



University of
St Andrews

RBS health and safety policy

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1. INTRODUCTION

This departmental policy has been introduced by Residential & Business Services (RBS) in compliance with the Health and Safety Policy Statement of the University Court, published by the University of St Andrews, and for use in conjunction with the relevant legislative requirements.

This document, and its associated policies and practices, outlines the responsibilities and management practices to which RBS staff operate, in order to comply with the University's policy, and how these arrangements are organised and administered.

Staff at all levels are required to demonstrate compliance with this policy and all associated documentation and procedures, and in so doing demonstrate their commitment to health and safety matters. Each member of staff should take reasonable care to ensure their own health and safety, and that actions or omissions do not endanger other members of staff, students or visitors.

This is a revised edition of the Residential and Business Services Health and Safety Policy: This policy – and other associated procedures, documentation and policies - will be subject to annual review and amendment as appropriate. This allows provision for updates and to take account of changes in legislation, accepted practices and suggestions which may be forthcoming from those involved with their implementation and practice.

Ben Stuart
Director
Residential & Business Services
University of St Andrews

April 2022

2. PREAMBLE

The University of St Andrews has a statutory obligation to comply with all relevant Health and Safety legislation and specifically, the provisions of the Health and Safety at Work etc Act 1974.

The University is committed to the effective delivery of measures to ensure the health and safety of staff, students and visitors and all those associated with the day-to-day activities of the University and to ensuring that these activities are conducted safely by targeting resources proportionate to the risks.

The University is committed to creating a working environment and culture of universal involvement, where all are encouraged to assume responsibility for their own health and safety and that of others.

3. HEALTH AND SAFETY POLICY STATEMENT

Residential and Business Services (“RBS” hereafter) is committed to providing and maintaining a healthy and safe working environment for staff, students, visitors, contractors and anyone else affected by its activities, so far as is reasonably practicable.

This document encompasses the Health and Safety Policy for RBS and includes

- a statement of intent, and
- the organisation, arrangements and those responsible for meeting the objectives in the policy

Residential and Business Services will

- comply with all relevant Health and Safety legislation, the [University Health and Safety Policy](#) and any associated procedures and codes of practice
- identify hazards which staff, students, contractors and visitors may come into contact with
- assess and monitor risks, record the findings of risk assessments, implement appropriate control measures to minimize risk, and review these on a regular basis
- ensure that staff, students, contractors and visitors are adequately informed of any relevant risks, and, where appropriate, receive information, instruction, training and supervision to mitigate these
- regularly monitor and review the effectiveness of health and safety arrangements and controls by means of internal and external inspections and audits
- form departmental and Unit Health and Safety Committees which shall monitor the relevant safety policies as required
- ensure that all new members of staff receive the relevant instruction and training in health and safety, as part of their induction and their training profile through an ongoing process
- ensure equipment used by staff is safe to use and fit for purpose, so far as is reasonably practicable
- ensure that those individuals who have responsibility for Health and Safety matters have adequate training, resources and facilities to carry out their duties
- actively promote a culture of health and safety in the department and the wider University Community
- consult with staff, students and recognised Trade Unions about their risks at work and about the design and implementation of preventative and protective measures

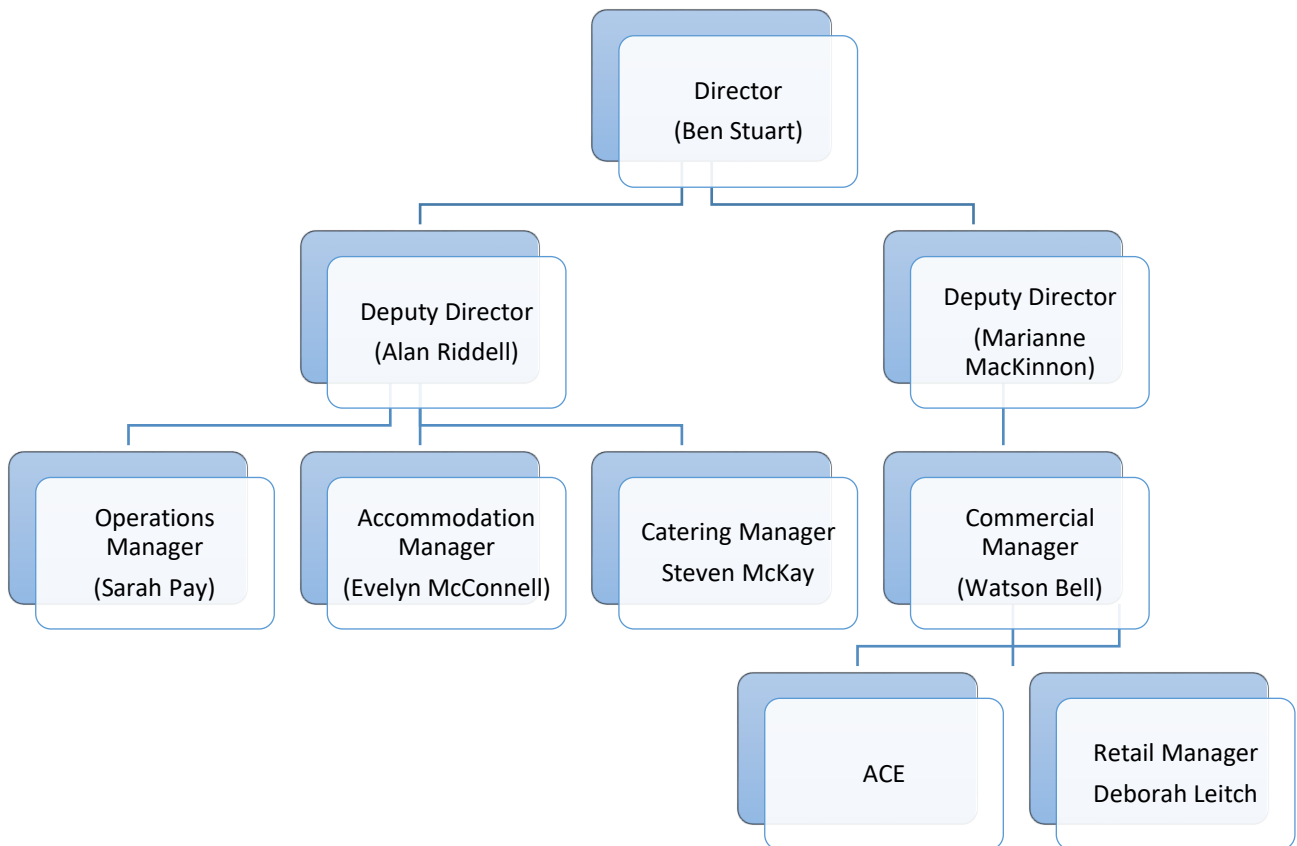
4. ORGANISATION OF THE DEPARTMENT

RBS consists of the following sections and operational units:

- Director’s Office
- Catering Services (Residential Catering)
- Student Accommodation Services
- Residential Services (all halls of residence, including Property Services)
- Commercial Services (including Accommodation, Conferences and Events and Retail)

The organisational chart for the department is detailed below.

Departmental Structure



(i) Buildings

This policy document deals with the health and safety organisation and arrangements which are in place, and ensures compliance of local Operational/Building Safety Policies with the Health & Safety Policy of the University. There are multiple operational staff located in multiple buildings around the campus.

Residence/Operational Units

Agnes Blackadder Hall & Powell Hall
Andrew Melville Hall
David Russell Apartments & Fife Park
Dean's Court and Annexes
John Burnet Hall
McIntosh Hall
St Regulus Hall
St Salvator's Hall & Gannochy House
University Hall & Whitehorn Hall
Angus and Stanley Smith House
St Gregorys
Gregory Place
Leuchars House
Old Mill Dundee
The Grange
Property Services (Direct Lease Properties)

Shared Use Buildings

Gateway Building

Lower College Hall
Parliament Hall
Café at Physics
MSB Café
Library Café
Walter Bower House Café
Walter Bower House
University House

5. HEALTH AND SAFETY MANAGEMENT STRUCTURE



Roles and Responsibilities

6. ORGANISATIONAL RESPONSIBILITIES FOR AND MANAGEMENT OF HEALTH AND SAFETY

Responsibility for implementation of the Court's Policy for health, safety and welfare of relevant persons for RBS lies with the Director of Residential and Business Services, as illustrated above. Directors and Heads of Schools/Units are deemed to be Duty Holders for the purposes described in the Health and Safety at Work etc Act 1974 and other relevant legislation such as the Fire (Scotland) Act 2005. This means they have

specific responsibilities created by Statute for certain health and safety matters, eg ensuring policy implementation and the implementation of health and safety management procedures and risk assessments. This implementation is aligned to local Operational/Building Policies, and as such all associated tasks are assigned through the Director to the relevant staff who have delegated authority for Health and Safety matters, and through liaison with the relevant local Operational Health and Safety Committees.

The staff listed below are responsible for the management and implementation of safety policy and procedures.

Those with management or supervisory responsibilities for staff, students or visitors have a particular duty to ensure the health and safety of people under their supervision.

(i) RESPONSIBILITIES OF THE DIRECTOR

- nominate and appoint responsible and competent persons to oversee, implement, monitor and control the execution of this policy, and ensure all relevant records are maintained
- ensure that appropriate training in health and safety is available for all members of staff
- ensure that the policy and workplace standards are periodically audited, inspected and monitored internally and externally by relevant enforcement authorities
- ensure that there is a system in place for recording and testing fire procedures
- Ensure that fire risk assessments have been carried out in residential areas and that these are constantly reviewed, updated and associated works have been undertaken
- Ensure there is a Business Continuity Plan in place for the department, together with the Risk Adviser
- Ensure that suitable and sufficient resources are in place to enable implementation of the policy and associated documentation and procedures within the business
- Will convene and chair the RBS Departmental Health and Safety Committee
- To sign off on any higher risk travel for staff and students
- To make themselves aware of all policy and guidance for health and safety with the University's Governance Zone
- To liaise with the EHSS team to ensure ongoing compliance ensure clear support is in place to meet the ongoing governance programmes
- Promoting a positive and proactive health and safety culture

(ii) RESPONSIBILITIES OF THE PRINCIPAL SAFETY COORDINATORS

(Residential Services Manager, Property Manager)

The Principal Safety Coordinator has responsibility for the implementation, control, monitoring and review of this policy within relevant area of operation (Residential Services) and will maintain an overview of safety in the whole building. The PSCs or Principal Safety Coordinators are listed above: the PSC is the Residential Services Manager in residences or the Property Manager. The role of Principal Safety Coordinator also carries out duties of Safety Coordinator as specified in the University Health and Safety Policy. RBS have appointed staff in the following roles as "safety coordinators" as specified in the University health and Safety Policy: Residential Services Managers, Deputy Residential Services Managers, Chef Managers, Event Operations Manager, but the Principal Safety Coordinator has overall responsibility in each unit for completing the responsibilities of a Safety Coordinator. In addition to the duties listed under 'line managers', PSCs have responsibility for the following matters:

- Convene the local Health and Safety Committee in their residence or operational unit/area. The composition of the local H&S Committee and frequency of meetings is detailed in the local Operational Health and Safety Plan
- Assume responsibility for executing the requirements of the RBS Health and Safety Management System for their area of responsibility, as defined in the local 'Guidance for Operational Safety Procedures'
- Undertake and review risk assessments at least annually and implement the relevant Health and Safety procedures and checks
- Ensure compliance with the relevant sections of the RBS Fire Strategy

- Ensure that the identified fire safety training, procedures and protocols are carried out within their areas and that accurate records are maintained.
- Ensure that associated areas of the physical building comply with the relevant fire safety protocols
- Make available suitable and sufficient resources to ensure that the policy can be implemented and operated within the business
- Nominate responsible and competent person (s) within their area to undertake and implement relevant procedures and checks
- Ensure that all records are monitored and maintained within the organization's operational units
- Monitor locally the implementation of outcomes from the Fire Risk Assessment process and undertake the annual review of these
- Ensure that adequate first aid arrangements are in place and that a system is in place for monitoring the replenishment of first aid supplies for their operational areas
- Completion and submission of the following documents on behalf of their Local Committee Remit
 - Annual Health and Safety Return
 - Annual Fire Return
 - Annual inspection of Work Areas
- Develop action plans arising from the findings of regular Health and Safety audits
- Ensure appropriate risk assessments and associated measures are completed to assist wardennial staff and students to mitigate H&S risks during hall events
- Liaise with EHSS and apply policy and guidance to their own teams
- Represent their teams in all matters associated with health and safety and relay any issues or shortcomings wherever necessary
- Ensure Fire Audit is completed every 6 months and assist with other audits as required
- Ensure that students are complying with the Health and Safety requirements of the Terms of Occupancy including managing breaches of the Terms of Occupancy
- Represent Residential Safety Coordinators at the Departments Safety Committee – one Residential Safety Coordinator will be nominated to represent Residential Services.

(iii) RESPONSIBILITIES OF THE DEPUTY DIRECTOR - COMMERCIAL

Note: The Accommodation, Conferences and Events (ACE) operation will operate in both Agnes Blackadder Hall, Walter Bower House and Working From Home. The PSC for ABH is the Residential Services Manager, for Walter Bower House it is Fraser Davidson and the Commercial manager is responsible overall for all ACE operations.

- Attend the local Health and Safety Committee in the host residence or operational unit/area
- Assume responsibility for executing the requirements of the RBS Health and Safety Management System for ACE operations
- Ensure compliance with any relevant sections of the RBS Fire Strategy
- Ensure that the identified fire safety training, procedures and protocols are carried out for the ACE team and that accurate records are maintained
- Ensure that staff are aware of the relevant fire safety protocols for the wider University Estate
- Make available suitable and sufficient resources to ensure that the H&S policy can be implemented and operated within the business
- Accident reporting mechanisms and records are in place, to include reporting in area of accident as well as through line management structure
- Ensure that adequate first aid arrangements are in place and that a system is in place for monitoring the replenishment of first aid supplies for hospitality
- Completion and submission of the following documents on behalf of their Local Committee Remit:
 - Annual Health and Safety Return
 - Annual Fire Return

- Annual inspection of Work Areas

- Develop action plans arising from the findings of regular Health and Safety audits
- Ensure appropriate risk assessments and associated measures are completed to assist hospitality staff to mitigate H&S risks during events, conferences and daily operations
- Ensure that all staff involved in the production or service of food within ACE receive suitable training, appropriate to the level within the management or operational structure and that appropriate records are kept
- Ensure that all recommendations from visiting enforcement Officers are acted upon, in consultation with the Deputy Director - Catering and Operations
- Ensure that the assessment of food safety risks is revised as is necessary

(iv) RESPONSIBILITIES OF THE Deputy Director – Catering and Operations

The Deputy Director – Catering and Operations has responsibility for the implementation, control, monitoring and review of the University Food Safety Policy (FSP) and kitchen equipment safety as well as general H&S matters within their operational remit and line management responsibilities as detailed below. He or she will

- Make available suitable and sufficient resources to ensure that the FSP policy can be implemented and operated within the business
- Nominate responsible and competent person (s) to undertake the relevant procedures at each stage in the food preparation and monitoring process
- Nominate responsible and competent person (s) within their area to undertake risk assessments and implement relevant Health and Safety checks
- Ensure that all records are monitored and maintained within the organization's operational units
- Ensure that all staff involved in the production or service of food within their remit receive suitable training, appropriate to the level within the management or operational structure
- Ensure that all recommendations from visiting enforcement Officers are acted upon, in consultation with the University Health and Safety experts
- Ensure that the assessment of food safety risks is revised as is necessary, including equipment within kitchen areas
- Ensure procedures are in place to record, monitor and provide reassurance of compliance of external caterers with the relevant safety legislation

(v) RESPONSIBILITIES OF CHEF MANAGERS

In addition to the duties listed under 'line managers', Chef Managers have day-to-day operational responsibility for all food hygiene and safety matters. They will:

- Comply with and implement the University Food Safety Policy (FSP) as required
- Ensure all staff under their remit fulfil their obligations and observe the practices as detailed in the FSP
- Ensure all food is prepared in a safe and hygienic manner, and prevent contamination, so far as is reasonably practicable
- Undertake risk assessments and implement the relevant Health and Safety and food safety procedures and checks
- Ensure all staff obey personal hygiene rules, particularly in relation to hand washing, wearing of protective clothing, reporting of infections or illness
- Ensure that all work areas are kept clean and tidy, and report and deal with any pest infestation timeously and efficiently
- Ensure all procedures, systems and records are maintained timeously and accurately in relation to food hygiene and safety
- Provide supervision, information and training to staff in food safety matters

- Where relevant, ensure cooperation with Residential and Wardennial teams to facilitate completion of appropriate risk assessments to mitigate H&S risks during hall events
- Ensure that adequate first aid arrangements are in place and that a system is in place for monitoring the replenishment of first aid supplies for their operational areas
- Make a relevant contribution for their area of operation with regard to the following documents
 - Annual Health and Safety Return
 - Annual Fire Return
 - Annual inspection of Work Areas
- Keep and maintain the relevant appendices and records at the required frequencies:

- Delivery monitoring	- Disposal of goods
- Temperature monitoring	- Transportation of food
- Cleaning and food safety audits	- any other records as required
- Ensure that the identified fire safety training, procedures and protocols are carried out and that accurate records are maintained. Chef Managers are responsible for ensuring and recording their staff participation in training arranged for them.
- Act as a Safety Coordinator for the local Operational Health and Safety Committee, in the absence of the Residential Services Manager (Principal Safety Coordinator), ensuring all the associated tasks and duties are fulfilled

(vi) RESPONSIBILITIES OF LINE MANAGERS

Residential Services Managers, Chef Managers, Retail Manager, Accommodation Manager, Property Manager, Commercial Manager, Event Managers, Operations Manager

- Comply with the relevant Health and Safety policies within their area of responsibility
- Ensure that accidents and near misses are investigated, reported and recorded as soon as possible
- Ensure that defects to premises, equipment and machinery are reported and follow up action is taken
- Ensure that risk assessments are carried out for all significant activities within their area of responsibility, and that these are reviewed and updated annually
- Ensure staff in their area of responsibility receive the appropriate instruction in Health and Safety as part of their induction process, and that they receive suitable on-going training appropriate to their post and level within the management or operational structure
- Ensure staff are aware of the Health and Safety Management System and associated processes and requirements
- Provide input into their local Operational Health and Safety Committee, and ensure that staff members receive information regarding the feedback from the committee
- Ensure that where identified, personal protective equipment is provided and worn
- Ensure that the operational implementation of the Health and Safety Management System are allocated to and undertaken by staff according to the schedule
- Liaise with contractors and staff to ensure that they are aware of any significant hazards to which they might be exposed.
- Ensure all staff are aware of fire exit routes, timings for fire alarm tests and the location of assembly points.
- Ensure there are adequate first aid arrangements in their area of work
- A Catering and ACE Safety Coordinator will be nominated to represent Catering and ACE at the Departmental Safety Committee meeting.

(vii) RESPONSIBILITIES OF SUPERVISORY STAFF

House Services, Catering Services

- Ensure that accidents and near misses are reported as soon as possible
- Ensure that the control measures identified in risk assessments are implemented

- Communicate with staff regarding any hazards to which they might be exposed during the course of their work
- Ensure that where identified, appropriate personal protective equipment is worn
- Complete regular inspections of their working area
- Note and report any repairs or defects to premises and/or equipment
- Ensure all staff are aware of fire exit routes, timings for fire alarm tests and the location of assembly points
- Ensure any ongoing requirements for Health and Safety training are communicated to the Line Manager/Training and Development Coordinator

(viii) RESPONSIBILITIES OF WARDENNIAL STAFF
Student Services

- Together with the Residential Services Manager, the Warden/Halls Life Coordinator is responsible for the implementation of health and safety policies at local level with the student population,
- Work effectively with the Residential Services Management team to coordinate fire safety measures and communicate incidents
- Work together with RSMs, EHSS and Student Services to identify students who may require a PEEP (personal emergency evacuation plan) and ensuring that the relevant parties are made aware of the resulting arrangements
- Provide guidance and advice to residents, assisting with emergency evacuations and liaising with emergency services/University Security
- Ensure that accidents and near misses which occur outside office hours are reported as soon as possible to the Residential Services Manager or Chef Manager as appropriate
- Advise students at the start of each academic session of the detailed requirements of the safety policy including the emergency and evacuation procedures
- Work with the RSMs to organise two fire drills per annum which should happen in the first four weeks of each semester; (*This includes pre-sessional week of Semester 1*) recording outcomes and resolving deficiencies, liaising with Residential Services Management Teams as required
- Ensure the attendance of Wardennial staff at the formal fire training sessions which will be organised through the Warden's Manager and EHSS. to attend the local Operational Health and Safety Committee meetings
- Work with the Hall Committee and Residential Services Management team to ensure that appropriate risk assessments and associated measures are in place to mitigate H&S risks during hall events.
- Check in on organised events and activities taking place in the residence during duty shifts and provide a wardennial team presence where appropriate and if possible.

(ix) RESPONSIBILITIES OF ALL RBS STAFF

All staff have a legal duty to work in a safe manner and to give due consideration to their actions in terms of how these may affect others. All staff should be aware that they are obliged to comply with this policy and any associated procedures or requirements.

- Report any hazards, accidents and near misses to their supervisor or line manager
- Undertake induction, attend health and safety training that has been identified by their manager / Supervisor and assist in identifying health and safety training requirements.
- Not interfere with anything that is provided for the health, safety and welfare of those within the workplace
- Wear personal protective equipment when provided
- Ensure they are familiar with emergency evacuation arrangements for buildings where they work
- Assess their own workstation and work area (if appropriate)

7. THE RBS HEALTH AND SAFETY MANAGEMENT SYSTEM

The safety management system in place in RBS is designed to be a user-friendly method of managing the operational side of health, food and fire safety in the residential system.

The system is calendar-based and colour-coded, and typically operates on the basis of cyclical diarized checks which practically test specified areas of health, food, fire and general safety. The outcomes of these checks are recorded, monitored and any issues requiring action are reported by the Principal Safety Coordinator or delegate.

Residential Services Managers and Chef Managers are responsible for ensuring that all risk assessments within their remit are checked, updated or revised on an annual basis, to ensure they are relevant and appropriate. These will be periodically audited (annual).

8. CONSULTATION AND COMMUNICATION REGARDING HEALTH AND SAFETY

Health and Safety is a standing item on the agenda of monthly management meetings in the operational areas of the department. The Senior Management Team meet monthly, and health and safety issues are discussed as part of these processes.

In addition, the Director is part of the University Risk Management Group, and chairs a meeting with Fife Fire and Rescue Services and other partner departments 4 times per year, to discuss fire management issues.

There are a number of consultative committees in place to monitor and discuss health and safety issues and details are provided below.

9. HEALTH AND SAFETY COMMITTEES

Departmental Committee

The Departmental Health and Safety Committee meets on a quarterly basis, and is composed as follows:

Chair – Director of Residential & Business Services (Deputy Director to chair in Directors Absence)

Secretary – Directors PA

Deputy Director – Operations & Catering

Deputy Director – Commercial

Operations Manager

Catering Manager

Commercial Manager

EHSS Representatives as Appropriate

Wardens Manager

Safety Coordinator – Residential

Safety Coordinator – Catering

Safety Coordinator – Commercial

Finance and Project Manager

Union Representatives (UCU, Unite & Unison)

The committee may co-op workers on an as needed basis where they have specialist knowledge/competence

Meetings will be held in January, April, June & September. Requests for Agenda items will be circulated 3 weeks prior to the meeting. Where major incidents or specific developments which affect the health and safety of the workforce occur, the committee may call a specific meeting to address this. Minutes of the meeting will be circulated within 1 week of the meeting to all members of the committee and shared with all staff within 2 weeks of the meeting.

A RBS Health and Safety Committee Team has been created for sharing files, including agenda and minutes of previous meetings

The purpose and objective of the RBS Health and Safety Committee are to establish a platform to:

- enable consultation

- exchange of information
- review accidents/incidents
- reporting from Unit Health and Safety Committees
- identification of solutions of issues arising.

Consultation will include:

- New or different procedures
- New or different types or ways of work
- Introduction of new equipment or technology
- Changes to the design or use of University buildings used by RBS
- Changes to ways of working

Standing Agenda Items will be:

- Fire Safety
- Licensing and Legal Update
- H & S Statistical Information
- Business Continuity Planning
- New policies and procedures
- New technology/equipment

Other Committees

The composition of the following Operational Health and Safety Committees are detailed in the local Operational Health and Safety Policies.

These committees should meet quarterly, where possible in advance of the Departmental committee. Each committee should submit a short report to the Departmental committee, summarising discussions and actions.

- Residences
- Events Operations
- Property Services

10. TRAINING AND INSTRUCTION

General

A copy of the following documents will be made available to all RBS staff, via their Line Manager. It should also be made available to all agency staff (eg in catering, security) as part of their familiarisation and induction process.

- This document
- Residential and Business Services Induction Booklet (Administration, House or Catering Services)
- the relevant building or operational unit safety policy for specific areas
- Safety Data Sheets (if relevant)
- Your Guide to the Safe Use of Cleaning Materials (if relevant)

(i) Induction

When commencing employment with Residential and Business Services, all new staff (including bank staff) must undertake a comprehensive induction process during which any specific health and safety requirements and appropriate training are identified. General health and safety matters relating to the individual's area of work and role are also covered during the induction process.

(ii) Annual refresher courses/management refreshers - 3 years

In accordance with University staff development policies, RBS operates to an annual cycle of training and development appraisal during which training needs in Health and Safety are discussed between employee and manager and evaluated as required. In addition, all staff are required to undertake annual refreshers in specified areas of health and safety, as relevant to their role:

- COSHH
- Food Hygiene and Safety
- Manual Handling
- Ladder Safety
- Fire procedures

(iii) New equipment

When equipment is replaced, staff are required to undertake relevant training in the operation of this equipment either delivered or arranged by their line manager.

11. SPECIFIC RISK/HAZARD IDENTIFICATION AND MANAGEMENT METHODOLOGY

In compliance with the University Health and Safety policy, RBS has in place a process for identifying foreseeable hazards within the workplace, and undertaking appropriate risk assessments to mitigate and deal with these hazards. Risk assessments are carried out locally and reviewed on an ongoing basis by the Principal Safety Coordinator or the Safety Coordinator and are done so within the framework of the area of operation, any significant changes to the environment, context, layout or design of the workplace or equipment, and other factors which may influence the effectiveness of that Risk Assessment. Risk Assessments will be reviewed at least annually and more frequently if necessary, including in the event of an incident or accident.

The following areas have been identified as examples of the more generic risks which apply to the majority of operations within Residential and Business Services. Note - this list is not exhaustive. Full risk assessments relevant to these risks and other areas are carried out by Principal Safety Coordinators as appropriate to their operational unit and role and are available for review as necessary, and generic information on the management of these risks is provided in the Operational Unit Health and Safety Policies.

Risk Assessments are updated on an annual, rolling basis. Some risk assessments are retained by Estates.

- Asbestos
- COSHH
- DSE
- Electrical Safety
- Events run in Halls
- Expectant Mothers
- Fire
- First Aid
- Food Safety
- Gas Safety
- Intruders
- Ladders
- Legionella
- Lone Working
- Manual Handling

- PUWER
- Sharps
- Slips, trips and falls
- Stress
- Vehicles
- Waste Disposal

12. EMERGENCY PROCEDURES

(i) Fire

Statements of basic emergency procedures are on display in corridors, bedrooms and offices throughout the residences and operational units, incorporating correct procedures to adopt in the event of fire, including the location of fire exit escape routes.

The fire alarm systems are checked on a weekly basis to ensure they are in full working order. Staff should be informed on induction by their line manager of the days fire alarm tests take place.

Appropriate procedures are put in place to ensure disabled persons receive all necessary assistance to leave the building when required (Personal Emergency Evacuation Plan, or PEEP)

Emergency lighting and fire extinguisher tests are located throughout the residences and RBS buildings, with regular testing procedures in place.

Fire drills will be carried out twice a year, during working hours on a weekday for offices and at times agreed by Wardennial and RSM teams in residences. All staff are informed of the fire evacuation procedures and assembly points on induction.

(ii) Reporting of Accidents / Dangerous Occurrence / Near Miss

All accidents, 'near miss' incidents and occupational ill-health matters must be reported to the Principal Safety Coordinator and the Director soon as possible. In certain cases the University is required (with criminal sanctions for breach) to report such matters to the Health and Safety Executive.

An appropriate report form must be completed and copies sent to EHSS and the Principal Safety Coordinator for the relevant area, to retain an overview of the whole building.

13. WORKPLACE AND OPERATIONAL UNIT INSPECTIONS AND MONITORING PROCESSES

In line with the University Safety Policy, the following monitoring and audit processes and necessary documentation will be completed and returned as part of the management and implementation of this policy:

Item	Responsible person(s)
Annual Health and Safety Return	Principal Safety Coordinators (to include Catering)_ Commercial and Retail Managers
Ongoing review of Fire Risk Assessments and RBS Fire Safety Strategy	Director Principal Safety Coordinators
H&S checks of student bedrooms	Residential Services Managers
Annual Workplace Inspections for all operational units	Principal Safety Coordinators
Accident and incident reporting – as required	Principal Safety Coordinators Chef Managers

Ongoing processes of Risk Assessment update and review, through the RBS H&S Management System	Principal Safety Coordinators Chef Managers Commercial and Retail Managers
Implementation of the RBS Food Safety Policy including record retention	Catering Manager Chef Managers Commercial and Retail Managers
Annual reviews of Operational Health And Safety Policy	Principal Safety Coordinators Local Safety Committees Departmental H&S Committee
Delivery of annual Refresher Training and Recording of Training and Training Audit	Line Manager
Annual review of “Your guide to the safe use of cleaning materials’	Housekeeping Group Departmental H&S Committee
Annual review of Safety Data sheets for COSHH	Housekeeping Group Departmental H&S Committee
Electrical PAT testing of student equipment	Director Principal Safety Coordinator
Ladder inspections	Line Manager
PPE checklists, via line manager	Line Manager
Annual audit of HSMS & Risk Assessment	Operations Manager/Catering Manager
Equipment maintenance schedules	Principal Safety Coordinator Catering Manager Chef Manager Commercial and Retail Managers
Fire Checks & Audits	Principal Safety Coordinator
Fire Equipment checks	Principal Safety Coordinator
Emergency Light Tests	Principal Safety Coordinator
Alarm tests	Principal Safety Coordinator
Checks on door closers and seals	Principal Safety Coordinator

- Through Estates:
 - Electrical and fixed wire testing
 - Legionella testing
 - Asbestos management
 - Gas safety testing
 - Carbon monoxide testing
 - Boiler temperature checks
 - PAT testing of University equipment

There will be reviews of the Departmental Safety Policy, through the Departmental Health and Safety Committee.

Signed:

Date:

Ben Stuart, Director, RBS

Distribution

All RBS Staff
EHSS
RBS Departmental Safety Committee Members

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date