



LEEDS METROPOLITAN UNIVERSITY

**STATEMENT OF  
HEALTH, SAFETY & ENVIRONMENT  
POLICY**

**REGISTRAR AND SECRETARY'S OFFICE**

Responsible Manager:	Steve Denton
Location:	The Grange, Headingley Room 104 Ext: 6175

**Date of Issue: 01.06.2004**

**Date revised: 07.03.2007**

**Approved by: Steve Denton** *(Manager)*

**Intended Date of Next Review: 01.03.2008**

## FOREWORD

In accordance with legislation, Section 1 of the University Statement of Health and Safety Policy expresses the over-arching commitment of the Institution:

- i. to a high standard of Health and Safety compliance and performance;
- ii. so far as is reasonably practicable, to implement Health and Safety Procedures so that health and safety is a reality for all within the University environment;
- iii. to minimise risks to all persons lawfully within the estate by requiring everyone at every level of operation to accept their delegated Health and Safety responsibilities: and
- iv. to ensure that relevant and appropriate Health and Safety information is made available.

The University Statement also describes the Institutional framework which has been established to enable operational managers and, ultimately, individuals to discharge fully their Health and Safety responsibilities.

Thus, each Faculty and Service is required to develop, publish, monitor and implement a local Statement of Health and Safety Policy.

The Registrar and Secretary's Office has a management team (RSMT) comprising the managers of the various components of the office. Health and Safety is a standard item of discussion at this forum.

Under the certification to the international environmental standard ISO 14001 the RSO is also committed to the university's Sustainability Policy. Our formal commitments under this standard include:

- 1) That we will have an environmental management system that is appropriate to the nature, scale and environmental impacts of our activities, products and services
- 2) A commitment to continual improvement and prevention of pollution
- 3) A commitment to comply with applicable legal requirements and with other requirements to which the organisation subscribes which relate to its environmental aspects
- 4) Provides the framework for setting and reviewing environmental objectives and targets,
- 5) Is documented implemented and maintained,
- 6) Is communicated to all persons working for or on behalf of the organisation,
- 7) Is available to the public.

# REGISTRAR AND SECRETARY'S OFFICE STATEMENT OF HEALTH AND SAFETY POLICY

## PART A

### **1 Office Health and Safety Policy**

#### 1.1 The office includes:

Registrar and Secretary's Immediate Office  
Governance and Legal Services Team  
Academic Quality and Standards  
Awards and Exams  
Student Registry (Enrolments)  
Student Registry (Fees)  
Planning Support  
Admissions  
Marketing  
Communications  
The Get Ahead Team  
Diversity and Equality Office  
Flexibility Project  
RSO Resources  
Student Systems Support  
Helpzones  
Counselling  
Disability  
Financial Support and Advice  
Chaplaincy  
Health Centres  
Childcare  
Careers  
Job Shop  
Education Guidance  
Employability Office

For the purpose of this policy the Executive Office, The Grange, Headingley is also covered, as is the Student Centered Change Management Office.

- 1.2 The Registrar and Secretary's Office is committed to high standards of Health, Safety and environmental compliance and performance, and seeks to provide a healthy and safe environment for all employees, students, contractors, and visitors in the University. All members of the Registrar and Secretary's Office are required to play their part in the implementation of health and safety principles and practices to achieve these policy goals.
- 1.3 Information, training and advice on safe working practices, and appropriate supervision will be provided for employees which, together with the acceptance of personal responsibility by everyone concerned, will contribute to the prevention of accidents, injuries and occupational health disorders within the Office.
- 1.4 The Registrar and Secretary's Office seeks to anticipate changes in working practices and, by promoting a positive health and safety culture, to be proactive in health and safety matters.

## **2 Health, Safety and Environmental Responsibilities**

### **2.1 Registrar and Secretary**

- 2.1.1 The Registrar and Secretary has overall responsibility for Health and Safety in the Office. In cases where Health and Safety responsibilities are delegated to a Manager, the Registrar and Secretary remains responsible for ensuring that these responsibilities are carried out.
- 2.1.2 The Registrar and Secretary shall discharge fully the Health and Safety responsibilities as specified in Section 4.1 of the University Statement of Health and Safety Policy.
- 2.1.3. The Health and Safety responsibilities and activities are undertaken personally by the Registrar and Secretary, the Health and Safety team and the Health and Safety Liaison personnel. The persons concerned together with workplace colleagues shall establish accurate, documented descriptions, checklists, records, schedules, timetables and so on, as these apply to the Office.
- 2.1.4 The Registrar and Secretary will make available to employees, and others as appropriate, the University Health and Safety publications and other relevant information as received from the Senior Health and Safety Officer.

### **2.2. Health and Safety Liaison Personnel**

- 2.2.1 The University Statement of Health and Safety Policy establishes, at Section 6.4, the provision that each Manager will normally designate appropriate and experienced Safety Liaison personnel for that Faculty or Service.
- 2.2.2 In order for the Registrar and Secretary's responsibilities to be discharged properly it will be necessary for either the Safety Liaison personnel, or the Registrar and Secretary directly, to ensure that the certain specific duties are carried out.
- 2.2.3 The specific duties referred to above are:
  - i. to advise and assist the Registrar and Secretary in fulfilling the health and safety responsibilities of the Office and in ensuring that guidance on health and safety issued by the Office or the University Health and Safety Office is followed;
  - ii. to act as a focal point for day-to-day issues e.g. providing advice to deal with problems and health and safety questions, accident reporting and investigation, training and risk assessments;
  - iii. to organise and conduct relevant Office safety inspections with other employees and to maintain a record of such inspections on University Inspection Report Forms (available from Health and Safety Office);
  - iv. to ensure that all portable electrical equipment in the Office, whether owned by the individual, the Office or another organisation (if on hire or loan) is subjected to electrical safety checks at appropriate intervals;

- v. to ensure that appropriate safety training is undertaken by employees;
- vi. to provide new employees with induction training outlining the Office health, safety and environmental/sustainability policy, accident reporting procedures, fire evacuation procedures, first aid facilities, the names of employees with specific responsibilities for health and safety within the Office and any other specific health and safety procedures;
- vii. to make similar provision for students as for employees (if applicable);
- viii. to arrange for the prompt recording of accidents in accordance with University procedures; to investigate all accidents in order to identify and recommend appropriate remedial action;
- ix. to ensure that first aid boxes in the Office are checked regularly by a first aider or other knowledgeable employee and that any deficiencies are reported and made good;
- x. to ensure that fire extinguishers and means of escape are inspected by a nominated employee(s) and deficiencies are reported to the Health and Safety Office;
- xi. in matters of urgency, to act with the delegated authority of the Manager, and where appropriate, to liaise with the university Health and Safety Office;
- xii. to refer promptly to the University Health and Safety Officer any health and safety issues where there is uncertainty as to the standards to apply or which cannot be resolved in a timescale appropriate to the identified risk. Items of general concern about resources, policies etc can also be referred to the University Health and Safety Committee via the Registrar and Secretary.
- xiii. To help the University achieve its environmental objectives and targets set under the certification to ISO 14001.

### **2.3 Health and Safety Responsibilities of Individuals**

- 2.3.1 The University requires individual employees, students, visitors and contractors to comply fully with the Health, Safety and environmental responsibilities and requirements as specified in Section 5.2 of the University Statement of Health, Safety and environmental Policy. This requirement therefore encompasses the Registrar and Secretary's Office and all employees, students, visitors and contractors of and to the Office must comply with such requirements.

## **3 University Health and Safety Policy Arrangements**

### **3.1 Safety Representatives of the Recognised Trades Unions**

The Registrar and Secretary's Office will facilitate the provision made by the University (see Section 6.1 of the University Statement of Health, Safety and Environmental Policy) for the safety representatives of the recognised trades unions to perform their Health and Safety functions.

### 3.2 University Health and Safety Committee: Faculty and Service Involvement

Faculty and Service involvement in the University Health and Safety Committee is as follows:

The Registrar and Secretary is a member of the Committee and is Chair of the Committee (on behalf of Management). The Chair of the RSO Health, Safety and Environment Advisory Group attends when reports from it are being considered by the Committee.

## **4 Registrar and Secretary's Office Health and Safety Arrangements**

### 4.1 Registrar and Secretary's Office Health and Safety Advisory Group

The Registrar and Secretary's Office has established a Health, Safety and Environment Advisory Group. Members of the group are listed in Part B. The Environmental Sustainability Policy can be found at the following link:

[http://www.leedsmet.ac.uk/fin/pe/environmentpages/reports/Sustainability\\_Policy.pdf](http://www.leedsmet.ac.uk/fin/pe/environmentpages/reports/Sustainability_Policy.pdf)

The terms of reference of the Registrar and Secretary's Office Health and Safety Advisory Group include the following:

- i. to help promote a positive health and safety culture with the Office;
- ii. to provide for consultation and co-operation between management and employee representatives;
- iii. to advise the Registrar and Secretary on recommendations to promote a safe and healthy working environment;
- iv. to consider all health, safety and environmental reports relating to the Office;
- v. to assist in the development of safe and healthy working practices at local level, including the preparation and dissemination of risk assessments within the Office;
- vi. to promote the implementation of University Regulations, Codes of Practice, Guidance and Procedural documents;
- vii. to assist with the identification of Health and Safety training needs within the Office and monitor the effectiveness of training provided.

The group will be able to seek advice from the specialist advisors/officers and others as appropriate and to make known their health, safety and environmental concerns to these advisors/officers, the Office Safety Liaison Personnel, health and safety representatives and/or the University Health and Safety Committee.

Safety Liaison Personnel will serve on this group and each section of the Office will be represented in its membership. The university's Environmental Projects Manager will also be invited to serve on the group.

#### **4.2 University Health and Safety Publications**

In accordance with Section 3.2 iii of the University Statement of Health and Safety Policy, the Registrar and Secretary's Office puts into practice the Regulations, Procedures, Codes of Practice and Guidelines on Health and Safety matters, published by the University, to ensure that day-to-day and one-off operations meet legislative requirements. All current information is posted on the Intranet site for the Registrar and Secretary's Office, <http://www.leedsmet.ac.uk/metoffice/healthandsafety/index.htm>

#### **4.3 The Registrar and Secretary's Office Fire Wardens**

Details of Registrar and Secretary's Office Fire Wardens are given in Part B.

#### **4.4 The Registrar and Secretary's Office First Aiders; Appointed Persons**

Details of Registrar and Secretary's Office and other local First-Aiders and appointed persons are given in Part B.

#### **4.5 Registrar and Secretary's Office Liaison Personnel**

Details of the Registrar and Secretary's Office Liaison personnel are given in Part B.

#### **4.6 Registrar and Secretary's Office Arrangements for Electrical Equipment**

Portable appliance testing is carried out by arrangement with the University's Learning Technology Services (LTS) in accordance with the University Code of Practice. Out of date labels or the absence of labels should be reported to the Safety Liaison personnel or the Health and Safety Office. New equipment should be notified to LTS for inclusion on the inventory.

Waste electrical and electronic equipment must be disposed of using the university's disposal procedures:

<http://www.leedsmet.ac.uk/fin/pe/purchasingpages/disposal/disp-pro.htm>

#### **4.7 Registrar and Secretary's Office Risk Assessors**

Details of the Registrar and Secretary's Office trained DSE and Risk Assessors are given in Part B.

#### **4.8 First Aid Boxes**

The locations of the nearest First Aid Boxes are given in Part C.

**REGISTRAR AND SECRETARY'S OFFICE  
STATEMENT OF  
HEALTH AND SAFETY POLICY**

**PART B**

**HEALTH, SAFETY AND ENVIRONMENT ADVISORY GROUP**

<b>Chair:</b>	Malcolm Christie	Deputy Registrar
<b>Members:</b>	Joanne Heslop	Health Centre Manager
	Chris Richold	Head of Health and Safety Service
	Samantha Karpowicz	Health and Safety Co-ordinator for RSO
	Carol Blackall	Governance and Project Officer
	Karen Collins	Senior Graphic Designer
	Paul Jones	Finance Resources Officer
	Mark Warner	Environmental Project Officer
	Arnold Maiden	Union Representative
	David Arblaster	Director of Services to Students
	Phil Marsland	Careers Services Manager

**Fire Wardens**

Julie Milner  
104a, The Grange, Headingley Campus

Samantha Karpowicz,  
F107, Civic Quarter

Joanne Heslop  
Health Centre, Headingley Campus

Marie Baxter  
Sandra Crowther  
Health Centre, H204  
Civic Quarter Campus

Paul Jones  
D105, Civic Quarter

In the absence of the Fire Warden, the senior person present should ensure that in the event of a fire alarm all room occupants evacuate the building.

## **Location of nearest break-glass audible fire alarm activator**

### **Civic Quarter Campus**

C Building: Opposite the C Building stairwell  
D Building: Opposite the D Building stairwell  
F Building: Adjacent to each stairwell

### **Beckett Park Campus**

The Cottage: Outside room 102, 1<sup>st</sup> floor  
North Lodge: Lobby near front door

The Health Centre

Student Services Reception

## **First Aiders**

In addition to the Office first aiders, Security Staff and the Nursing team may also be available.

D Building	Peter Khoo D207 Ext: 5513
	Deborah Davey D211 Ext: 4931
F Building	Colin Curwen F107 Ext: 5899
	Shaun Kelly F107 Ext: 6733
G Building	Emma Powel G101 Ext: 5817
	Tina Kennedy G101 Ext: 5650
	Mandeep Bhogal G101 Ext: 3918
	Wyn Young G102 Ext: 5867
Headingley Helpzone	Philippa Murray Ext: 3176
The Cottage	Katie Peck 101 Ext: 5137
The Grange	Faith Muimo 116 Ext: 6582

### **Location of nearest First Aid Boxes**

C Building	C118 Kitchen C205 Corridor C408a Disability Services
D Building	D105 Finance D211 Student Services D503 Registry
F Building	F107 F103
The Cottage	Outside room 102
North Lodge	Kitchen
Rich Hall	
Student Services	Headingley Campus
Health Centre	Civic Quarter Campus
Health Centre	Headingley Campus

### **Health and Safety Liaison personnel**

Samantha Karpowicz	Ext: 5617
Karen Collins	Ext: 3933
Carol Blackall	Ext: 3952
Paul Jones	Ext: 4908
David Arblaster	Ext: 3949
Phil Marsland	Ext: 3343

### **Display Screen Equipment (DSE) Assessors**

Joanne Heslop	Ext: 3185 / 7569
Arnold Maiden	Ext: 4932
Karen Riley	Ext: 3020
Samantha Karpowicz	Ext: 5617