

HEALTH AND SAFETY POLICY

1. Health and Safety Principles

- a. The University complies with relevant Health and Safety legislation and places the highest priority on providing a healthy and safe environment for employees, students, visitors and contractors.
- b. Employees have a duty to take reasonable care to avoid injury or harm to themselves, their colleagues and all individuals on site. This includes consideration of both physical and mental health.
- c. To promote and maintain a healthy and safe working environment, the University: -
 - monitors the working environment to ensure compliance with health and safety regulations and standards. Regular risk assessments are arranged by the University and internal audits are conducted within academic and administrative departments.
 - provides core training for employees.
 - reviews accidents, ill-health and other relevant incidents and takes appropriate action. The [Accident / Injury Record Book](#) is hosted online and reviewed regularly by the Operations Committee and the Estates and Facilities Committee and Enjoy Work Park Management where appropriate.
 - provides appropriate access to employee assistance and student counselling.

2. Responsibility for Health and Safety

- a. The University Board have executive responsibility for health and safety, reporting to the Board of Trustees.
- b. The Deputy Vice-Chancellor Finance & Operations, who is the University's Health and Safety Co-ordinator, works with all staff and students through the Head of Estates and the Estates and Facilities Committee to provide a healthy and safe environment for the University community.
- c. The University Health and Safety Co-ordinator will review the University's Health and Safety policy document at least once a year.
- d. Funding for non-departmental health and safety matters is the responsibility of the Estates and Facilities Department
- e. Occupational sick pay entitlement is described in employee contracts.

2.1. Estates and Facilities Committee (EFC)

The Estates and Facilities Committee (EFC) is chaired by the Head of Facilities and has representation from operational and academic departments and the Student Government Association (SGA).

- a. The EFC includes Health and Safety as a standing agenda item at every meeting and will:
- b. EFC reviews and monitors health and safety issues (including Fire Risk Assessments).
- c. EFS is required to notify University Board of potential hazards that affect or may affect the health and safety of the University community;
- d. EFC shall represent employees in the event of consultation with the Inspectorate of the Health and Safety Executive.

2.2. Shared Responsibility

- a. The Heads of departments are overall responsible for the operational day-to-day health and safety of their department. They are responsible for ensuring that specific, approved departmental policies and procedures are implemented and appropriate training is provided to employees.
- a. Employees are responsible for their own health and safety at the workplace, and have a duty to develop, foster and maintain safe systems of work, and to report potential hazards, incidents, accidents, and mental health concerns. Issues which they consider may cause harm or injury to themselves, their colleagues, students, visitors and contractors should be brought immediately to the attention of their line manager.
- b. All new employees are required to complete the relevant online [Health and Safety training modules](#) during their probationary period and to send confirmation that this has been completed to the Human Resources Department.
- c. Line Managers should bring to the attention of the University's Estates and Facilities Committee issues of concern which cannot either be dealt by the department, or by Estates and Facilities and/or IT. If the matter cannot be resolved by the Estates and Facilities Committee it can be taken to the Operations Committee and then to the University Board.

3. Arrangements for ensuring Health & Safety at Work

3.1 General Risk Assessment

- a. Each department is responsible for carrying out regular risk assessments. Risk assessment guidelines and forms are available on the Estates and Facilities portal and the completed forms should be updated and e-mailed to the Estates and Facilities Department at least once a year. Where a risk is identified, it should be reported to Estates and Facilities and/or IT Departments using the on-line maintenance/IT request forms:
 - For Maintenance, email: estates&facilities@richmond.ac.uk
 - For IT/AV, email: itteam@richmond.ac.uk
- b. Where significant risk is identified and cannot readily be dealt with, the matter must be reported immediately to the Head of Estates or designee.

- c. Organisers (staff, faculty and students) of trips and excursions are required to complete the relevant risk assessment before any trip can be authorised. The relevant forms can be found [here](#).
- d. All employees are required to complete [Online Health and Safety Training](#).

3.2 Specialist Spaces

No student or staff member is permitted to commence work in the University's film and photography studio without induction in the principles of safety, in relation to the experimental equipment to be used, and the safety protection that must be used. If equipment such as ladders are needed, this must be communicated to estates and facilities they can ensure the appropriate training is given.

3.3 Dignity at Work

The University's Dignity at Work Procedure is available on the [HR intranet](#). This covers employees, contractors, agency workers and anyone else the University engages to work for it. Instances of harassment, bullying, or discrimination of/from a student should be reported to Student Affairs, who will follow the process set out in the Student Code of Conduct.

3.4 Contractors

External contractors are engaged to carry out specific projects. The University requires all contractors to comply with current health and safety regulations as set out in the as set out in the contractor rules and regulations guide.

3.5 Display Screen Equipment

- a. Employees who use display screen equipment as part of their normal duties are entitled to claim reimbursement up to £25 from the University for an eyesight test. In order to make a claim, a signed receipt by an optician, confirming that an eye examination and the appropriate VDU eyesight test has been carried out, must be provided.
- b. If special lenses are confirmed as necessary by an eye test, the University will reimburse up to £50 of the cost. This only applies to lenses for the purpose of work with display screens only, not for general use. To claim reimbursement, a receipt for the purchase of glasses specifically for work with display screens must be provided.
- c. Details of on-line health and safety training for users of display screen equipment and workstations are available from the Human Resources Department.

3.6 Equal Opportunities

The University is committed to the principle of equal opportunities in admissions, employment and access to programmes. The University's policy with regard to access to buildings, facilities and support for people with a disability are set out in the Equal Opportunities Policy in the [Employment Handbook](#) available on the HR intranet.

3.7 Fire-Fighting Equipment

- a. Fire alarms and extinguishers are installed throughout the University in accordance with the regulations. These are maintained on an annual maintenance contract by an approved external contractor.
- b. A Fire Warden training course on the use of fire-fighting equipment is available to staff and students. The permanent security staff members will be fire warden trained as will all members of the estates and facilities team and various other staff members. An updated list of fire warden trained staff will be posted on the University's [Estates and Facilities](#) portal.
- c. Fire risk assessments are carried out on a regular basis and are the responsibility of the Head of Estates.

3.8 Fire Safety

- a. Department heads are responsible for ensuring that employees know what to do in the event of an emergency and where to go if their building is evacuated. Employees should familiarise themselves with the fire alarm sound, location of fire equipment, emergency exits, and the location of assembly points.
- b. Employees should always obey the instructions of the emergency services, University Security staff and Fire Marshals. Please refer to the Building 12 Fire Evacuation Summary for further details.
- c. A full fire evacuation will be held twice a year. One in normal working hours and one out of hours.

3.9 First Aid

- a. Permanent Security Officers and a number of employees have received basic first aid training. A list of employees trained in first aid and mental health first aid will be circulated by e-mail each semester by the Head of facilities. A list will also be posted on the University's [Estates and Facilities](#) portal.
If first aid assistance is required, please contact the reception desk where a member of security or estates and facilities can assist.
- b. First aid supplies
 - The main first aid boxes are in the reception desk, student hub and library. A list showing the location of first aid boxes will be circulated by e-mail to all employees and students at the start of the Fall and Spring semesters.

- Estates & Facilities must be informed of items taken from the first aid box so that the stock can be replenished where required.
- c. Emergency Services
 - Where first aid trained University employees are not competent to give assistance due to the nature of the illness or accident, arrangements will be made to contact emergency services by dialling 999.
 - The accident book is available online and Employees should ensure that all accidents are reported and noted within the accident book. The Accident Book is inspected regularly by the University Board, Head of Estates, and the Estates & Facilities Committee.

3.10 Housekeeping

- a. The University employs a third-party contractor to perform cleaning and housekeeping services. The contractor is responsible for ordering, storing and issuing cleaning materials and will ensure that staff are trained in the use of cleaning materials and the disposal of waste. The Head of Estates has overall responsibility for these services.
- b. The external areas including the under-croft car park is maintained by Enjoy-Work. If there is an issue with any external spaces, it should be reported to estates and facilities who will follow up with Enjoy-Work.

3.11 Workplace Equipment and Inspection of Work Equipment, Plant, and Machinery

- a. Before any machinery or equipment can be used, managers must ensure that persons are trained and fully conversant with safe operation. University supplied equipment is subject to the Provision and Use of Work Equipment Regulations 1998. Staff and students are not permitted to use self-supplied kitchen appliances or any other electrical equipment other than laptop computers and tablets on site. See electrical guidance document for further details.
- b. The Estates and Facilities Department is responsible for arranging for plant, equipment, and premises to be checked and tested on a regular basis, using outside contractors where necessary. Defects are reported to Estates and Facilities Department by emailing: estates&facilities@richmond.ac.uk.
- c. Hazardous situations are dealt as soon as they are reported. Non-urgent items requiring major expenditure are reviewed as part of the regular risk assessment and annual budgetary processes and approved work is carried out on a planned basis.
- d. Academic and administrative departments are responsible for ensuring that equipment is suitable for purpose and properly maintained.

3.12 Manual Handling and Lifting

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

3.13 Waste Materials

The University's general waste materials are removed by registered waste contractors. Confidential waste bins for sensitive material are available.

3.14 Noise

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

3.15 Protective Equipment

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

3.16 Smoking

The University operates a strict no smoking policy in all University buildings. The University's Smoking Policy is set out in Section 3 18 of the [Employment Handbook](#). Chiswick Park operates a clean air policy and smoking should only take place within the designated areas. This includes e-cigarettes and vapes.

3.17 Lone Working

- a. While lone working should be avoided as far as reasonably practicable, where necessary for business needs the University will take reasonable steps to ensure the health and safety of employees working alone. This includes evaluating and dealing with any health and safety risks surrounding lone working.
- b. A risk assessment should be undertaken by the line manager (as per 3.1 above). Inclusive with the risk assessment, any specific training or equipment that will enable the employee to perform the duties of their role safely, including assessment of personal safety equipment, procedures for potential illness or accident, equipment or

software training etc. Employees should contact their line manager to discuss with HR any training and procedures for keeping in touch.

3.18 Accessibility Impairments

- a. It is the responsibility of the University to make provisions for the emergency evacuation of any student, employee, or visitors with accessibility impairments, including visual/mobility and other forms of additional assistance). A Risk Assessment/Personal Emergency Evacuation Plan (PEEP) must be undertaken to ascertain the procedures that should be implemented in the event of an emergency. In the event of evacuation mobility impaired guests are to wait in the fire refuges found in the lift lobby on each floor. The clearly marked refuge intercom will connect them to the fire panel and the Fire Brigade will be made aware on arrival.

3.19 Stress

- a. Employees who feel exposed to situations at work which might lead to a stress-related illness are encouraged to discuss the matter with their Manager or Human Resources staff. Discussions will be dealt with in a discreet and confidential manner and action taken as appropriate.
- b. The Health and Safety Executive's webpage provides a wide range of information and resources relating to work related stress at [Health and Safety Executive](#).
- c. The University has arranged a free, confidential helpline provided by Bupa as part of their Employee Assistance Programme. Further information can be found on the University's [HR site](#) or [BUPA site](#).

4. Mental Health Crisis

- a. The mental health charity MIND defines mental health crisis as "when you feel at breaking point, and you need urgent help". Symptoms may include:
 - feeling extremely anxious and having panic attacks or flashbacks
 - feeling suicidal, or self-harming
 - having an episode of hypomania or mania, (feeling very high) or psychosis (hearing voices or feeling very paranoid).
- b. Access to Help
 - If an individual is at immediate risk of ending their life, harming themselves or others, call 999 immediately. Care can be provided at any A&E.
 - If an individual is in crisis but not at immediate risk of physical harm, please use the NHS helpline that offers 24-hour advice and support, and access to an assessment for appropriate care. This is available at <https://www.nhs.uk/service-search/mental-health/find-an-urgent-mental-health-helpline>.

- If an individual needs to access anonymous support, you can also contact Samaritans on 116 123 or text SHOUT to 85258 if they prefer not to talk on the phone.

5. Security

5.1 General Security

The reception desk at Building 12 is staffed with security officers during the operating hours of the University which may vary during term and holiday time. Security can also be contacted within these hours by dialling **020 8332 8230**. Enjoy-Work also operate 24/7 security in the park and can be contacted at any time on 020 8636 8060.

5.2 Entry Gates

For the safety and security of our employees and students, we require everyone entering the building to use their University issued ID card. Tailgating is not permitted. If you forget your ID card, please contact the reception desk to sign in. You are required to pay the costs of replacing a lost identity card.

5.3 CCTV

To enhance the safety and security of the University and employees and students the University operates closed circuit television.

5.4. Visitors

All visitors to the University must sign in digitally using a QR code which can be scanned at the reception desk. Please give prior notice where possible by emailing estates&facilities@richmond.ac.uk

6. Communications

6.1 Notification to employees

This document is circulated each semester to all employees by e-mail and a copy is posted on the University's [Estates and Facilities](#) site.

Professor Phil Deans
President and Vice-Chancellor
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VERSION MANAGEMENT

Responsible Department: Estates and Facilities			
Approving Body: Operations Committee			
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