

## HEALTH AND SAFETY POLICY

### 1.1 *Health and Safety principles*

The University will comply with relevant Health and Safety legislation and places high priority on providing a healthy and safe environment for employees, students, visitors and contractors.

Employees have a duty to take reasonable care to avoid injury or harm to themselves, their colleagues and non-employees on site.

In order to promote and maintain a healthy and safe working environment, the University:-

- monitors the working environment to ensure that we comply with health and safety regulations and standards. Regular risk assessments are arranged by the University and internal audits are conducted within academic and administrative departments;
- provides appropriate training for employees;
- reviews accidents, ill-health and other relevant incidents and takes appropriate action. The Accident Book, located in the Security Office in the Main Building, are examined regularly by the University Board and the Estates & Facilities Committee.

Funding for non-departmental health and safety matters is the responsibility of the Estates and Facilities Department.

### 1.2 *Responsibility for Health and Safety*

The University's President and Vice-Chancellor and University Board have executive responsibility for health and safety. The Chief Operating Officer, who is the University's Health and Safety Co-ordinator, works with the Estates Manager and the Estates & Facilities Committee to provide a healthy and safe environment for the University community.

#### 1.2.1 *Estates and Facilities Committee*

The Estates and Facilities Committee comprises the Chief Operating Officer, the Estates Manager, Finance Representative, and at least one representative each from academic and administrative staff and students. Staff and student representatives are appointed by the Health and Safety Co-ordinator on behalf of the President and Vice-Chancellor. Academic staff representatives are appointed by the Faculty Senate. The Committee normally meets six times a year. Minutes are posted on the on the University's intranet portal under "University Organisation": [https://my.richmond.ac.uk/Uniorg/committee\\_minutes/estates\\_and\\_facilities\\_committee/default.aspx](https://my.richmond.ac.uk/Uniorg/committee_minutes/estates_and_facilities_committee/default.aspx)

A list of the current members of the Estates and Facilities Committee is located on the University's intranet portal:

[https://my.richmond.ac.uk/Uniorg/committee\\_minutes/estates\\_and\\_facilities\\_committee/default.aspx](https://my.richmond.ac.uk/Uniorg/committee_minutes/estates_and_facilities_committee/default.aspx)

The Estates and Facilities committee shall establish a Health and Safety Group, called the Fire Strategy Group (FSG) whose main functions are:

- to review and monitor health and safety issues (including Fire Risk Assessments);
- to notify the President and Vice-Chancellor and University Board of potential hazards that affect or may affect the health and safety of the University community;
- to represent employees in the event of consultation with the Inspectorate of the Health and Safety Executive.

The Health and Safety Group (FSG) is comprised of the Estates and Facilities team, the Sodexo Contract Manager, Sodexo's Hard FM manager and the Landlord's Health and Safety representative.

The Chief Operating Officer and the Estates Manager are required to serve on the Estates and Facilities Committee as a condition of their employment. Other members are appointed as positions become available and generally serve on a rolling two-year basis. Student representatives generally serve for one academic year.

#### *1.2.2 Shared responsibility*

The primary responsibility for operational day-to-day health and safety rests with academic and administrative department heads. They are responsible for ensuring that specific, approved departmental policies and procedures are implemented and appropriate training is provided to employees.

Employees have a duty to develop, foster and maintain safe systems of work, and to report potential hazards, incidents and accidents. Issues which they consider may cause harm or injury to themselves, their colleagues, students, visitors and contractors should be brought immediately to the attention of their line manager.

All new employees are required to complete the relevant online health and safety training modules during their probationary period and to send confirmation that this has been completed to the Human Resources Department. Details of the health and safety training modules and how to access them are available from <https://my.richmond.ac.uk/mandtrain/SitePages/Home.aspx>

Line Managers should bring to the attention of the University's Estates and Facilities Committee issues of concern which cannot either be dealt by the department, or by Estates and Facilities and/or IT.

### 1.3 *Arrangements for ensuring Health & Safety at work*

#### 1.3.1 *General Risk Assessment*

Each school or department is responsible for carrying out regular risk assessments. Risk assessment guidelines and forms are available on the PowerCampus Estates and Facilities portal and the completed forms should be updated and e-mailed to the Estates and Facilities Department at least once a year. Where a risk is identified, it should be reported to Estates and Facilities and/or IT Departments using the on-line maintenance/IT request forms:

- For Maintenance, email: [reception@richmond.ac.uk](mailto:reception@richmond.ac.uk)
- For IT/AV, email: [itteam@richmond.ac.uk](mailto:itteam@richmond.ac.uk)

Where significant risk is identified and cannot readily be dealt with, the matter must be reported immediately to the Estates Manager or to the University Health and Safety Co-ordinator.

All employees are required to complete on-line health and safety training. Existing employees who have not undertaken this training should arrange to do so – see the Universities Mandatory Training on the MyRichmond Intranet:

- <https://my.richmond.ac.uk/mandtrain/SitePages/Home.aspx>

#### 1.3.2 *Hazardous substances and materials*

The academic head of department, academic staff and ADM Technician and other staff in the Department of Communication and Media are collectively and individually responsible for the safe storage, use and disposal of hazardous substances and materials used in the photographic laboratories.

No student is permitted to commence work in the University's photo laboratories without induction in the principles of safety, the experimental equipment to be used, and the safety protection that must be used.

All academic and administrative departments that use hazardous/flammable substances, such as housekeeping and maintenance, are responsible for safe storage, use and appropriate disposal of these substances. Academic and administrative departments that use hazardous/flammable substances must ensure that their risk assessments are in writing.

#### 1.3.3 *Anti-harassment and bullying*

The University's Anti-harassment and Bullying Policy and Procedures are set out in Section III of the Employment Handbook, a copy of which is available on the PowerCampus HR portal: [https://my.richmond.ac.u/hrservices/2017\\_Employment\\_Handbook](https://my.richmond.ac.u/hrservices/2017_Employment_Handbook).

#### 1.3.4 *Contractors*

External contractors are engaged to carry out specific projects. The University requires all contractors to comply with current health and safety regulations.

#### *1.3.5 Display screen equipment*

Employees who use display screen equipment as part of their normal duties are entitled to claim reimbursement up to £25 from the University for an eyesight test. In order to make a claim, a signed receipt by an optician, confirming that an eye examination and the appropriate VDU eyesight test has been carried out, must be provided.

If, as a result of the eye test, special lenses are necessary, other than normal lenses for any purpose other than work with display screens, the University will reimburse up to £50 of the cost. To claim reimbursement, a receipt for the purchase of glasses specifically for work with display screens must be provided.

Details of on-line health and safety training for users of display screen equipment and workstations are available from the Human Resources Department.

#### *1.3.6 Equal opportunities*

The University is committed to the principle of equal opportunities in admissions, employment and access to programmes. The University's policy with regard to access to buildings, facilities and support for people with a disability are set out in the Equal Opportunities Policy in Section III 10 of the Employment Handbook: [https://my.richmond.ac.uk/hrservices/2017 Employment Handbook](https://my.richmond.ac.uk/hrservices/2017%20Employment%20Handbook).

#### *1.3.7 Fire-fighting equipment*

Fire alarms and extinguishers are installed throughout the University in accordance with the regulations. These are maintained on an annual maintenance contract by an approved external contractor. A Fire Warden training course on the use of fire-fighting equipment is run at the beginning of each academic year for new Student Affairs Residence Life Staff and Security Officers.

Fire risk assessments are carried out on a regular basis and are the responsibility of the Estates Manager.

#### *1.3.8 Fire hazards*

Academic and administrative department heads are responsible for ensuring that employees know what to do in the event of an emergency and where to go if their building is evacuated. Employees should familiarise themselves with the fire alarm sound, location of fire equipment, emergency exits, and the location of assembly points. They should always obey the instructions of the emergency services, University Security staff and Fire Marshals. Alarms are tested on a regular basis, and evacuations of all buildings are co-ordinated by Security.

#### *1.3.9 First Aid*

In the event that first aid assistance is required, contact Security. All Security Officers are trained at least in basic first aid. In addition, a number of employees have received basic first aid training. A list of employees trained in first aid will be circulated by e-mail each semester by the Chief Operating Officer. A list will also be

posted on the Health and Safety notice boards and on the University's Estates and Facilities portal: <https://my.richmond.ac.uk/util/Estates/default.aspx>

Security is responsible for supplying and stocking first aid boxes; items taken from a first aid box should be reported immediately to them. The main first aid boxes are located in the Security Office. A list showing the location of first aid boxes will be circulated by e-mail to all employees and students at the start of the Fall and Spring semesters. The list will also be posted on the University's PowerCampus Estates and Facilities portal: <https://my.richmond.ac.uk/util/Estates/default.aspx>

Where first aid trained University employees are not competent to give assistance due to the nature of the illness or accident, arrangements will be made to take the person/s to a local hospital. Accident Books are located at the Security Desk in the Main Building. Employees should ensure that all accidents are reported and noted in the relevant Accident Book. The Accident Books are inspected regularly by the University's University Board, Health and Safety Co-ordinator, Estates Manager and the Estates & Facilities Committee. Accident reports are filed in the Estates and Facilities Department.

#### *1.3.10 Housekeeping*

The University employs mainly contract domestic staff to clean. The contractor is responsible for ordering, storing and issuing cleaning materials and will ensure that staff are trained in the use of cleaning materials and the disposal of waste.

The University grounds are maintained by an external contractor. The cleaning contractors are responsible for keeping the external property clear of day-to-day waste. The Estates Manager has overall responsibility for these services.

#### *1.3.11 Inspection of work equipment, plant and machinery*

The Estates and Facilities Department is responsible for arranging for plant, equipment and premises to be checked and tested on a regular basis, using outside contractors where necessary. Defects are reported to Estates and Facilities Department by emailing: [reception@richmond.ac.uk](mailto:reception@richmond.ac.uk).

Hazardous situations are dealt as soon as they are reported, and minor items as they arise. Items requiring major expenditure are reviewed as part of the annual budgetary process and approved work is carried out on a planned basis.

Academic and administrative departments are responsible for ensuring that equipment is suitable for the purpose and maintained for safety.

#### *1.3.12 Manual handling and lifting*

The University provides on-line training for manual handling to academic and administrative staff who are required to lift, carry or move items as part of their work. Details are available from the Human Resources Department.

#### *1.3.13 Monitoring Health and Safety policy*

The University Health and Safety Co-ordinator will review the University's Health and Safety policy document at least once a year.

#### *1.3.14 Noise*

The University is committed to providing an environment where students and employees can work and live free from excess noise. Academic and administrative staff and students are required to respect the rights of others not to suffer undue excess noise. Security Officers are responsible for ensuring that this policy is upheld.

#### *1.3.15 Protective equipment*

Protective clothing and equipment for employees are supplied as required and as identified by risk assessments.

Protective equipment is provided in the University laboratories and students are taught how to use it. They are also required to sign a document confirming that they have received appropriate induction in the use of laboratory equipment.

#### *1.3.16 Road traffic*

The University has established the following controls on traffic at the Richmond Campus:-

- a one-way system of traffic;
- speed limits which are clearly signposted;
- "sleeping policemen";
- lighting at strategic points in the University's grounds;
- restricted parking.

#### *1.3.17 Smoking*

The University operates a strictly no smoking policy in all University buildings. The University's Smoking Policy is set out in Section 3 18 of the Employment Handbook.

#### *1.3.18 Stress*

Employees who reasonably feel exposed to situations at work which might lead to a stress-related illness are encouraged to discuss the matter with their Manager or Human Resources. Discussions will be dealt with in a discreet and confidential manner and action taken as appropriate. The Health and Safety Executive's webpage provides a wide range of information and resources relating to work related stress: <http://www.hse.gov.uk/>

The University has arranged a free, confidential helpline provided by Bupa as part of their Employee Assistance Programme. Further information can be found on the University's HR Portal page: <https://my.richmond.ac.uk/hrservices/default.aspx> or directly on the BUPA site: <https://www.bupa.co.uk/eaponline>.

#### *1.3.19 Waste materials*

The University's general waste materials are removed by registered waste contractors.

#### *1.3.20 Lone Working:*

While lone working should be avoided as far as reasonably practicable, where necessary for business needs the University will take reasonable steps to ensure the health and safety of employees working alone. This includes evaluating and dealing with any health and safety risks surrounding lone working.

A risk assessment should be undertaken by the line manager (as per 1.3.1 above) to identify any particular hazards and any methods for mitigating them. Inclusive with the risk assessment, any specific training or equipment that will enable the employee to more safely carry out the duties of their role will be implemented including assessment of personal safety equipment, procedures for potential illness or accident, equipment or software training etc. Employees should contact their line manager to discuss with HR any training and procedures for keeping in touch.

#### *1.3.21 Notification to employees*

This document is circulated each semester to all employees by e-mail and a copy is posted on the University's PowerCampus Estates and Facilities portal: <https://my.richmond.ac.uk/util/Estates/default.aspx>

**Professor Phil Deans  
President and Vice-Chancellor**

July 2021

## SUPPLEMENTAL HEALTH AND SAFETY GUIDANCE

### 37 Kensington High Street

#### 1.1 *Additional Health and Safety guidance*

The purpose of this guidance is to provide additional information for University operations located at 37 Kensington High Street (37 KHS), away from central University administration.

All general guidance remains the same.

Any student, staff and/or their guests should in the first instance refer to the main Health and Safety policy for guidance with this document only providing additional direction for contact in emergency situations.

Any risks should continue to be reported through online forms:

- For Maintenance, email: [reception@richmond.ac.uk](mailto:reception@richmond.ac.uk)
- For IT/AV, email: [itteam@richmond.ac.uk](mailto:itteam@richmond.ac.uk)

Where significant risk is identified and cannot readily be dealt with, the matter must be reported immediately to the Estates Manager or to the University Health and Safety Co-ordinator.

##### 1.1.1 *Security*

The University occupies the 2<sup>nd</sup> floor of the property located at 37 KHS. The building is serviced by the landlord including a security officer located at the main reception from 8:00 to 17:00 Monday through Friday.

If emergency access to the property is required, the landlord's security can assist in providing access. Any formal card access however should be arranged by the University's security located at the Richmond Campus.

##### 1.1.2 *Fire-Evacuation Procedures*

Fire alarms and extinguishers are installed throughout the property in accordance with the regulations. A Fire Warden training course on the use of fire-fighting equipment is run at the beginning of each academic year for new Student Affairs Residence Life Staff, Security Officers and interested staff members. The University will offer Fire Warden training to any staff based at 37 KHS.

Fire risk assessments are carried out on a regular basis and are the responsibility of the landlord.

Academic and administrative department heads are responsible for ensuring that employees know what to do in the event of an emergency and where to go if their building is evacuated. Employees should familiarise themselves with the fire alarm sound, location of fire equipment, emergency exits, and the location of assembly points. They should always obey the instructions of the emergency services,



University Security staff and Fire Marshals. Alarms are tested on a regular basis, and evacuations of all buildings are co-ordinated by the landlord's Security.

In the case of a fire evacuation, any occupants of the building should follow the direction of the landlord's on-site security services and emergency services in the first instance before contacting University Security located in Richmond.

The evacuation meeting point has been designated by the landlord as **Outside Palace Place - 36 Kensington Court.**

### *1.1.3 First Aid*

The University ensures a number of employees have received basic first aid training and will offer this specifically to staff located at 37 KHS. A list of employees trained in first aid will be circulated by e-mail each semester by the Chief Operating Officer. A list will also be posted on the Health and Safety notice boards and on the University's Estates and Facilities internal portal page: <https://my.richmond.ac.uk/util/Estates/default.aspx> . In the event that first aid assistance is required, please contact a first-aid trained colleague. If there is none available, please contact the building security located in the building reception.

Richmond Security is responsible for supplying and stocking first aid boxes; items taken from a first aid box should be reported immediately to them. A list showing the location of first aid boxes will be circulated by e-mail to all employees and students at the start of the Fall and Spring semesters. The list will also be posted on the University's PowerCampus Estates and Facilities portal: <https://my.richmond.ac.uk/util/Estates/default.aspx>

Where first aid trained University employees are not competent to give assistance due to the nature of the illness or accident, please call emergency services immediately.