



HEALTH AND SAFETY ARRANGEMENTS (PARTS 1 OF 3) MANAGEMENT

CONTENTS

- SECTION 1 - MANAGEMENT 3
- 1. General statement of policy..... 3
 - 1.1. Health and Safety Policy Statement 4
 - 1.2. LIABILITY INSURANCE 5
 - 1.3. Responsibilities for safety 5
 - 1.3.1 Dean of HYMS 6
 - 1.3.2. HYMS academic supervisors and line managers 7
 - 1.3.3. Local Safety Officers (LSOs) 10
 - 1.3.4. All employees* and students..... 11
 - 1.3.5. Health and Safety Committee 13
 - 1.3.6. NHS staff holding honorary research titles 14
 - 1.3.7. Trades Unions’ safety representatives..... 14
 - 1.4. Training, instruction and induction 14
 - 1.5. Emergency procedures..... 15
 - 1.6. Raising Concerns about Health and Safety issues 15
 - 1.7. HYMS Health and Safety Committee 15
 - 1.8. Responsibilities for Health and Safety Inspections 16
 - 1.9. Responsibilities for accident/incident investigation 17
 - 1.10. Risk assessment..... 17
 - 1.11. Monitoring arrangements..... 19

SECTION 1 - MANAGEMENT

1. GENERAL STATEMENT OF POLICY

HYMS will comply and implement the Health and Safety corporate policies of our partner institutions where applicable (University of Hull, University of York and NHS Trust partners).

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all students, employees and visitors and to provide such information, training and supervision as they need for this purpose. HYMS also accepts responsibility for the health and safety of other people who may be affected by its activities. However, it is expected that every individual takes personal responsibility for their own personal safety and that of others who may be affected by their activities. As well as the right to protection, individuals themselves must exercise responsibility in respect to health and safety issues.

The allocation of duties for health and safety matters and the particular arrangements which we will make to implement these policies are specified within these documents.

These documents are intended to reflect current practices. To ensure this, the document will be reviewed annually.

Signed:

(Dean of HYMS)

Date:

1.1. HEALTH AND SAFETY POLICY STATEMENT

All Universities and NHS Trusts are subject to the Health and Safety at Work Act (1974). The Act lists the responsibilities of both employers and suppliers of materials and equipment. It goes on to state that "it shall be the duty of every employee while at work - (a) to take responsible care for the health and safety of him/herself and other persons who may be affected by his/her acts or omissions at work". The Act is administered by inspectors appointed by the Health and Safety Executive (HSE) who have the power to prosecute. The Act provides for fines and/or imprisonment for any person who infringes the act. HYMS wishes to maintain a high standard of safety in all aspects of its work. All staff and students in HYMS are reminded of a constant need for care in planning and executing of experimental work. The relevant Universities' and NHS Trusts Health and Safety regulations apply to HYMS and all personnel dependent upon location.

Due consideration should be given to the hazardous properties of the materials and equipment used. The Control of Substances Hazardous to Health (COSHH) Regulations require that effective written safety policy on the use of hazardous substances is prepared and is part of general school's policy on health and safety.

Academic staff supervising research students are directly responsible for their own research students. For undergraduate students the laboratory academic and technical supervisors are responsible for the students assigned to them whilst practical work is being carried out. The appropriate protective clothing must be worn at all times, and the local rules of each laboratory are to be read and observed.

It is essential for all persons to be aware of all the possible hazards of any work or operation that they are carrying out and take whatever precautions are necessary to ensure their own safety and that of others.

If any new, or possibly dangerous, technique are to be carried out advice must be sought from the supervisor or a HYMS LSO and a risk assessment performed before commencing the work.

Never be afraid to report an incident, however trivial, near miss reporting is encouraged. By doing so you may help to avert a more serious accident in the future.

The purpose of this statement is to detail the organisation and arrangements in HYMS at The University of Hull, The University of York and NHS Trust campus sites for achieving the objectives are defined in the health and safety policies of each.

Further details about the Universities' health and safety policies are available through search functions and at

<https://share.hull.ac.uk/Services/healthsafety/Global Documents/University Safety Handbook.pdf>

<http://www.york.ac.uk/admin/hsas/>

The relevant parts of this statement will be brought to the attention of every employee and student at HYMS from within the staff handbook, from the HYMS website and from the VLE (Blackboard).

This document relates to the HYMS buildings at the Universities of Hull and York. Separate health and safety policies may apply when staff and students are located in other buildings associated with HYMS and when performing teaching and research activities in the NHS Trusts or other University departments. It is the responsibility of the individual to familiarise themselves with these policies.

1.2. LIABILITY INSURANCE

The Health and Safety at Work, etc., Act, does not in any way alter the general position regarding civil liability. Employer's liability insurance covers the University for its Legal Liability to employees for death, injury or disease arising out of the normal business of the University. Public liability insurance covers the University for its Legal Liability for damages in respect of accidental injury, and loss or damage to material property, happening in connection with the normal business of the University.

The third party section of the public liability policy excludes liability arising out of or in connection with any "clinical trial" unless full details of any "clinical trial" have been submitted to, and approved in writing by, the insurers. The definition of a relevant "clinical trial" may be obtained from the Director of Health and Safety.

It is not possible to insure against criminal liability arising under the Health and Safety at Work, etc., Act; however, the employer's liability policy cover extends to include liability in connection with, or arising out of, defence costs in respect of the Act.

1.3. RESPONSIBILITIES FOR SAFETY

Whenever an employee, supervisor or manager notices a health or safety problem which they are not able to put right safely and expeditiously, they must immediately tell the person responsible for safety in that particular area. They may also report the matter to a member of the HYMS Health and Safety committee.

Everyone is responsible for setting a personal example at all times with respect to good health and safety practice;-

1.3.1 DEAN OF HYMS

The Dean of HYMS bears responsibility for health and safety at work in HYMS. The Dean is responsible for providing an organisation with clearly defined responsibilities which shall produce, implement and manage an effective and comprehensive health and safety policy.

In the absence of the Dean of HYMS, the Deputy Dean (Education) will assume responsibility and in the absence of the HYMS Deputy Dean (Education), the Associate Deans for Research (Hull or York), will assume responsibility for health and safety.

The Dean is responsible for:

The health and safety of employees and of other persons who may be affected by HYMS' activities;-

The effective monitoring, review, development and continual improvement of health and safety performance;-

Ensuring that the health and safety policy and associated procedures are effectively implemented, providing the necessary physical, financial and human resources required;-

Ensuring they consider and address any potential health and safety implications of all their decisions before they are taken;-

Ensuring that the health and safety policy and associated procedures are brought to the attention of all employees and others as appropriate;-

Keeping up to date with changes to health and safety legislation, standards and good practice relevant to their service area's activities;-

Ensuring risk assessments for activities are undertaken, control measures identified and implemented, and the outcomes communicated to employees and others as appropriate. Ensuring an up to date risk assessment register is available;-

Ensuring that there are effective arrangements to receive, collate, and disseminate health and safety information;-

Ensuring that all accidents and incidents are reported, documented, appropriately investigated and preventative measures put in place to avoid reoccurrences;-

Keeping themselves informed of any significant health and safety failures and of the outcome of the investigation into their causes;-

Ensuring employees receive any health and safety training (including induction) required to carry out their work safely;-

Undertaking a health and safety tour each year (or more frequently if necessary) or ensuring that these are undertaken;-

Ensuring that line managers have the appropriate level of competency in health and safety to enable them to effectively undertake their role;-

Ensuring that health and safety is appropriately considered at the planning and design stages of new projects;-

Arranging joint consultative procedures to discuss health and safety matters and any changes to working arrangements which may have an impact upon health and safety of employees and students;-

Ensuring that management meetings have health and safety on the agenda as a standard item;-

Ensuring suitable radiation protection supervisors are nominated to cover all areas;-

Ensuring that first aiders and first aid equipment are present in sufficient numbers within their areas of responsibility and their locations are known to all;-

Ensuring that suitable numbers of fire wardens are nominated within their area of control to affect a thorough sweep and search of the building in the event of fire alarm activation;-

Ensuring suitable systems are in place for the risk assessment and management of placements, off-site visits and fieldwork;-

Ensuring the wellbeing of staff by adopting the measures contained in the corporate stress risk assessment;-

Making suitable referrals to occupational health following workplace accidents or incidents.
Providing suitable health surveillance for any staff member who may be exposed to substances or processes which have a known health effect associated with its use;-

1.3.2. HYMS ACADEMIC SUPERVISORS AND LINE MANAGERS

Academics in charge of teaching and research groups are responsible for the appropriate training and safety of members of their classes or research group during these sessions (e.g. PBL, Clinical Skills, Teaching and Research).

Academic supervisors are proportionately responsible for:

The health and safety of employees and of other persons who may be affected by HYMS' activities, including undergraduate students and post graduate students;-

Ensuring familiarity with the health and safety policy and associated procedures and effectively implementing them, providing the necessary physical, financial and human resources required to do so and informing their line manager of any resource requirements;-

Not allowing work to commence or continue if it cannot be performed safely, until a safe method is identified and implemented;-

Ensuring that health and safety considerations are an integral part of their teaching and research delivery plans;-

Ensuring that they consider and address any potential health and safety implications of all their decisions before they are implemented;-

Keeping up to date with existing and revised health and safety legislation, standards and good practices relevant to their activities;-

Undertaking risk assessments of activities in HYMS and then identifying and implementing control measures and communicating the outcomes to employees and others as appropriate. Ensuring work does not take place without appropriate risk assessments in place;-

Ensuring that specific risk assessments are in place to comply with legal requirements imposed by specific regulations for work equipment, substance and chemical use, microbiological hazards, and radiation hazards;-

Keeping their line manager informed of all accidents and incidents that occur (ensuring that they are reported and documented), undertaking appropriate levels of investigation and implementing preventative measures to avoid a reoccurrence;-

Ensuring they inform their line manager of any significant health and safety failures, and of the outcome of the investigation into their causes;-

Providing adequate levels of supervision as identified for employees and students in accordance with risk assessment carried out;-

The provision of timely feedback to their line manager regarding any deficiencies in the working environment, health and safety policies, procedures, plans and systems.

The identification and subsequent provision of employees' and students' health and safety training requirements;-

The identification and provision of employees' and students' personal protective equipment requirements, ensuring its correct use;-

Ensuring the identification, and testing of, all departmental equipment under their control in accordance with relevant statutory requirements and best practices and maintaining relevant records;-

Providing arrangements to ensure employees and others, for example visitors, members of the public, contractors, have safe access and exits at all times whilst on the premises considering any persons who may have additional requirements (for example wheel chair users, those who are visually impaired etc.) ;-

Undertaking appropriate health and safety inspections in conjunction with departmental safety staff;-

Implementing good laboratory practice within laboratory areas to include promoting good hygiene practices and not allowing eating or drinking within the laboratory;-

Ensuring that transferred and new employees are informed of the hazards and risk control measures involved with the activities within their control as part of robust health and safety induction procedures;-

Ensuring that visitors into HYMS are appropriately supervised, and if required are given formal visitors status including induction into the department;-

Ensuring the out of hours procedures relevant to each area of operation are adhered to by all staff and students under their control;-

Ensuring that all employees and students have the appropriate level of competency in health and safety to enable them to effectively undertake their role;-

Ensuring that appropriate arrangements for emergencies are incorporated into risk assessments;-

Ensuring that lab books are accurately maintained, by research staff and students;-

Taking appropriate steps are taken to establish exact quantities of stocks of substances are within their areas of control to allow accurate returns to be completed for drug precursor and chemical weapons returns;-

Ensuring items are entered into the university inventory in accordance with finance office requirements;-

Suitably risk assessing work with a view to any hazards arising from out of hours working, lone working and unattended equipment;-

Consulting with the HYMS LSO before introducing any new hazards into the environment which present significant risk e.g. Gas bottles, new equipment;-

Ensuring that the use of flammable substances is conducted in a safe manner and that the room maximum limits are never exceeded;-

Ensuring that work with radiation, lasers or genetically modified biological agents does not start without prior approval from the university safety office;-

Making arrangements for off site visits, fieldwork and student placements in line with departmental policies;-

1.3.3. LOCAL SAFETY OFFICERS (LSOS)

LSOs are responsible for:

Acting as a contact point for Health and Safety services and the Facilities Directorates in the Universities of Hull and York;-

Initiating health and safety inspections at least quarterly and carrying them out in conjunction with others;-

Monitoring compliance with risk assessment within their areas of operation and maintaining a central register of health and safety risk assessments;-

Monitoring induction arrangements within their areas of operation;-

Acting as a central point for accident reporting within their areas of operation, carrying out suitable investigation of minor incidents and reporting on more serious concerns for investigation by health and safety services;-

Acting as a contact point for facilities (or hospital estates) when contractors attend site;-

Co-coordinating returns of information on hazardous substance use within their areas;-

Co-coordinating the portable electrical inspection regime within their area of operation;-

Co-coordinating monthly inspections of circuit breakers within their areas of operation, as appropriate;-

Implementing a protocol for the safe use of compressed gases and liquid nitrogen within their areas of operation;-

Organising hazardous waste disposal arrangements within their areas to comply with relevant policies;-

Ensuring that departmental equipment is suitably inspected, maintained, and tested in accordance with legal requirements to include lifting equipment, pressure systems including dewars, safety cabinets, autoclaves, and any other departmental equipment in general use;-

Notifying the maintenance manager of any new equipment which requires statutory testing by the university insurer, i.e. Lifting equipment, pressure vessels, air monitors for low oxygen and carbon dioxide;-

Ensuring any departmental equipment which presents a legionella risk is suitably risk assessed and included in the legionella monitoring Programme;-

Canvassing others within their areas to carry out safety related duties e.g. Fire wardens, first aiders and DSE assessors;-

Implementing a mechanism for reporting and acting upon defects or causes of concern raised by staff or students within their areas of operation;-

Familiarising themselves with the asbestos management survey for the buildings within their area of operation;-

Acting as a source of help and advice on health and safety matters within their areas of operation;-

Publicising health and safety arrangements, including emergency arrangements within their areas of operation;-

Updating the safety office at the appropriate campus with any changes to the significant hazards register;-

Maintaining the health and safety notice boards and within their areas of operation.

1.3.4. ALL EMPLOYEES* AND STUDENTS

*the reference made to employees is a reference to all employed individuals and therefore includes, for example, Deans, Deputy Deans, Associate Deans, All Line Management, Employees, Fixed term workers, Trainees, Volunteers, Individuals on work placements and Casual Workers.

The Health and Safety at Work Act, The Management of Health and Safety at Work regulations and other associated legislation place duties upon all employees. Therefore in addition to the responsibilities specified in other university documents it is the responsibility of every employee to:

Fully familiarise themselves with the relevant health and safety policies and associated procedures, seeking clarification from line managers where necessary. Some employees may be line managed by employees of other departments, and in some cases other institutions. In these instances the arrangements of the employing organization will take precedence.

Take reasonable care for the health and safety of themselves and other persons (i.e. Members of the public, contractors, customers etc.) who may be affected by their acts or omissions at work.

Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

Report any defects in plant or equipment to their line management.

Notify a member of their line management (or if not available another appropriate person) of any work situation having the potential for serious and imminent danger to health and safety.

Notify their line manager of any matters/shortcomings relating to existing practices, procedures or protective measures which might give rise to risks to health and safety.

Report all accidents and incidents to their line manager as soon as possible, regardless of whether that accident or incident involved personal injury.

Wear protective clothing and safety equipment as required reporting any defect to their line manager.

Suggest possible amendments to existing practices or procedures which could improve health and safety.

Use machinery, equipment, substances, transport equipment or other means of safety device in conformity with relevant training / instruction.

Assist with/undertake risk assessments as directed.

Co-operate with HYMS line management and other appropriate persons to enable them to conform and comply with any health and safety duties or requirements imposed upon them.

Inform transferred and new employees of any hazards involved in the activities of the service.

1.3.5. HEALTH AND SAFETY COMMITTEE

The general requirements are as indicated in relevant section of both Universities' Health and Safety policies and codes of practice.

The HYMS' Health and Safety Committee consists of staff from all areas and appointed union representatives and is chaired by the Dean of HYMS.

The Directors of Health and Safety Services or his /her representatives are ex-officio members.

When members work outside HYMS they also should follow the policy of these Departments.

Chair of the Health and Safety committee

The Chair of the Health and Safety committee is responsible for

Developing, publishing and reviewing the HYMS Health and Safety Policy and emergency plans;-

Producing, with others when necessary, the HYMS annual report on safety performance for submission to the Universities Health and Safety Committees';-

Incorporating the requirements of the Universities of Hull and York central policies into HYMS policy;-

Co-coordinating returns on corporate health and safety objectives and safety performance via the universities' Health and Safety committees;-

Convening HYMS health and safety meetings, ensuring that all staff in the school are represented by a contact on the committee;-

Circulating the dates of each meeting to HYMS staff together with an invitation to raise anything they consider appropriate, publishing the notes and action plans following each meeting in an accessible place;-

Co-coordinating HYMS safety officers within various parts of the organisation, and clearly identifying the areas of operation;-

Co-coordinating HYMS Inspection programmes;-

Monitoring HYMS health and safety training compliance via the Health and Safety Committee that will contain reports from HYMS LSOs;-

Ensuring that the Dean is kept informed of any serious matter raised at the health and safety meeting, and providing notes to the management team in a timely fashion;-

Representing HYMS on the University of Hull and York Health and Safety Committees;-

1.3.6. NHS STAFF HOLDING HONORARY RESEARCH TITLES

All NHS staff are subject to their trust policies in regard to health and safety. However, if such persons perform clinical research under the auspices of HYMS, rather than their trust, they must ensure that they have sought permission from the appropriate responsible person in the department they are attached to.

1.3.7. TRADES UNIONS' SAFETY REPRESENTATIVES

HYMS acknowledges that the recognised trade unions may appoint safety representatives and will give them every encouragement to develop and help promote the health and safety of HYMS.

Details of the appointed safety representatives can be found in the health and safety arrangements section under 'safety representatives'.

1.4. TRAINING, INSTRUCTION AND INDUCTION

All students will receive sufficient training in matters of health and safety to enable them to undertake their work safely.

Staff:

Induction of new HYMS staff in health and safety may be undertaken by the HYMS LSOs at either Hull or York depending on the HYMS staff member's main site of employment.

Training of staff in health and safety should be included in appraisal discussions and health and safety training and development requirements considered as part of this process.

Induction of students in health and safety is undertaken by clinical placement staff at the hospital that includes mandatory manual handling and fire safety. At the university sites, the students have a health and safety briefing undertaken by their PBL facilitators.

At the end of this document (Part 3) the CONTACTS section contains the current departmental safety contacts for HYMS

1.5. EMERGENCY PROCEDURES

HYMS Health and Safety LSO at Hull and York have been appointed to making arrangements to ensure procedures are in place to respond to emergencies. They will be responsible for arranging:

- The organisation for safe evacuation of the premises in liaison with the HYMS fire wardens and fire assembly marshal;
- The maintenance of obstacle free fire routes and the efficient operation of all self-closure.

1.6. RAISING CONCERNS ABOUT HEALTH AND SAFETY ISSUES

All members of HYMS are encouraged to play an active part in maintaining and improving safety in HYMS. Staff or student complaints about health safety and welfare at work should be pursued through the normal supervisory and management channels; see the HYMS code of practice on complaints <http://www.hyms.ac.uk/about-us/management/regulations-and-codes-of-practice>

The HYMS Health and Safety committee will also provide a forum for discussion and resolution of safety matters.

1.7. HYMS HEALTH AND SAFETY COMMITTEE

The Dean of HYMS desires the maximum consultation on all matters of health, safety and welfare at work. The HYMS Health and Safety Committee meet every three months or more frequently if appropriate.

The function of the committee is to enable effective consultation on safety between all members of HYMS, and to ensure that the organisation and arrangements for safety in HYMS are suitable and sufficient. The HYMS health and safety committee welcome comments and suggestions on safety from all interested parties. All correspondence should be sent to the HYMS LSO at Hull or York.

HYMS Health and Safety committee composition

- Chair of HYMS Health and Safety committee
- Member - An academic member of staff
- HYMS LSOs (Hull and York)

- York– a member of the York technical staff
- Hull– a member of the Hull technical staff
- A representative(s) of the admin/office staff
- Ad hoc members of staff nominated by the Dean
- Union representative(s)
- Representatives of the Universities' Health and Safety Directorates

Terms of reference of the committee

- a) To institute and manage the HYMS Health and Safety Policy and to ensure that the policy remains up to date;
- b) With authority delegated from HYMS management board to ensure HYMS complies with all statutory and local health and safety regulations;
- c) To ensure that health and safety inspections and assessments are undertaken as required meeting the requirements of 2 above;
- d) To ensure adequate health and safety records are kept and maintained;
- e) To monitor safety performance by consideration of accidents/incidents, inspection reports;
- f) To consider suggestions, comments and complaints from members of staff;
- g) To identify safety training needs;
- h) To consider and make recommendations regarding the effectiveness of safety systems in HYMS;
- i) To report to HYMS management board at three monthly intervals;

1.8. RESPONSIBILITIES FOR HEALTH AND SAFETY

INSPECTIONS

- Chair of the HYMS Health and Safety committee
- HYMS LSOs (Hull & York sites)
- Facilities manager York University
- Hull health and safety advisor
- A member of the academic staff

1.9. RESPONSIBILITIES FOR ACCIDENT/INCIDENT INVESTIGATION

The Chair of the HYMS Health and Safety Committee will be responsible for organising an accident/incident investigation.

The chair will establish an investigation team comprising of appropriate staff from HYMS and a representative of the relevant university health and safety department.

1.10. RISK ASSESSMENT

Under the management of Health and Safety at Work regulations, it is necessary to assess all risks from potential hazards (not just radioactive chemicals and substances covered by COSHH) to the health and safety of employees whilst at work, and to others who may be affected by that work, including students, visitors, cleaners and contractors. University policy affirms that these considerations extend to undergraduate practical work research projects and other teaching and learning activities.

The three basic stages in establishing risk controls are:

- Hazard identification
(Identifying hazards which could cause harm)
- Risk assessment
(Assessing the risk which may arise from hazards)
- Risk control
(Deciding on suitable measures to eliminate or control risk)

It is the responsibility of the office, research, teaching and laboratory supervisors to:

- a) Assess the risk to health arising from the activities and what precautions are needed;
- b) Introduce appropriate measures to prevent or control the risk;
- c) Ensure that the control measures are used, that equipment is properly maintained, and correct procedures used;
- d) Where necessary, monitor the exposure of people at risk and carry out appropriate surveillance of their health;
- e) Inform and instruct people at risk on the risks and train them in the precautions to be taken;

f) Ensure the appropriate risk assessment is carried out, recorded and filed.

Much of the work carried out in HYMS is of fairly low risk, repetitive in nature, with the risks virtually constant. For much work, it may therefore be sufficient for single general risk assessment to be undertaken and applied to subsequent activity, with minor relevant changes to reflect local areas. Even when a higher risk is involved, if an activity is part of a group of related activities, the group may be covered by a single assessment. Where risks involved are not covered by a general risk assessment, then a specific risk assessment must be undertaken.

Information about the preparation of risk assessments may be obtained from the HYMS LSOs. Individuals are encouraged to make detailed risk assessments, rather than adopt a simple tick-box approach. Risk assessments should contain information about hazards, risks, and the means to reduce risks. See Appendix I for links to the relevant university general risk assessment forms. Copies of completed risk assessment forms must be (a) retained by the assessor, (b) sent to the HYMS LSO (c) filed and d) issued to all persons involved in the project or work practice. Where appropriate a copy should be displayed by pieces of equipment, machinery or in specialised facilities where access is restricted because of potential hazards.

The risk assessment form covers a range of hazards from substances with explosive or flammable properties, through extremes of pressure or temperature to slip/trip and noise hazard. The form indicates the need to complete a separate COSHH form for the use of chemicals and micro-organisms covered by the control of substances hazardous to health regulations (see below).

Normally the supervisor or immediate line manager (in receipt of the appropriate information) is responsible for (a) assessing the procedures described in the risk assessment form as to their suitability as "safe procedures", and will sign the form accordingly, and (b) ensuring that the user has received the appropriate training in the application of these safe procedures. The "assessor" is normally the member of staff charged by the Dean or his deputy with responsibility for the area in which the work is to be carried out.

Supervisors cannot be held responsible for unreasonable behaviour putting people at risk. It is assumed that each person is sufficiently responsible to act with a degree of competence in keeping with their prior experience and qualifications

Eating and drinking in all laboratories, the anatomy laboratories and multifunctional laboratories is strictly prohibited.

Further details about the Universities' Health and Safety Risk Assessment policies etc. are available at

<https://share.hull.ac.uk/Services/healthsafety/Global Documents/University Safety Handbook.pdf>

<http://www.york.ac.uk/admin/hsas/>

1.11. MONITORING ARRANGEMENTS

Day-to-day monitoring of the policy is the responsibility of supervisors and managers. Supervisors and managers should also use reports of accidents, near misses and sickness linked to work to determine whether existing departmental arrangements require modification in order to prevent a recurrence. Reports of accidents and near misses made by supervisors and managers should be sent to the Dean via the Chair of the HYMS health and Safety Committee

Monitoring the effectiveness of the policy will also be carried out by way of planned departmental inspections. These will be undertaken four times annually. The membership of the inspection team will be decided by the Health and Safety Committee and appropriate training will be given if necessary. The university safety office will be asked to send a representative to all meetings and inspections.

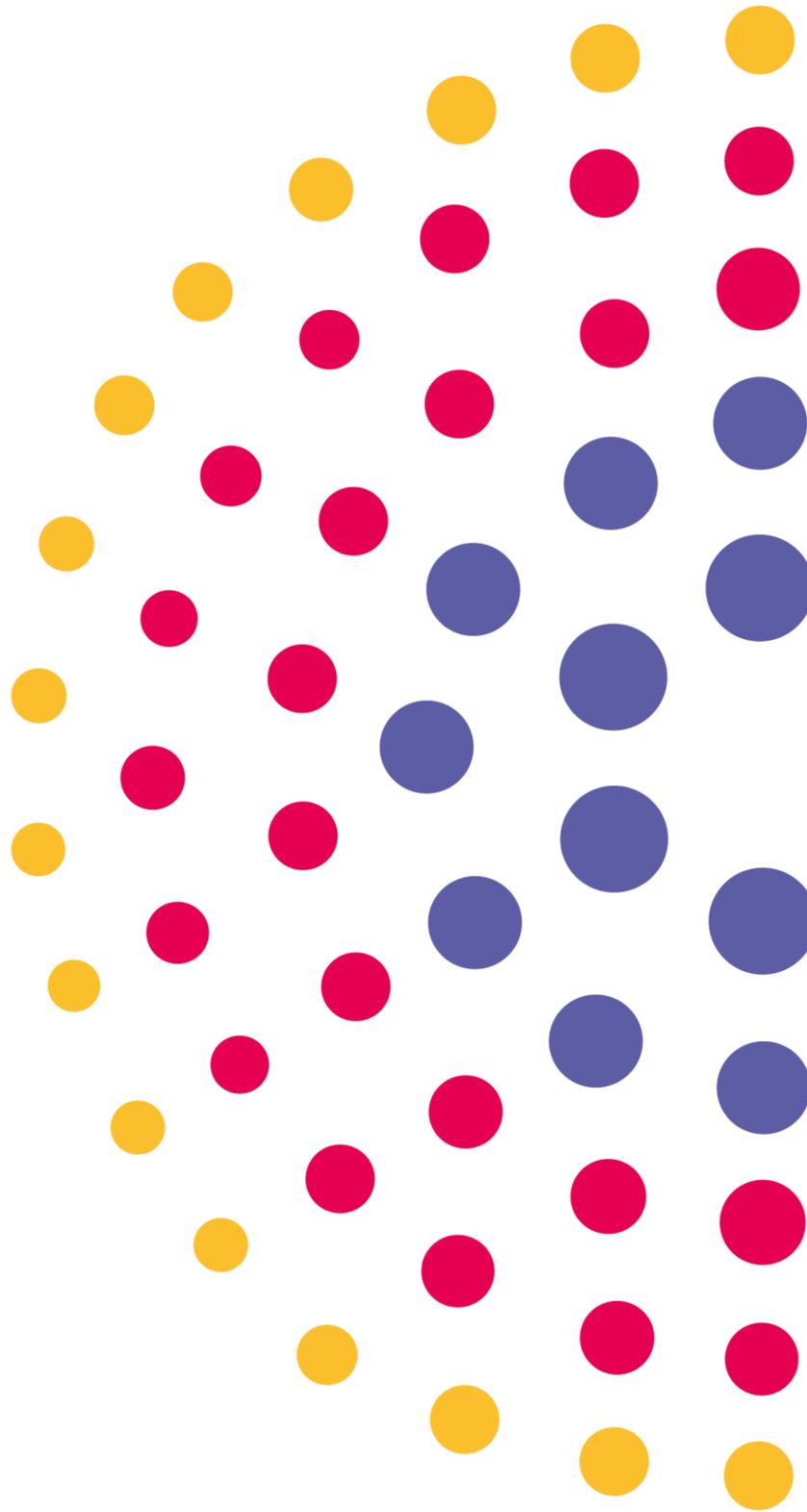
The person responsible for arranging each inspection is the Dean who delegates this responsibility to the HYMS Health and Safety committee.

A formal report of each inspection will be made by the inspection team and will be written in a way that identifies remedial actions to be taken by named individuals. The report will be agreed by all members of the inspection team and sent to the Dean and to all supervisors and managers whose areas were included in the inspection.

A formal follow-up of each inspection will be undertaken by one member of the inspection team one month after the inspection to identify progress in relation to remedial actions. The member of the team delegated this duty will be named in the original inspection report.

A follow-up report of progress will be sent to the Dean.

Copies of all minutes and reports will be sent to the Dean and the university safety office.



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