits.
- Will maintain effective working relationships with appropriate regulatory authorities and emergency services and other stakeholders such as insurers, customers and legal advisers as appropriate.
- Have the authority to prevent any activity, process or equipment being used where it presents an imminent and significant risk to health and safety.
- Will assess the risks arising from fire and recommend suitable risk control measures.
- Will assess the requirement for adequate first aid cover and arrange for appropriate training of first aiders.
- Will assess the requirement for specialist health and safety advisors and advise management accordingly.
- Will, from time to time, report to senior management on the effectiveness of the health, safety and welfare arrangements.

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## 5.3.12 Safety Representatives

- Recognised Trade Unions may appoint Safety Representatives to perform the functions and activities as specified in the Health and Safety at Work (etc.) Act 1974, and the Safety Representative and Safety Committee Regulations 1977.
- Safety Representatives are required to represent all members of Goldsmiths at Health and Safety Groups and at Goldsmiths Health and Safety Committee Meetings unless the college is notified in writing to the contrary.
- Notification of non-union member representation requires the election of non-union Representatives of Employee Safety under the Health and Safety (Consultation with Employees) Regulations 1996. This process is managed by the Director of Human Resources.
- Notification of the names of Safety Representatives when appointed must be made in writing to the Director of Human Resources and to the Head of Health and Safety by an official of the trade union concerned. The appointment of a Safety Representative will only be accepted by Goldsmiths where such formal notification is made, and where the Council formally recognises the Union.
- Goldsmiths recognises the value of working with Safety Representatives, and Goldsmiths and the recognised unions will work together within the standards outlined in the HSE publication “Consulting workers on health and safety”. This will include Goldsmiths making provision to allow Safety Representatives to carry out their functions of: investigation, making representation, inspection, consultation, receipt of information from inspecting authorities, and meeting attendance.
- Goldsmiths will liaise with the relevant Safety Representatives over any changes which may have a significant effect on the health, safety or welfare of employees or students within the college.

## 5.3.13 Training/Competency Requirements

- The provision of information, instruction, training and supervision is a general duty of employers under HSWA 1974.
- It is a requirement that employees, including volunteers, receive appropriate health and safety training which is refreshed periodically and in line with new and changing risk.
- Training for those who use and/or supervise the use of work equipment is required under Provision and Use of Work Equipment Regulations (PUWER) 1998 (PUWER). This also includes non-employees if they need to use College equipment.
- Corporate and local induction is an important means of safeguarding the health and safety of those whose lack of familiarity with the workplace may place at greater risk. For more information see the Induction Policy and Procedure.
- Statutory and mandatory training includes a general health and safety session. This is carried out online or face to face, with a requirement to

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be completed at least every 3 years. For more information see the Statutory and Mandatory Training Policy and Procedure.

- Line managers must ensure that time be made available for statutory health and safety (including online training) to take place during normal working hours.
- Competent Persons must have the specialist skills, knowledge and qualifications to undertake their duties in relation to health and safety. In order to maintain their skills, knowledge and expertise, which may be a requirement for external bodies assessment of competence, the College will support their Continuing Personal Development with regards to Health and Safety.

## **6 Monitoring**

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- 6.1 The Health and Safety Committee will monitor the Health and Safety within the organisation and the effectiveness of this policy.
  - 6.2 The Health and Safety Committee will within the scope of the policy make amendments to the Terms of Reference as and when required.
  - 6.3 These changes will be published via the Intranet
  - 6.4 The Responsible Person shall attend an annual Council meeting.
  - 6.5 The Council through its review of the Health and Safety Annual Report, the Health and Safety Committee and Senior Management Team will monitor the implementation of this policy.
  - 6.6 The Head of Health and Safety and Head of Fire Safety carry out risk management performance audits against KPIs. Each department will be compared as part of a benchmarking exercise across the College. Performance will be reported to the Health and Safety Committee. This will be part of a process of continuous improvement.
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## **7 Exceptions**

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- 7.1 Not applicable.
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## **8 Definitions**

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### **8.1 Competent Persons**

- 8.1.1 The Trust employs adequate numbers of Competent Persons to assist in undertaking the measures necessary to comply with health and safety legislation. These are individuals with specialist skills, knowledge and qualifications that are assessed by external bodies such as the 'Institute for Occupational Safety and Health' (IOSH).

### **8.2 Risk Leads**

- 8.2.1 Each Department will have a nominated Risk Lead. The Risk Lead will have delegated responsibility for health, safety and welfare on behalf of their department.

## 9 Related Documents

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- [Health and Safety at Work etc. Act 1974](#)
  - [Management of Health and Safety at Work Regulations 1999](#)
  - [Safety Representatives and Safety Committees Regulations 1977](#)
  - [Health and Safety \(Consultation with Employees\) Regulations 1996](#)
  - [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
  - [Provision and Use of Work Equipment Regulations \(PUWER\) 1998](#)
  - Health and Safety Executive (HSE) (2013) Leading health and safety at work, INDG417, HSE
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## 10 Review Plan

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- 10.1 This policy shall be updated regularly to remain current in the light of any relevant changes to UK law, Goldsmiths policies or contractual obligations and reviewed by the Health and Safety Committee at least every three years.