



University of  
St Andrews

## Guidance notes on drafting School/Unit safety Arrangements

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# Guidance Notes on Drafting a School or Unit Safety Arrangements

## 1. Introduction

This booklet contains practical advice on the preparation of a School/Unit Safety arrangements to be issued by Heads to their staff and post-graduate research workers.

A written Safety Arrangements is the first step towards the self-regulation envisaged by the Health and Safety at Work etc. Act, 1974, and is the starting point for the University's Health and Safety Management System.

The University has had its own Health and Safety Policy for some years. Under this arrangements, Heads of Schools/Units are responsible to the Principal's Office and to the University Court for all aspects of health and safety in the work of their School/Unit and, in particular, it is their duty to ensure the existence of an effective written arrangements for securing health and safety within the School/Unit.

The School/Unit Safety Arrangements should contain supplementary information relating to the specific activities of the School/Unit so that, when read in conjunction with the University Safety Policy, the two together form an effective means of securing health and safety within the School/Unit. The arrangements should establish legal requirements as the minimum acceptable level of performance and include details of the arrangements which have been implemented in compliance with these requirements. The statement of general arrangements should be signed by the Head of the School/Unit and bear the date of issue. It should be kept under review and regularly updated to take account of changing conditions.

## 2. Who Should Write the School/Unit Safety Arrangements

The value of a School/Unit Safety Arrangements Statement lies in demonstrating the commitment of the Head to ensuring best health and safety practice within the School/Unit. It is therefore vital that the Head signs the document and then ensures the arrangements is implemented

While much of the drafting will normally be carried out by senior staff in consultation with the Head, the School/Unit Safety Committee and Trade Union Safety Representatives should also be consulted.

In most Schools operating from a single building, the entire document would normally be drawn up locally. However, if the School operates from several locations, or if there are separate specialised units within one building, then it makes sense to ask the head of each unit to contribute to the Arrangements, especially any specialised guidance or information.

Where there are several Schools/Units occupying a single building, there should be a 'Building Health and Safety Arrangements' which details how the common facilities in the building will be managed (eg testing the fire alarm). Such a 'Building Health and Safety Arrangements' should be written on the same basis as a School/Unit arrangements but must be signed by all the Heads of the Schools occupying the building.

### 3. Structure of the School/Unit safety arrangements

1. A School health and safety arrangements should be based on the principles laid out in the Health and Safety Executive's (HSE) document 'Successful health and safety management (HSG65)'. This document suggests a system for managing health and safety as follows:

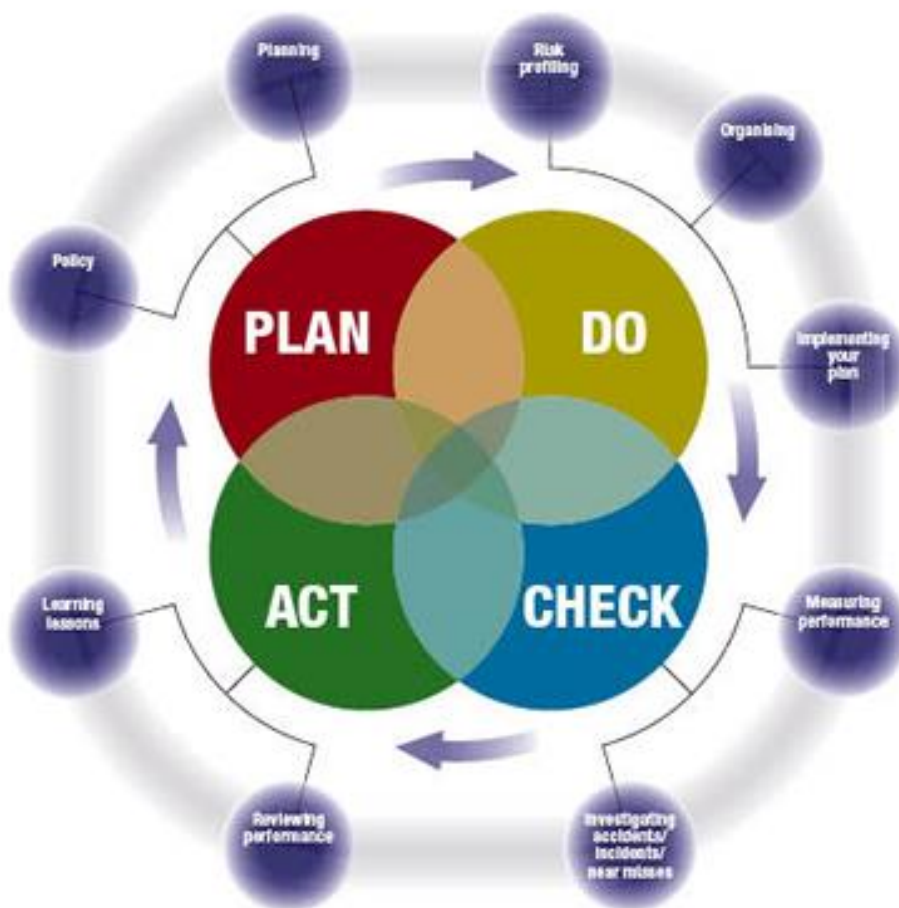


Diagram - Reprinted from HSE Document 'Managing for Health and Safety (HSG65) 2013 (se URL: <http://www.hse.gov.uk/pubns/books/hsg65.htm> )

The priority in this system is that a arrangements is produced which defines the aims and objectives of the School management. The arrangements document should include details of how the arrangements will be implemented included written job descriptions for those with health and safety responsibilities and duties.

#### **Statement of General Arrangements**

When preparing the health and safety arrangements begin by defining the objectives and setting out general aims including a description of the routes of communication for dealing with health and safety matters in the School/Unit. The first part of the General arrangements statement should state that the School / Unit health and safety arrangements should be read in conjunction with and supplements the University health and safety policy with regard to the special risks associated with a particular School/Unit.

The next part of the arrangements statement should identify the commitment of the School to always striving to higher safety standards.

The arrangements statement should detail, in its own words, its responsibilities to staff, students and visitors to ensure compliance with the principles of the Health and Safety at Work Act 1974. This will include:

- Provide and maintain safe plant and equipment;
- Provide safe systems of work;
- Provide safe procedures for the use, handling, storage and transport of articles and substances;
- Provide such information, instruction, training and supervision as is necessary;
- Provide and maintain a safe workplace buildings including safe means of access and egress;
- Provide and maintain a safe working environment (ie no toxic atmospheres) and adequate facilities and arrangements for their welfare at work.

The arrangements statement should also include details of the responsibilities of staff and students under this legislation which are:

- So far as reasonably practicable, to take care of their own health and safety or that of others who may be affected by their acts or omissions;
- So far as reasonably practicable, to comply with health and safety duties or requirements set by their Head;
- Not to interfere or damage any equipment provided by the School/Unit for staff, students or visitors safety

The arrangements statement should always be signed and dated by the Head of the School/Unit to show they have accepted their responsibilities for ensuring the health and safety of their staff

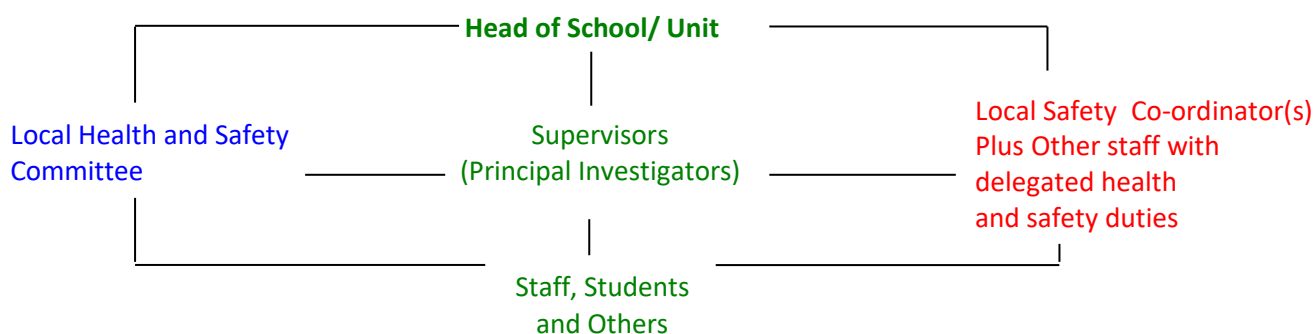
### ***School / Unit Health and Safety Organisation***

The arrangements must detail the organisation of how the arrangements statement will be implemented. This section should contain two sections:

- Written job descriptions for those with health and safety duties in the School/Unit
- Written remits for consultative structures/processes within the School for passing information from senior managers to staff/students and vica versa

The arrangements should have a clear management structure which all staff can understand. It is always suggested that this management structure is given as a line diagram - For example:

#### **School / Unit Health and Safety Structure**



## ***Head of School / Unit Remit***

The School/Unit arrangements should have written remit for the Head of School/Unit as they are the person with health and safety responsibility for staff. The Head should ensure many things happen but does not have to do these items personally. An example of such a remit is:

- Has ultimate responsibility for health and safety with the School Unit;
- Will ensure that the School/Unit arrangements is kept up to date (doesn't have to write the arrangements just ensure it happens);
- The Head can delegate specific duties (eg role of Safety Co-ordinator) to others but cannot delegate responsibility
- Should ensure there is adequate resources for health and safety in the School/Unit;
- Should ensure that adequate health and safety information, instruction and training is provided to staff and students;
- Should ensure that workplace inspection are carried out (does not have to do them personally).

This is not a comprehensive list but does give an outline of the responsibilities of the Head.

## ***School / Unit Safety Co-ordinator***

There should be a written job description for the role of safety co-ordinator. An example of such a job description is given in Appendix 1. This document should detail the duties required of the safety co-ordinator and also define areas that the safety co-ordinator has no duties.

In the larger more high risk Schools/Units, the safety co-ordinator should delegate some their duties to others (eg managing Display Screen Risks). Such delegated roles should also have written job descriptions which define the role eg as Departmental Radiation Protection Supervisor (DRPS - See Appendix 2) or Biological Safety Adviser (See Appendix 3). These are examples of written job descriptions. Head or staff can modify these job descriptions to fit the requirements of a School/Unit.

The safety co-ordinator should receive appropriate training from Environmental, Health and Safety Services (EHSS).

## ***Local Health and Safety Committee***

2. To comply with the Health and Safety (Consultation with Employees) Regulations 1996, it is recommended that larger high risk Schools/Units have a Local Health and Safety Committee. This will allow detailed discussion of health and safety issues. Such a committee should be convened by the Head of School / Unit and should also have all those with delegated health and safety duties. There should also be representatives from all groups within the School/Unit.
- 3.
4. The committee should have a written remit (an example of such a remit is given in Appendix 4).
- 5.
6. Meetings of the Local health and safety committee should be advertised at least 4 weeks prior to the meeting so that staff can raise an issue. The minutes of the meetings should then be published at a site where all staff/student members of the School/Unit can see and comment on the minutes.
- 7.
8. The School / Unit health and safety arrangements should identify the frequency of the meetings and the composition of the committee. This should be by roles rather than by specific names which can change frequently.
- 9.
10. In lower risk Schools/Units, having the safety co-ordinator present on the School/Unit Management Group with a standing item on the Management group agenda is sufficient as long as all staff or students are aware of this process and can raise issues on the Management group through the Safety Co-ordinator. There should still be a written remit which identifies this procedure as the main means of senior School/Unit managers discussing health and safety issues raised by staff.

### ***Building Health and Safety Committee***

11. Where several different Schools/Units share a building, it is recommended that there is not only a specific Building health and safety arrangements which clearly identifies how health and safety in the common areas of the building will be managed but that there should also be a building health and safety committee.
- 12.
13. The Building / Unit health and safety arrangements should identify the frequency of the meetings and the composition of the committee. This should be by roles rather than by specific names which can change frequently.

### **Arrangements**

The arrangements should clearly identify the types of hazards associated with work within the School or Unit. This does not need to be in depth but does show that a hazard survey of the School or Unit has been carried out.

Do not forget hazards like slips, trips or falls on the level as these are the cause of many injuries at the University.

### ***Risk Assessments***

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out systematic assessment of the work activities that have a significant risk to staff and students and to record the findings of that risk assessment. Then School/Unit health and safety arrangements should clearly identify that this is a requirement of staff and students.

Guidance on the process of undertaking a risk assessment can be found at URL: <https://moody.st-andrews.ac.uk/moodle/course/view.php?id=3582>

For low risk activities (eg office chemicals), it is possible to undertake a 'Generic' type risk assessment which identifies the risk and then provides a general control measure which should protect staff. This low risk type of 'Generic' risk assessment can be written into the School/Unit arrangements. An example of such a 'Generic Risk Assessment' would be:

'Use of low risk chemical agents in an office environment (for example photocopier toner, Tippex etc). These substances have a low risk to staff/students or the environment due to their nature and the quantity used in this environment.

The control measures for the use and disposal of such agents is to follow manufacturers instructions.'

For higher risk activities specific risk assessments should be undertaken on the processes being used on the activity. This should be done separate from the local health and safety arrangements

### ***New and Expectant Mothers***

The local health and safety arrangements should state the notification procedure for expectant mothers so that the School/Unit is aware of the mother. All expectant mothers should have a special risk assessment of their work activity undertaken, which takes account of the possible risks to the mother and/or foetus from the work activity. This assessment should be done as early in the pregnancy as practicable. The arrangements should also make it clear that the risk assessment and the associated control measures should be implemented as soon as practicable.

### ***First Aid Procedures***

The local health and safety arrangements should make it clear what the first aid procedures are and to follow the instructions on the notices posted around the School/Unit. There is no need to name first-aiders as these will be on the poster.

The arrangements should make it clear where the first aid boxes are located and who is responsible for managing the first-aid boxes.

The arrangements should identify where the nearest defibrillator is located.

### ***Fire Safety***

The arrangements should identify when the fire alarm will be tested. Where there is a shared building, the Building health and safety arrangements should clearly identify which School/Unit is responsible for testing the fire alarm.

The arrangements should make it clear that there will be at least one fire drill per year and how this fire drill will be managed.

The arrangements should clearly identify the frequency of fire safety inspections of the workplace that will be required.

## ***Accident Reporting and Investigation***

The local health and safety arrangements should clearly state that all but the most trivial accidents should be reported using the University accident report form. The local arrangements should clearly state that the form needs to be signed by the person involved in the incident and then by the School/Unit safety co-ordinator. The original should be sent to the Director of EHSS. Copies of the report must be kept by the person(s) involved in the incident and by the School/Unit safety co-ordinator.

## ***Lone Working / Out of Hours Entry***

The local arrangements should have a clear arrangements on whether Lone working is allowed and if it is how it will be managed from a safety as well as a security point of view. This should be detailed in this section of the arrangements document.

## ***Personal Electrical Equipment***

It is up to the Head of School / Unit if personal electrical equipment (eg laptop chargers, phone chargers, radios, iPod Players, kettles) will be allowed in the School/Unit. This should be clearly stated in the local health and safety arrangements.

If such equipment is allowed, then a visual check should be undertaken to ensure the equipment is in good working order. . It is a requirement that any such equipment is tested for electrical safety when University equipment is being tested.

**NOTE:** No personal electrical heaters are allowed in the University for fire safety reasons. Supplementary heating can be provided by Estates if required.

## ***Other Hazards***

Then arrangements should provide staff and students with appropriate information and to identify other University guidance on activities undertaken within the School/Unit. These may include:

- Work with Display Screen Equipment
- Manual Handling Operations
- Work with Chemicals (COSHH)
- Work with Biological agents
- Electricity at Work;
- Powered tools;
- Waste
- Working with Ionising radiations
- Work with lasers

## ***Provision of Information, Instruction, Training and Supervision:***

***Induction Training*** - Each new member of staff should receive appropriate induction training as soon as they start in post. The local arrangements should identify what will be needed within that particular School/Unit and this should form a checklist which is completed and signed by the person once they have received the training. An example of such a checklist is given in Appendix 5



**Information** - The University's Health and Safety Policy, with its integral guidances on health and safety topics, provides information. These documents are freely available on the web at URL: <http://www.st-andrews.ac.uk/staff/arrangements/Healthandsafety/Publications/> .

**Work Activity Training** - Each School / Unit should undertake a training needs analysis which will identify what the needs are for staff and students. The Scghool /Unit should then provide the necessary resources for this training to be provided at an appropriate frequency depending on legislation.

Some training courses are provided centrally by the University, such as the Radiation Protection Course, manual handling operations. Other courses can be organised through the Director of EHSS.

**Note:** Most of the instruction and nearly all of the training and supervision must be provided by individual Schools/Units. Some Schools/Units will therefore need to provide additional information on hazards peculiar to their work activities.

**Supervision** - Information and instruction on the safe use of equipment and materials is essential but not sufficient. Training involves a further period of progressive instruction and supervised experience until competence is judged to justify unsupervised work. The process of training and supervision can be obtained over a period only within the School/Unit. This process applies to all staff and students.

The degree of supervision and the time for which it is necessary depends on the risks of the work involved and on the experience of those who require the training.

Trainee technicians and first year postgraduates will need to be supervised for most work activities and closely supervised for extended periods for some activities. Where severe risks are present this may involve long periods of direct visual supervision; with time, individuals can be seen as having sufficient competence to carry out work with minimal or no supervision unless it involves new or uncertain hazards.

Postgraduate students whose supervisors are away from the University for more than about a week, for any reason, should always be directed by agreement to an appropriately informed member of staff for advice on health and safety matters during the absence of the supervisor.

Training in research should include training in its health and safety implications with a general progress towards competence in that area. The final product should be an awareness in the postgraduate researchers of the need to consider health and safety as an integral part of their work.

In most situations it will be advisable to keep a record of the instruction and training which has been given to each person. Experience in this and other Universities has shown that after accidents, which require to be investigated by the Health and Safety Executive, it is important to be able to prove that suitable and adequate information, instruction, training and supervision have been provided. It is not necessary to compile an elaborate record.

#### **4. Measuring health and safety performance**

It is necessary to check, by inspection/audit, that the policies and arrangements for health and safety are being followed and that they are effective. The possible need to revise the arrangements from time to time must be recognised.

The arrangements should clearly state the frequency and levels of self-inspection, carried out by Schools/Units, should be tailored to the size and complexity of the School/Unit and the nature of the activities performed there. However, the gap between inspections should never be more than a year.

In conducting the inspection an attempt should be made to discover the root causes of any unsatisfactory conditions found and, where possible, positive recommendations should be made in a report for addressing the underlying problems as well as their symptoms.

When undertaking a workplace inspection, it is important to use a specific checklist which covers the activities undertaken in the School/Unit. Examples of such checklists can be found at URL: <http://www.st-andrews.ac.uk/media/inspections.pdf> .

**Note:** While the School/Unit checklist should be used as the basis for the self-inspection it should not be a constraint on those carrying out the inspection nor prevent them from identifying other potential problems.

The School/Unit should also annually review accident statistics to determine if there are any trends and also to ensure that any appropriate remedial action has been carried out.

The School should also be reviewing its procedures and documentation on an annual basis. This will include reviewing samples of risk assessments and where necessary making appropriate changes to these.

Health and safety audits of the high risk buildings will be undertaken on a 3 yearly cycle by the Director of EHSS.

It is also recommended that the local health and safety arrangements states that specific key Performance Indicators (KPIs) should be set up on an annual basis to show commitment to constantly improving health and safety by the Head and the local health and safety committee (or Management Group).

## University of St Andrews

### Job Description: **School/Unit/Residence Safety Co-ordinator**

It must be stressed that this section does not imply that the Safety co-ordinator has to carry out personally all the tasks indicated. In large Schools/areas the duties may require several employees acting in a co-ordinator manner to perform them. The Head must nominate the personnel required to carry out the tasks, provide the appropriate resources for the safety co-ordinator to undertake their activities and the Safety Co-ordinator should then monitor, on behalf of the Head, that the tasks are being satisfactorily completed.

The Safety Co-ordinator's duties should include:

1. Being fully familiar with the University's Health and Safety Policy and the School/Unit/Residence health and safety arrangements(s).
2. Providing advice to members of the School/Unit/Residence on matters of occupational health and safety and, in particular, advising the Head on the formulation and revision of the School/Unit/Residence health and safety arrangements and procedures.
3. Acting with the delegated authority of the Head in matters of urgency.
4. Referring promptly to the Head, or the Director of Environmental, Health and Safety Services, any health and safety problems, which cannot be resolved locally on a time-scale commensurate with the risk.
5. Liaising with the Director of Environmental, Health and Safety Services and other central advisers on health and safety matters.
6. Attending (ex officio) meetings of the School/Unit/Residence Health and Safety Committee or relevant School/Unit/Residence Management Group Meetings.
7. Conducting or co-ordinating systematic health and safety inspections (with Safety Representatives of the recognised Trade Unions having employees working the School/area), to identify unsafe or unhealthy conditions or work practices, and monitoring that preventative action is recommended and pursued.
8. Ensuring that accidents and near misses are reported and investigated.
9. Disseminating health and safety information and reports to appropriate members of School/Building/Residence/Unit staff and students.
10. Ensuring that new members of the School/Building/Residence/Unit receive adequate induction with respect to health and safety matters.
11. Identifying members of the School/Unit/Residence for appropriate:
  - health and safety training events;
  - occupational health medical surveillance; and
  - liaison with other internal or external health and safety specialists

12. Monitoring in the School/Building/Residence/Unit that:

- a high standard of housekeeping is maintained;
- adequate precautions are taken regarding any high risk activities or new hazards;
- plant, equipment and processes are being maintained as required by any relevant statutory provisions;
- staff and students are suitably informed, instructed and trained;
- adequate health and safety records are maintained where appropriate, i.e. as required by relevant statutory provisions or by University or School/Unit/Residence health and safety arrangements;
- safe working practices and procedures, together with any necessary risk assessments for project work (especially for postgraduate students), are complied with;
- personal protective equipment needs are assessed and that sufficient suitable personal equipment is available and used;
- systems are set up and maintained to check that health and safety facilities such as first-aid boxes, fire fighting equipment, etc. are provided and maintained in a readily usable condition; and
- other aspects, which legislation or University School/Unit/Residence arrangements may dictate, are catered for.

13. Reviewing periodically health and safety procedures within the School/Unit/Residence;

14. Such other health and safety duties which may be assigned by the Head.

Signature ..... Date .....  
(Safety Co-ordinator)

Signature ..... Date .....  
(Head of School/Unit)

## Appendix 2

### **An Example Written Job Description for a Departmental Radiation Protection Supervisors (DRPS).**

The terms of reference for a DRPS are as follows:

- To provide advice on radiation protection matters to the Head of the School/Unit and all relevant personnel within the School/Unit;
- To liaise with LRPS(s) within the School/Unit to ensure the School/Unit complies with governing legislation and Local Rules;
- To liaise with the URPA as required;
- To recommend the designation of radiation workers;
- To keep a file of the current projects which have been approved by the URPA and to supply a copy of each approved project to the Project Supervisor and to the relevant LRPS;
- To maintain the records of sealed sources and unsealed radioactive materials held in the School/Unit. These records must show the nature and activity of the material, the date of receipt, the place of storage and the method and route of disposal;
- To supply the URPA, whenever requested, with a summary of the current School/Unit holdings of radioactive substances;
- To ensure the leakage testing of sealed sources is carried out at intervals of not more than 24 months, to keep a copy of such tests and to supply a copy of such tests to the URPA;
- To arrange for appropriate monitoring to be carried out at regular intervals in designated radiation areas within the School/Unit and to keep records of their results;
- To ensure that relevant workers monitor their thyroids and keep records of such monitoring;
- To arrange for the distribution of personal dosimeters;
- To draw up and issue 'Systems of Work' for unclassified radiation workers after consultation with their project supervisor;
- To ensure that the requisite certificates, warning signs and notices are posted;
- In the event of an accident which involves radiation exposure, radioactive contamination or significant release or loss of radioactive materials, the DRPS should take immediate measures as he/she deems necessary and to inform the Head of the School/Unit and the URPA as a matter of urgency.

Signature ..... Date .....

(DRPS)

Signature ..... Date .....

(Head of School/Unit)

## Appendix 3

### University of St. Andrews

#### **An Example of a School/Unit Biological Safety Supervisor Written Job Description.**

The terms of reference for a School / Unit Biological Safety Supervisor are as follows:

- To provide advice on biological health and safety matters to the Head of the School/Unit and all relevant personnel within the School/Unit;
- To ensure the School/Unit complies with governing legislation and Local Rules;
- To liaise with the University Biological Safety Adviser as required;
- To keep a file of the current projects which have been approved by the Chemical and Biological Hazards Management Group and to supply a copy of each approved project to the Project Supervisor;
- To supply the Director of Environmental, Health and Safety Services, whenever requested, with a summary of the current School/Unit projects involving the use of genetically modified organisms and/or holdings of biological agents;
- To draw up and issue 'Systems of Work' for work with biological agents after consultation with the project supervisor;
- To ensure that the requisite certificates, warning signs and notices are posted;
- In the event of an accident which may involve exposure to a biological agent, contamination or significant release or loss of biological agents, the School / Unit should take immediate measures as he/she deems necessary and to inform the Head of the School/Unit, Director OF EHSS and the University Biological safety Adviser as a matter of urgency.

## Appendix 4

### **An Example of a Remit for a Local Health and Safety Committee**

To act as a focus for observations on, and problems with, standards of health and safety.

The functions of a School/Unit Health and Safety Committee should include the following:

- carrying out regular health and safety inspections of the School/Unit, at least once per year. The main purpose of such inspections being to verify that:-

the requirements of the University Health and Safety Policy have been implemented;

the School/Unit Safety Arrangements/Local Rules are up-to-date and being complied with;

- reviewing accident statistics and investigations
- reviewing samples of risk assessments from the School/Unit
- assisting the Safety Co-ordinator in carrying out his/her duties;
- promoting actions to improve safety awareness among staff and students;
- receiving observations and complaints regarding health and safety matters and recommending appropriate remedial action;
- referring unresolved health and safety matters to the Director of Environmental, Health and Safety Services, or the University Health and Safety Assurance Group, as appropriate.

## Appendix 5

### Example of an Induction Health and Safety Training Checklist

#### Fire Safety Instruction

- describe the sound of the fire alarm;
- show the Fire Action Plan (Notice), stress the importance of complying with this procedure and ensure its contents are fully understood;
- show the escape route(s) from the normal place of work; show the call point(s) which are in, or nearby, the normal place of work and explain how to operate;
- show the location of all portable fire extinguishers provided in the normal place of work and explain how to use.

#### Identification of Staff with Safety Duties

- identify the local Safety Co-ordinator;
- identify the local First Aider(s);
- show the location of the First Aid Box.

#### Provision of Health and Safety Rules/Guidance

- provide, or make available, a copy of the Health and Safety Arrangements for the School/Unit;
- provide, or make available, a copy of any University guidance relevant to the new persons foreseeable work activities.

#### Identification of Hazards in the Workplace(s)

- identify significant hazards to which the new person may be exposed and explain the use of any control measures which are in place to reduce risk.

Name ..... Signature ..... Date .....  
(Person Receiving Induction Training)

Name ..... Signature ..... Date .....  
(Person Providing Induction Training)



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