**Statement of Intent**

Reflecting on the Estate Support Service (ESS) mission statement I believe that an “Outstanding Estate” must be by definition a “Healthy and Safe Estate”, in order that we achieve this we need everyone to play their part and accept responsibility for their own health and safety, and that of staff, students and others that could be affected by their acts or omissions.

ESS is committed to ensuring that the Health, Safety and Welfare of its employees and others is not adversely affected by our estate, or the work we do.

Werecognise that while it is not possible to remove all risks from the working environment it is our duty to ensure that remaining risks are identified, eliminated and/or properly managed.

At the heart of our commitment to health and safety are nine core principles that everyone is required to embrace and which will assist us in achieving continuous performance improvement.

**Our Health and Safety Core Principles**

1 We recognise that the management of health and safety is paramount, and we will ensure that adequate resources are made available as necessary

2 We will ensure through a process of assessment, planning and continuous review that suitable systems and arrangements are developed and implemented to manage health and safety

3 We will provide the necessary information, instruction, training and supervision to enable all employees to protect their own health and safety while at work

4 We will ensure that all workplaces are adequately maintained

5 We will provide all employees with access to adequate welfare facilities and will encourage a sensible approach to work life balance

6 We will provide a safe means of access to, and egress from all workplaces.

7 We are committed to complying with all current and future legislation as a minimum standard

8 We will maintain access to competent health and safety advice, and ensure all staff are competent to fulfil their role

9 We seek to communicate with, engage and involve all staff, students and other stakeholders in creating and maintaining a safe and healthy working environment



Iain Garfield September 2018

Acting Director Estate Support Service Review Date: September 2020

**Organisation:** This section contains a summary of the organisational structure for managing health and safety in ESS

Occupational Health and Safety Service

* Fire, Radiation, Biological
* Insurance Officer
* Occupational Health
* Human Resource Managers
* Union Safety Representatives

Executive Board

ESS Health & Safety Coordinator

ESS Accountant

**Director ESS**

Compliance and Contracts Manager

Head of Maintenance

Section Managers

Health, Safety and Business Continuity Manager

Heads of Service

Managers/Team Leaders/Supervisors

Employees/Trade Union Reps /Employee Reps

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ESS Health and Safety Committee

University & Professional Support Services Safety Committee

ESS Health and Safety Management Group

**Responsibilities**

**Director of Estate Support Service (ESS)**

The Director of ESS has overall responsibility for ensuring that the health safety and welfare of staff, students and others is not, so far as is reasonably practicable, adversely affected by the estate we manage or the work we do.

The Director of ESS will facilitate the management of health and safety at Executive Level, including:

* Reporting to the University Registrar on matters affecting the health and safety of ESS, including its performance and annual reports
* Ensuring that ESS manages its affairs in a way which can achieve compliance with its health and safety obligations, its Health and Safety Policy and our commitment to continuous improvement
* Promoting and enabling improved working practices and conditions which further improve wellbeing and health and safety

Additionally, the Director of ESS will ensure access to competent health and safety advice is provided and maintained, and that adequate resource is provided to enable ESS to meet its statutory duties.

**The Role of the Head of Unit**

**Excerpt from University Health and Safety Policy**

The Head of Unit holds personal responsibility for ensuring that the Unit is run in a safe manner and is supported by School Safety Officers and other trained persons as necessary to advise, monitor and plan for safe activities without undue risks to health.

Where more than one Unit occupies a building they are required to co-operate with each other for those aspects that require a building overview (such as fire evacuation).

**ESS Health, Safety and Business Continuity Manager**

ESS Health, Safety and Business Continuity Manager shall:

* Provide competent advice on the development and operation of health and safety management monitoring arrangements throughout ESS
* Provide competent advice on compliance with health and safety legislation
* Provide advice on the development of policies, procedures, risk assessments and guidance on occupational health, safety and welfare matters
* Provide advice on the provision of health and safety training
* Investigate, analyse and report on as appropriate accidents, incidents and near misses in conjunction with the Occupational Health and Safety Service (OHSS)
* Have authority to stop or suspend unsafe working practices and bring it to the attention of the appropriate manager and Director of ESS
* Provide advice and information to the Health and Safety Management Group
* Represent the Director of ESS in matters relating to health and safety and act in the best interest of ESS
* Liaise formally and informally with the OHSS

**The Role of the Unit Safety Officer**

**Excerpt from University Health and Safety Policy**

The Unit Safety Officer role is principally to advise the Head of Unit on all aspects of health, safety and welfare within the Unit. To make this task manageable there are additional appointments that can be made including; Deputy Unit Safety Officers, Biological Safety Supervisors, and Radiation Protection Supervisors. This role may include the management of local procedures and Unit self-inspection, and undertaking review of Unit Safety Policies and Local Rules.

Unit Safety Officers are expected to assist OHSS in carrying out safety audits and inspections, and to undertake basic investigations of incidents and record their findings.

Safety tasks related to individual projects would normally be carried out by the Principal Investigator concerned rather than OHSS, though the latter will be in a position to offer advice or to know where such advice might be sought.

**ESS Health, Safety and Business Continuity Coordinator**

**The ESS Health, Safety and Business Continuity Coordinator shall:**

* Provide competent advice on compliance with health and safety legislation (with support from ESS Health, Safety and Business Continuity Manager)
* Provide advice on the development of risk assessments
* Provide advice on the provision of health and safety training
* Investigate, analyse and report on as appropriate accidents, incidents and near misses in conjunction with the Occupational Health and Safety Service (OHSS)
* Have authority to stop or suspend unsafe working practices and bring it to the attention of the appropriate manager and Director of ESS
* Be familiar with the ESS Health and Safety Policy and arrangements for managing health and safety
* Represent the ESS in matters relating to health and safety and act in the best interest of ESS
* Disseminate health and safety information to staff and contractors as appropriate

**Senior Management Team**

Formally accept their collective and individual role in providing health and safety leadership in ESS

* Make sure that all decisions made take account of any health and safety implications
* Recognise their role in encouraging the active participation of all ESS staff in improving health and safety standards
* Make sure they are kept informed of, and alerted to, relevant health and safety risk management deficiencies in order that action may be taken to correct them
* Consider health and safety matters as a standard meeting agenda item, receive formal written reports on health and safety as and when required

**Accountant**

The Accountant is responsible for ensuring that adequate consideration is given to health and safety when making budgetary decisions, eg by reminding budget holders or supporting the financial case for meeting health and safety obligations.

**Head of Maintenance**

The Head of Maintenance is responsible for the effective management of health and safety within the Maintenance Service and in particular for:

* Providing health and safety leadership for the service
* Ensuring individual and service actions and decisions reinforce the services commitment to health and safety
* The administration and implementation of the Health and Safety Policy and associated management arrangements in particular:
* Application of Arrangements for Work Equipment
* Application of Arrangements for COSHH
* Application of Arrangements for CDM
* Application of Arrangements for Lone Working
* Application of necessary Permit to Work Systems

This list is not exhaustive and Additional Management Arrangements will apply [**see here**](http://www.ncl.ac.uk/estates/healthsafety/Policy.htm)

* Statutory Compliance associated with the management of ESS controlled:
* Asbestos
* Water Management (including hot and cold water systems)
* Electrical Systems
* Lifting Equipment
* Gas Systems
* Pressure Systems
* Installed Fire Alarm Systems

* Ensuring the health, safety and welfare of employees and others is not adversely affected by the work the service does
* The further delegation of health and safety tasks and responsibilities as necessary
* For ensuring that managers (and others as necessary) are competent to assess significant risks to health and safety
* Ensuring suitable and sufficient general and specific risk assessments are carried out, implemented and periodically reviewed and revised (at least annually)
* Providing the necessary resources for the successful management of health and safety risks
* Ensuring that employees and contractors working within the service recognise and accept their responsibilities for health and safety
* Ensuring employees are competent to carry out their designated roles and responsibilities, and to provide resources to ensure competency is maintained
* Ensuring the service has a current health and safety action plan and that progress against objectives in the plan are actively monitored
* Ensuring emergency procedures for first aid, fire etc are identified and implemented
* Liaising with and supporting the work of the ESS Health and Safety team and the Occupational Health and Safety Service

**Head of Improvements**

The Head of Improvements is responsible for the effective management of health and safety within their respective service and in particular for:

* Providing health and safety leadership for the service
* Ensuring individual and service actions and decisions reinforce the services commitment to health and safety
* The administration and implementation of the Health and Safety Policy and associated management arrangements, in particular:
* Application of Arrangements for Management of Contractors
* Application of Arrangements for CDM
* Application of Arrangements for Workplace Inspections (Construction Sites)
* Application of the Asbestos Management Plan
* Application of Arrangements for Lone Working
* Application of necessary Permit to Work System

This list is not exhaustive and additional management arrangements will apply [**see here**](http://www.ncl.ac.uk/estates/healthsafety/Policy.htm)

* Ensuring the health, safety and welfare of employees and others is not adversely affected by the work the service does
* The further delegation of health and safety tasks and responsibilities
* For ensuring that managers (and others as necessary) are competent to assess significant risks to health and safety
* Ensuring suitable and sufficient general and specific risk assessments are carried out, implemented and periodically reviewed and revised (at least annually)
* Providing the necessary resources for the successful management of health and safety risks
* Ensuring that employees and contractors working within the service recognise and accept their responsibilities for health and safety
* Ensuring employees are competent to carry out their designated roles and responsibilities, and to provide resources to ensure competency is maintained
* Ensuring the service has a current health and safety action plan and that progress against objectives in the plan are actively monitored
* Ensuring emergency procedures for first aid, fire etc are identified and implemented
* Liaising with and supporting the work of the ESS Health and Safety team and the Occupational Health and Safety Service

**Head of Sustainability**

The Head of Sustainability is responsible for the effective management of health and safety within their service and in particular for:

* Providing health and safety leadership for the service
* Ensuring individual and service actions and decisions reinforce the services commitment to health and safety
* The administration and implementation of the Health and Safety Policy and associated management arrangements in particular:
* Application of Arrangements for Management of Contractors
* Application of Arrangements for Workplace Inspections (operational waste disposal areas/sites)
* Application of Arrangements for Lone Working
* Application of necessary Permit to Work Systems

This list is not exhaustive and additional management arrangements will apply [**see here**](http://www.ncl.ac.uk/estates/healthsafety/Policy.htm)

* Ensuring the health, safety and welfare of employees and others is not adversely affected by the work the service does
* The further delegation of health and safety tasks and responsibilities
* For ensuring that managers (and others as necessary) are competent to assess significant risks to health and safety
* Ensuring suitable and sufficient general and specific risk assessments are carried out, implemented and periodically reviewed and revised (at least annually)
* Providing the necessary resources for the successful management of health and safety risks
* Ensuring that employees and contractors working within the service recognise and accept their responsibilities for health and safety
* Ensuring employees are competent to carry out their designated roles and responsibilities, and to provide resources to ensure competency is maintained
* Ensuring the service has a current health and safety action plan and that progress against objectives in the plan are actively monitored
* Ensuring emergency procedures for first aid, fire etc are identified and implemented
* Liaising with and supporting the work of the ESS Health and Safety team and the Occupational Health and Safety Service

**Head of Estate Customer Service**

Heads of service are responsible for the effective management of health and safety within their respective services and in particular for:

* Providing health and safety leadership for the service
* Ensuring individual and service actions and decisions reinforce the services commitment to health and safety
* The administration and implementation of the Health and Safety Policy and associated management arrangements in particular:
* Application of Arrangements for Management of Contractors
* Application of Arrangements for Workplace Inspections (operational areas, depots, workshops, off site welfare facilities)
* Application of Arrangements for Work Equipment
* Application of Arrangements for COSHH (in particular pesticides, herbicides and other substances used in Grounds Maintenance)
* Application of Arrangements for Lone Working
* Application of Arrangements for Driving

This list is not exhaustive and additional management arrangements will apply [**see here**](http://www.ncl.ac.uk/estates/healthsafety/Policy.htm)

* Ensuring the health, safety and welfare of employees and others is not adversely affected by the work the service does
* The further delegation of health and safety tasks and responsibilities
* For ensuring that managers (and others as necessary) are competent to assess significant risks to health and safety
* Ensuring suitable and sufficient general and specific risk assessments are carried out, implemented and periodically reviewed and revised (at least annually)
* Providing the necessary resources for the successful management of health and safety risks
* Ensuring that employees and contractors working within the service recognise and accept their responsibilities for health and safety
* Ensuring employees are competent to carry out their designated roles and responsibilities, and to provide resources to ensure competency is maintained.
* Ensurint the service has a current health and safety action plan and that progress against objectives in the plan are actively monitored
* Ensuring emergency procedures for first aid, fire etc are identified and implemented
* Liaising with and supporting the work of the ESS Health and Safety team and the Occupational Health and Safety Service

**Head of Estate Planning and Development**

Heads of service are responsible for the effective management of health and safety within their respective services and in particular for:

* Providing health and safety leadership for the service
* Ensuring individual and service actions and decisions reinforce the services commitment to health and safety
* The administration and implementation of the Health and Safety Policy and associated management arrangements in particular:
* Application of Arrangements for Management of Contractors
* Application of Arrangements for CDM
* Application of Arrangements for Workplace Inspections (Construction Sites)
* Application of the Asbestos Management Plan
* Application of Arrangements for Lone Working
* Application of necessary Permit to Work Systems

This list is not exhaustive and additional management arrangements will apply [**see here**](http://www.ncl.ac.uk/estates/healthsafety/Policy.htm)

* Ensuring the health, safety and welfare of employees and others is not adversely affected by the work the service does
* The further delegation of health and safety tasks and responsibilities
* For ensuring that managers (and others as necessary) are competent to assess significant risks to health and safety
* Ensuring suitable and sufficient general and specific risk assessments are carried out, implemented and periodically reviewed and revised (at least annually)
* Providing the necessary resources for the successful management of health and safety risks
* Ensuring that employees and contractors working within the service recognise and accept their responsibilities for health and safety
* Ensuring employees are competent to carry out their designated roles and responsibilities, and to provide resources to ensure competency is maintained.
* Ensuring the service has a current health and safety action plan and that progress against objectives in the plan are actively monitored
* Ensuring emergency procedures for first aid, fire etc are identified and implemented
* Liaising with and supporting the work of the ESS Health, Safety and Business Continuity team and the Occupational Health and Safety Service

**Section Managers/Project Managers/Project Surveyors/Project Engineers**

Managers should actively support their Head of Service in the effective management of health and safety and are responsible for implementing and maintaining arrangements within their area(s) of control. This will include:

* Ensuring individual actions and decisions always reinforce the messages in the Health and Safety Policy
* Encouraging active employee participation in the management of health and safety
* The administration and implementation of the Health and Safety Policy and associated management arrangements associated with the work the section does
* Ensuring that employees within their control recognise and accept their personal responsibilities for health and safety and that they are competent to carry out their designated roles
* Ensuring that employees within their control have access to the Health and Safety Policy and associated management arrangements, and other relevant health and safety documentation
* Ensuring general and specific risk assessments are carried out, implemented, monitored and periodically reviewed and revised (at least annually)
* Ensuring arrangements for employee welfare and dealing with emergency situations are fully implemented
* Utilising available resources so that health and safety risks can be managed effectively, highlighting areas where additional resources may be required
* Monitoring health and safety performance on a regular basis, ensuring all accidents, incidents, occupational diseases, hazards and near misses are reported in accordance with procedures
* Regularly discussing health and safety at meetings within the department, enabling effective employee consultation on health and safety matters and the dissemination of relevant information.
* Liaising with and supporting the work of the ESS Health and Safety team and the Occupational Health and Safety Service.
* Ensuring that contractors working on their behalf do so in accordance with ESS Health and Safety Policy and Associated Arrangements in particular:
* Application of Arrangements for Management of Contractors
* Application of Arrangements for CDM
* Application of Arrangements for Workplace Inspections
* Application of the Asbestos Management Plan
* Application of necessary Permit to Work Systems
* Application of Arrangements for Risk Assessment

This list is not exhaustive and additional management arrangements will apply [**see here**](http://www.ncl.ac.uk/estates/healthsafety/Policy.htm)

**Other Managers / Team Leaders / Supervisors**

Team Leaders and others with supervisory duties are responsible for health and safety within their teams / areas of responsibility, on a day to day basis. This will include:

* Ensuring individual actions and decisions always reinforce the messages in the Health and Safety Policy
* Encouraging the involvement of employees and other interested parties in the day to day management of health and safety
* Ensuring that employees within their teams recognise and accept their personal responsibilities for health and safety and that they are competent to carry out their designated roles
* Ensuring that employees within their teams have access to the Health and Safety Policy and other relevant health and safety documentation, and that these are implemented and complied with
* Ensuring general and specific risk assessments are carried out and that controls necessary for managing risk are communicated to employees and implemented
* Ensuring that employees are aware of the arrangements for welfare and emergency situations
* Ensuring employees adhere to the requirements of safe systems of work, risk assessments and other associated health and safety instructions and requirements equipment
* Ensuring all accidents, incidents, occupational diseases, hazards and near misses are reported in accordance with procedures.
* Attending and discussing health and safety matters at team and other meetings, enabling effective employee consultation on health and safety matters and the dissemination of relevant information.
* Ensuring that contractors working on their behalf do so in accordance with ESS Health and Safety Policy and Associated Arrangements for Health and Safety in particular:
* Application of Arrangements for Management of Contractors
* Application of Arrangements for CDM
* Application of Arrangements for Workplace Inspections (Construction Sites)
* Application of Arrangements detailed in the Asbestos Management Plan
* Application of necessary Permit to Work Systems
* Application of Arrangements for Risk Assessment

This list is not exhaustive and additional management arrangements will apply [**see here**](http://www.ncl.ac.uk/estates/healthsafety/Policy.htm)

**Compliance and Contracts Manager**

Provide support to the Estate Support Service, taking operational responsibility for health and safety issues relating to property maintenance. This will include but is not be restricted to:

* Materials which may contain Asbestos
* The Control and Management of legionella bacteria in systems under the control of Estate Support Service
* Electrical safety including HV, LV and PAT testing within Estate Support Service/Maintenance
* European Union’s F-Gas Regulation No 842/2006, (controls of ozone depleting substances)
* The Control and Management of ESS controlled lifting equipment in accordance with the requirements of Lifting Operations Lifting Equipment Regulations
* The Control and Management of ESS controlled pressure systems in accordance the requirements of pressure systems regulations
* Responsible for the operational implementation of the Estate Support Service asbestos and legionella Management Plans/Arrangements, ensuring Estate Support Service records are maintained correctly and updated regularly
* Arrange asbestos management surveys, legionella risk assessments and any other safety related assessments as required. Organise and manage any high priority remedial works identified within the surveys or assessments
* Ensure that a remedial works programme is implemented and completed for any other risk assessments provided by the University Occupational Health and Safety Office, such as fire risk assessments etc
* Ensure other sections within Estate Support Service provide timely and relevant documentation to allow asbestos risk assessments and surveys to be updated
* Ensure consultants, contractors and service providers engaged to carry out statutory health and safety surveys, assessments or remedial works are competent
* Provide regular updates and reports to the Head of Maintenance, the Director of Estate Support Service and/or ESS Health, Safety and Business Continuity Manager in order to enable them to report to the University Health and Safety Committee
* Manage a number of existing central contracts currently let by the Maintenance Team Chair regular progress meetings, review performance, and advise the Maintenance Team of any non-conformity

**CDM/Soft Landings Manager**

The CDM Soft Landings Manager is responsible for coordinating/managing the in house Principal Designer Role with respect to Capital Projects assigned to them. This includes:

* Cooperating with any other person working on or in relation to a project at the same or an adjoining construction site to the extent necessary to enable any person with a duty of function to fulfil that duty or function. (CDM Regulation 8[4]).
* Report to the Client anything the Principal Designer is aware of in relation to the Project which is likely to endanger their own health or safety or that of others. (CDM Regulation 8[5]).
* Provide any information or instruction as soon as is practicable and in a comprehensible form to relevant duty holders (CDM Regulation 8[6]).
* Plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far is reasonably practicable, the Project is carried out without risks to health or safety (CDM Regulation11[1]).
* When design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession: and estimating the period of time required to complete such work or work stages, take into account the general principles of prevention and, where relevant, the content of any construction phase plan and any health and safety file. (CDM Regulation 11[2]).
* Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health and safety of any person

a carrying out or liable to be affected by construction work

b maintaining or cleaning a structure

c using a structure designed as a workplace. (Regulation 11[3]).

7 Ensure all designers comply with their duties in Regulation 9. (Regulation 11[4]).

8 Cooperate with and ensure that all persons working in relation to the pre-constructions phase cooperate with the Client, the Principal Designer and each other. (Regulation 11[5]).

9 a Assist the Client in provision of the pre-construction information required by Regulation 4[4]; and

b So far as it is within the Principal Designer’s control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the Project. (Regulation 11[6]).

10 Liaise with the Principal Contractor for the duration of the Principal Designer’s appointment and share with the principal information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase (Regulation 11[7]).

11 Assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the Principal Designer holds that is relevant to the construction phase plan including pre-construction information obtained from the Client and any information obtained from designers under Regulation 9[3][b]).

12 During the pre-construction phase prepare a health and safety file appropriate to the characteristics of the Project which must contain information relating to the Project which is likely to be needed during any subsequent project to ensure the health and safety of any person. (Regulation 12[5]).

13 Ensure that the health and safety file is appropriately reviewed, updated and revised up to the date the Principal Designer’s appointment has bended to take account of the work and any changes that have occurred. (Regulation 12[6]).

14 If the Principal Designer’s appointment concludes before the end of the Project, pass the draft health and safety file to the principal contractor. (Regulation 12[8]).

15 Provide advice to the Client on the health and safety skills, knowledge and experience organisational capability and resources of up to ( ) proposed designers prior to arrangements being made for design work to begin\*

17 Provide advice to the Client on the health and safety skills, knowledge and experience, capability and resources of proposed consultants and contractors before an approved list of tenderers is agreed.

18 Advising the client of the suitability or otherwise of the construction phase plan and the provision of the proposed welfare facilities, prior to construction work starting on site.

**Employees**

All employees (including those on a temporary or fixed term contracts), have responsibilities for their own and others health and safety, not to misuse anything provided for the purposes of health and safety, and to co-operate with ESS to enable it to discharge its health and safety obligations. This will include:

* Ensuring all actions and decisions at work follow the spirit of the Health and Safety Policy
* Complying with the requirements of the Health and Safety Policy, arrangements, and other relevant health and safety documentation, such as procedural documents and risk assessments
* Participating in any instruction or training which has been provided for the purposes of health and safety
* Assisting in the completion of risk assessments, where required, and complying with risk assessment control measures (including specific assessments, e.g. Control of Substances Hazardous to Health (COSHH), manual handling, display screen equipment (DSE), etc)
* Using equipment in accordance with training, instruction and information provided and using any safety equipment, features, required including personal protective equipment.
* Reporting known hazards in the workplace which may have not been previously identified or assessed, including any defects to equipment which is used or which has been personally issued
* Being aware of the emergency arrangements for your workplace and participating in any drills or exercises
* Reporting accidents, incidents, occupational diseases, hazards and near misses in accordance with procedures
* Attending and discussing health and safety at team and other meetings; such as to give feedback on new or changed working practices, to highlight any areas of concern or make suggestions to enable improvements in workplace practices or conditions.

**Health and Safety Policy Receipt**

All employees are required to acknowledge they have received, read and understood the content of this document. Please complete the ‘receipt form’ below and return it to ESS Health and Safety Coordinator via your line manager.

**Union Safety Representatives / Representatives of Employee Safety**

ESS welcomes and supports these roles in developing and maintaining a safe and healthy working environment.

**Contractors, Consultants and other Working Partners**

All persons working with, or involved in the provision of goods and services on behalf of ESS must co-operate with the requirements of the University’s and the ESS Health and Safety Policy and Arrangements for Health and Safety. Contractors will accept their personal responsibilities for the health and safety of themselves and others that could be affected by their acts or omissions.

Prior to being permitted on site all contractors and partners must undergo the ESS Contractors Health and Safety Induction and complete the associated Induction Assessment and Application Form. **Note:** Construction Projects, Principal Contractors will ensure that the contents of the ESS Health and Safety Induction is incorporated into their own health and safety induction process.

Before starting work on site contractors must inform their Estate Support Services Representative of the proposed method of work and provide copies of associated risk assessments/method statements and these must be reviewed and accepted by the ESS Representative.

Additional measures must be taken, where necessary, to protect employees and others from risks that may arise as a consequence of this work.

A site brief will be provided, where relevant, explaining any specific health and safety hazards or implications, eg fragile roofs, and the actions to take in the event of an emergency. Failure to comply with any of these requirements may result the cancellation or termination of work.

Contractor’s health and safety competency will be assessed; ESS subscribe to the Contractors Health and Safety (CHAS) Assessment Scheme to fulfil this requirement; contractors will, ideally, have been assessed as compliant with CHAS, or an equivalent (SSIP).

**External Support Units/Staff**

In addition to the responsibilities outlined above, certain University Units/Officers also have specific responsibilities for developing, implementing and maintaining the ESS Health and Safety Management System, including:

**Occupational Health and Safety Service (OHSS)**

[Refer to the University Health and Safety Policy and Management Standards.](http://www.ncl.ac.uk/ohss/safety/management/)

OHSS provides advice and assistance in relation to current and proposed legislation, guidance, relevant standards and best practice. They develop and implement corporate health and safety standards and procedures and provide health and safety training in relation to this and other areas of health and safety law. The team also ensures all accidents and incidents are reported to the relevant enforcing authority and monitors health and safety performance generally. This includes inspections and audits of departments and premises on a programmed basis.

The Occupational Health Service provides advice and assistance in relation to:

* pre-employment health screening
* health surveillance
* medicals and fitness to work, including reasonable adjustments
* rehabilitation
* vaccinations
* health promotion
* ill health re-deployment

**Specialist Advice and Support**

Support and advice is available with respect to projects and design work carried out by ESS from the Fire Safety Adviser, Radiation Protection Adviser and the Biological Safety Adviser who should be approached for their input in relation to any associated design, construction, improvements, alteration, maintenance works.

**Insurance Officer**

The Insurance Officer works closely with the University Safety Office in relation to devising and developing strategies to address the University’s risk profile.

**Human Resources**

Human Resources have a specific role in supporting managers and employees in complying with the requirements of the Health and Safety Policy; this can be assisted by the inclusion of relevant health and safety responsibilities in job descriptions.

**Professional Services Safety Committee (PSSC)**

The Professional Services Safety Committee reports to Executive Board and Faculty Management Board, is chaired by the Head of Accommodation and Hospitality Services the committee is attended by School Safety Officers, Occupational Health and Safety Service Office and Trade Union/employee safety representatives as required.

The Terms of Reference follow:

a To address health and safety concerns raised within the PS, and by the OHSS, which are of a cross-faculty nature and therefore are not the responsibility of any particular Unit

b The PSSC has the power to institute working parties, as required, to address particular issues of safety within the Services, and to make recommendations for action to PS/Executive Board for the attention of the Registrar

c To receive and comment upon any proposals from the Registrar

d To consider matters raised through the OHSS or School Safety Officers or Trade Union/Employee Safety Representatives

e To prepare an annual report to University Health and Safety Committee

f In exceptional circumstances, to make additional reports to University Safety Committee on any matters of serious concern

**Arrangements**

In order to ensure its health and safety performance, and so that accidents and ill health are minimised, ESS will produce a series of health and safety arrangements and procedures. These arrangements and procedures will be entirely reflective of how ESS intends to manage health and safety issues.

As a minimum ESS will produce arrangements and procedures covering the following issues:

* Risk Assessment
* Permits to Work
* Workplace Inspection
* Control of Substances Hazardous to Health
* Fire Safety, Precautions and Emergency Arrangements
* First Aid
* Display Screen Equipment
* Lone Working
* Work at Height
* Manual Handling
* Work Equipment
* Lifting Operations Lifting Equipment
* Electricity at Work
* Asbestos
* Pressure Systems
* Gas Regulations
* Health Surveillance
* Construction, Design & Management
* Management of Contractors
* Safety in Offices
* Welfare
* Personal Protective Equipment
* Health and Safety Training
* Health and Safety Management and Employee Consultation
* Noise
* Vibration

Further arrangements and procedures will be produced as required by changes or additions to Legislation, or should ESS determine any shortfalls within its existing health and safety management systems.

**ESS Health and Safety Policy Receipt**

This form is used to record the issue and receipt of the Estate Support Service Health and Safety Policy

The Health and Safety Policy referenced above contains:

* Statement of Intent
* Organisational Arrangements for carrying out the policy, including the responsibilities allocated to all employees

**Declaration**

Please read and sign the following declaration:

I confirm that I have been provided with a copy of the health and safety policy, as referenced above; that I have read and understand my responsibilities in relation to health and safety as outlined and agree to act in accordance with this policy and the arrangements made under it.

Name:

(Print)

Signed: Date:

Line Manager:

(Print)

Signed: Date:

Please return this form to your supervisor/line manager who will then forward this receipt to the ESS Health and Safety Coordinator