



| <u>Contents</u>                                         | Page | Paragraphs       |
|---------------------------------------------------------|------|------------------|
| 1. Scope and Application                                | 2    | 1.01 to 1.14     |
| 2. General Statement of Health & Safety Policy          | 4    | 2.01 to 2.06     |
| 3. Roles, Responsibilities and Competence               | 5    | 3.01 to 3.16     |
| 4. Management of Health & Safety                        | 8    | 4.01 to 4.02     |
| 4.1 Legal Requirements                                  | 9    | 4.1.01 to 4.1.04 |
| 4.2 Communication and Consultation                      | 10   | 4.2.01 to 4.2.08 |
| 4.3 Incident Investigation and Reporting                | 12   | 4.3.01 to 4.3.07 |
| 4.4 Risk Assessment and Management                      | 13   | 4.4.01 to 4.4.17 |
| 4.5 Contractor Approval and Management                  | 17   | 4.5.01 to 4.5.05 |
| 4.6 Health & Safety Documentation and Records           | 18   | 4.6.01 to 4.6.06 |
| 5. Management Review                                    | 19   | 5.01 to 5.05     |
| Appendix A: Terms applicable to Health & Safety at work | 20   |                  |

Reference publications:

1. Health and Safety at Work etc. Act 1974.
2. Management of Health and Safety at Work Regulations 1999, the Management Regulations.
3. Health and Safety Executive publication HS(G)65: 'Successful health and safety management'.

Approval and Authorisation:

This document replaces the previous Health & Safety management system document, and has immediate effect.

**Vice-Chancellor and  
Principal**

**Chair of H&S Committee**

**1. SCOPE AND APPLICATION**

1.01 University College Birmingham is committed to excellence in all aspects of its undertaking, including its management of Health & Safety at work.

1.02 In order to fulfil this commitment, this document:

- explains how the requirements of our 'General Statement of Health & Safety Policy' will be implemented;
- specifies the managerial and operational requirements that will be implemented to achieve compliance with the general duties placed on an employer under Section 2(1) and, in so far as it extends, Section 3(1) of the Health and Safety at Work etc. Act 1974;
- specifies the managerial and operational requirements that will be implemented to achieve compliance with the duties placed on an employer by the Management Regulations, in particular by Regulation 5: 'Health and safety arrangements'.

1.03 In determining our policies for and commitment to Health & Safety, this document sets the requirements that will apply and their rigorous implementation will be integrated into our overall approach to management.

1.04 To support the delivery of Health & Safety, this document uses a colour-coding system to identify key requirements for managing Health & Safety:

**Health & Safety policy**  
(Strategic, i.e. why we do it)

**Sets out a specific Health & Safety policy by providing the strategic intent to fulfil our Health & Safety obligations and comply with relevant Health & Safety legislation (i.e. the planning of Health & Safety).**

**Management requirements**  
(Tactical, i.e. who will do it)

Specifies the management requirements that will be implemented to ensure the policy is put into effect (i.e. the organising and managing Health & Safety).

**Implementation overview**  
(Operational delivery, i.e. how we will do it)

Explains the operational requirements that will be implemented to support the delivery of Health & Safety, such as procedures, etc (i.e. the implementing and controlling Health & Safety).

**1. SCOPE AND APPLICATION**

- 1.05 The Vice-Chancellor and Principal and the Executive Management Team fully recognises their responsibility for Health & Safety at work and will ensure adequate resources, facilities, systems and arrangements are in place to comply with the requirements of relevant Health & Safety legislation.
- 1.06 This document will be communicated to our employees and, as necessary, made available to any other interested party (including our students).
- 1.07 Where a Health & Safety requirement applies to employees, we will, as necessary, take appropriate action to ensure such requirements are implemented in so far as they affect the Health & Safety of others.
- 1.08 UCB-003 'Health & Safety Management System Documents' shows the documents which form our Health & Safety management system.
- 1.09 This document and its supporting procedures will be reviewed, updated and amended, as necessary, to ensure its continuing appropriateness to meet our managerial, operational and legal needs
- 1.10 Any significant changes to this document (or its supporting procedures) will be discussed, as necessary, with the appointed representative(s) of employee safety and/or the competent person prior to implementation.
- 1.11 We will not charge our employees for anything provided in the interests of ensuring Health & Safety at work, such as personal protective equipment, Health & Safety training, health surveillance, etc.
- 1.12 Appendix A explains various terms relevant to the management of Health & Safety at University College Birmingham.
- 1.13 Appendix B sets out the inter-relationship of this document with the requirements of the Management Regulations.
- 1.14 For the purpose of our Health & Safety management system, the term 'Manager' means any person employed by University College Birmingham who has a managerial or supervisory responsibility for other employees (irrespective of whether or not their job title includes the word 'Manager').

**2. GENERAL STATEMENT OF HEALTH & SAFETY POLICY**

- 2.01** **Health & Safety policy** Our 'General Statement of Health & Safety Policy' is set out in UCB-001.
- 2.02** **Management requirements** The Vice-Chancellor and Principal and the Vice-Chancellor (Corporate Services), as Chair of the Health & Safety Committee, are responsible for approving and signing the policy statement.
- 2.03** The Senior Management Team is responsible for ensuring the policy statement is communicated to our employees and, as necessary, is made available to any other interested parties.
- 2.04** **Implementation overview** A signed copy of the policy statement will be displayed in the Reception area at each building, and a copy will be published on our public website.
- 2.05** The policy statement will be reviewed and amended, as necessary, in order to ensure its continuing appropriateness to meet our managerial, operational and legal needs.
- 2.06** As a minimum, the policy statement will be reviewed every two years.

### 3. ROLES, RESPONSIBILITIES AND COMPETENCE

**3.01 Health & Safety policy** The Vice-Chancellor and Principal and the Executive Management Team are responsible for ensuring that adequate facilities, management arrangements and resources are in place to comply with relevant Health & Safety legislation.

**3.02** The Vice-Chancellor and Principal and the Executive Management Team will ensure that:

- Health & Safety roles and responsibilities are identified, defined, documented and, as necessary, communicated to those affected;
- employees are adequately trained and competent to discharge their Health & Safety responsibilities; and
- a competent person is appointed to provide us with Health & Safety assistance.


**3.03** Managers and employees (and, as necessary, others) will be expected to actively support and cooperate with us in fulfilling our Health & Safety obligations.


**3.04 Management requirements** The Vice-Chancellor and Principal and the Executive Management Team (supported by the Senior Management Team), are responsible for ensuring that:

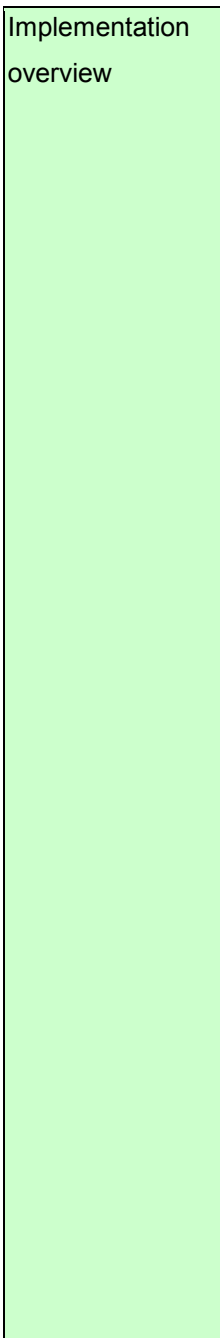
- adequate management resources and arrangements are in place to fulfil legal obligations;
- there is a documented system in place to support our compliance with relevant Health & Safety requirements;
- sufficient financial resource is provided to fulfil Health & Safety obligations and comply with relevant Health & Safety legislation.

**3.05** The Senior Management Team is responsible for ensuring Health & Safety within their area of managerial control or responsibility and is accountable to the Vice-Chancellor and Principal and Vice-Chancellor (Corporate Services) for its effective implementation.

**3. ROLES, RESPONSIBILITIES AND COMPETENCE**

3.06  Managers are responsible for ensuring Health & Safety within their area of managerial control or responsibility and are accountable to the Senior Management Team its effective implementation.

3.07  Employees are responsible for co-operating with us on Health & Safety by not only ensuring their own Health & Safety but also that of any other persons who may be affected by their acts or omissions whilst at work.

3.08  Implementation overview  
 The Vice-Chancellor and Principal and the Executive Management Team have full and final responsibility for ensuring Health & Safety and will appoint:

- a competent person to provide us with Health & Safety assistance;
- a competent occupational health provider.

3.09 The Senior Management Team is responsible for:

- ensuring the implementation of Health & Safety procedures;
- checking Health & Safety requirements are being implemented;
- ensuring that accidents and incidents are investigated and recorded;
- ensuring, in conjunction with the Estates Department, work equipment and facilities comply with relevant statutory requirements;
- ensuring, in conjunction with the Director of Personnel, employees are competent to undertake any work expected of them;
- identifying Health & Safety training requirements.

3.10 The Director of Personnel is responsible for:

- ensuring Health & Safety roles and responsibilities are documented in 'Job Descriptions';
- ensuring, in conjunction with the Senior Management Team, appropriate Health & Safety training is provided.

3.11 The competent person is responsible for:

- maintaining the Health & Safety management system and records;
- maintaining, in conjunction with the Senior Management Team, records of accidents and incidents;

**3. ROLES, RESPONSIBILITIES AND COMPETENCE**

- 3.12
- maintaining the 'Health & Safety Legislation Register' (UCB-301);
  - collating and reporting on information relating to Health & Safety;
  - ensuring the Vice-Chancellor and Principal and the Executive and Senior Management Teams are kept informed of Health & Safety requirements;
  - providing advice and guidance on statutory requirements.
- All Managers are responsible for:
- ensuring the implementation of Health & Safety procedures;
  - checking Health & Safety requirements are being implemented;
  - ensuring that accidents and incidents are investigated and recorded.
- 3.13
- All employees are responsible for:
- co-operating with us to ensure Health & Safety obligations are fulfilled;
  - following Health & Safety requirements in line with their instructions and training (whether written and verbal);
  - reporting to management any unsafe acts or conditions, defects in equipment, etc that have the potential to affect Health & Safety;
  - reporting to management any injuries they receive whilst at work.
- 3.14
- The Director of Capital Projects, Estates and Sustainability is responsible for:
- ensuring facilities, plant and work equipment are maintained in accordance with the manufacturer's requirements, are fit for use and, as necessary, service records are maintained;
  - any statutory inspections, such as lifting equipment and accessories, are undertaken and recorded; and, as necessary,
  - other equipment inspections are undertaken and documented.
- 3.15
- As necessary, other Health & Safety roles and responsibilities will be identified in the procedures that support the implementation of this document.
- 3.16
- We will implement procedure UCB-100 'H&S Competence and Training', to ensure that Health & Safety competence requirements are identified, assessed and, as necessary, suitable training is provided.

**4. MANAGEMENT OF HEALTH & SAFETY**

4.01 The Management Regulations are aimed at ensuring that workplace Health & Safety is properly planned, organised, controlled, monitored and reviewed and cover broad areas of Health & Safety, including the need to:

- conduct and record suitable and sufficient risk assessments;
- implement adequate control measures to eliminate, reduce or mitigate any significant risks;
- consult with employees on matters that affect Health & Safety;
- undertake appropriate health surveillance;
- have arrangements in place to deal with serious or imminent danger;
- ensure that adequate Health & Safety information is provided.

4.02 To support the delivery of Health & Safety, the following 'Management of Health & Safety' sets out the requirements that will apply in order to implement our 'General Statement of Health & Safety Policy'.



**4.1: Legal Requirements**

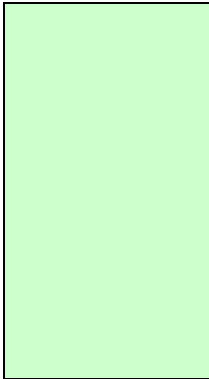
- 4.1.01 **Health & Safety policy** We will identify the Health & Safety legislation that applies to us and assess its potential impacts on and compliance requirements for our work activities.
- 4.1.02 **Management requirements** The competent person will maintain an up to date register which identifies the Health & Safety legislation applicable to us and our work activities.
- 4.1.03 **Implementation overview** We will implement procedure UCB-101 'Legal Requirements' to identify, assess and record the Health & Safety legislation that has a significant impact on us and our work activities.
- 4.1.04 We will, as necessary, implement adequate systems and arrangements to ensure Health & Safety legislation that has a significant impact on us and our work activities is complied with.

**4.2: Communication and Consultation**

|        |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.2.01 | Health & Safety policy  | We will undertake active and open communication and consultation on Health & Safety with our employees and, as appropriate, others (including our students) to ensure Health & Safety.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4.2.02 |                         | We will provide adequate and appropriate information to ensure Health & Safety at work.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 4.2.03 | Management requirements | <p>The Senior Management Team will ensure there is a structured approach to Health &amp; Safety communication in order to deliver our expectations, including:</p> <ul style="list-style-type: none"> <li>• in external communications, such as Health &amp; Safety information provided to students, contractors, etc; and</li> <li>• during internal communications, such as briefings, training courses, Health &amp; Safety consultation meetings, employee inductions, etc.</li> </ul>                                                                                                                                                                                                                                                                                                              |
| 4.2.04 | Implementation overview | <p>We will implement procedure UCB-102 'H&amp;S Communication and Consultation' to ensure that:</p> <ul style="list-style-type: none"> <li>• there is active, open and two-way communication with our employees and, as necessary, others (including our students) to ensure Health &amp; Safety;</li> <li>• employees, students and contractors working under our managerial control and, as appropriate, anyone visiting our premises undergoes an appropriate Health &amp; Safety induction or receives adequate Health &amp; Safety information;</li> <li>• employees and, as necessary, others are empowered to raise Health &amp; Safety concerns with management; and</li> <li>• employees are engaged in the conducting of risk assessments and investigating of workplace incidents.</li> </ul> |
| 4.2.06 |                         | Employees who visit a workplace not under our immediate managerial control should receive a suitable Health & Safety induction or be provided with relevant information to ensure their Health & Safety whilst at that workplace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4.2.07 |                         | The formal structure for Health & Safety consultation will be the 'Health & Safety Committee' at which management, employee and student representatives will be invited to attend. In some circumstances,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**4.2: Communication and Consultation**

4.2.08



representation from other parties may be appropriate, for example if a serious Health & Safety issue has been raised by a contractor engaged by us.

Where necessary for the purposes of ensuring Health & Safety, such as when dealing with an urgent issue, an informal management and employee (and, if applicable, student) Health & Safety consultation group can be implemented. However, such a group does not negate the responsibility of management to ensure Health & Safety is maintained.

**4.3: Incident Investigation and Reporting**

|        |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.3.01 | Health & Safety policy  | We will investigate, as appropriate, accidents, incidents and other significant near misses in the workplace to identify any failings in our management of Health & Safety.                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4.3.02 |                         | Any lessons learned from such investigations will be used to take actions to prevent recurrences, including reviewing 'risk assessments'.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4.3.03 | Management requirements | The Senior Management Team will ensure that accidents, cases of occupational ill-health and other significant workplace incidents are investigated and the outcome of such investigations recorded.                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4.3.04 |                         | The competent person, or a designated nominee, will ensure any incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are duly reported to the enforcing authority.                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4.5.05 |                         | The Senior Management Team will review incident investigations to identify and, as appropriate, agree any actions needed to prevent a recurrence, and ensure any such proposals are effectively communicated.                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 4.3.06 | Implementation overview | <p>We will implement procedure UCB-103 'Incident Reporting, Investigation and Recording', to ensure that:</p> <ul style="list-style-type: none"> <li>• as necessary, contact is made with the external emergency services to provide emergency assistance;</li> <li>• accidents, cases of occupational ill-health and other incidents are investigated, recorded and reported on;</li> <li>• if applicable, incidents are reported to the enforcing authority to comply with legal requirements;</li> <li>• corrective or preventative actions identified during investigations are implemented to prevent a recurrence.</li> </ul> |
| 4.3.07 |                         | The competent person will maintain a central record of all workplace accidents, cases of occupational ill-health and incidents to assist us in the recording and analysis of data in order to identify any significant Health & Safety issues or trends and to assist us in monitoring our Health & Safety performance.                                                                                                                                                                                                                                                                                                             |

**4.4: Risk Assessment and Management**

|        |                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.4.01 | <p><b>Health &amp; Safety policy</b></p> | <p>We will identify and record our significant Health &amp; Safety hazards, including occupational health hazards, and inform our employees (and, as necessary, others including students) accordingly of those that are liable to affect their Health &amp; Safety or otherwise impact on them.</p>                                                                                                                                                                                                                                                                                                                               |
| 4.4.02 |                                          | <p>We will assess and record our significant Health &amp; Safety risks, including occupational health risks, and inform our employees (and, as necessary, others) a of any significant risks that are liable to affect their Health &amp; Safety or otherwise impact on them.</p>                                                                                                                                                                                                                                                                                                                                                  |
| 4.4.03 |                                          | <p>We will take action to eliminate, reduce and control hazards and risks (including occupational health hazards and risks) to an acceptable level and, by doing so, reduce the potential for accidents, incidents or cases of work-related ill-health.</p>                                                                                                                                                                                                                                                                                                                                                                        |
| 4.4.04 |                                          | <p>We will review risk assessments, as appropriate, to ensure they remain suitable and sufficient to our activities, including following:</p> <ul style="list-style-type: none"> <li>• any significant changes in Health &amp; Safety legislation;</li> <li>• any lessons learned from the investigation of work-related accidents and incidents;</li> <li>• the introduction of new or changed work activities, facilities, work equipment, hazardous substances, processes, etc; and</li> <li>• in relation to any new or expectant mothers and/or young persons at work (and, if applicable, any temporary workers).</li> </ul> |
| 4.4.05 |                                          | <p>We will implement, as necessary, arrangements to ensure any serious and/or imminent dangers in the workplace are identified and, as necessary, appropriate action taken (including, as necessary, contacting the emergency services).</p>                                                                                                                                                                                                                                                                                                                                                                                       |
| 4.4.06 | <p><b>Management requirements</b></p>    | <p>The Senior Management Team will ensure suitable and sufficient risk assessments are conducted (by suitably competent persons) and recorded of workplace and work-related hazards and risks, including in relation to occupational health and fire safety, to ensure:</p>                                                                                                                                                                                                                                                                                                                                                        |

**4.4: Risk Assessment and Management**

|        |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        |                         | <ul style="list-style-type: none"> <li>• compliance with the requirements of relevant Health &amp; Safety legislation;</li> <li>• significant hazards and risks are identified and assessed;</li> <li>• adequate controls are in place to eliminate, reduce, control or mitigate risks to an acceptable level; and</li> <li>• the significant findings of such assessments are recorded and communicated to employees and, as necessary, others.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4.4.07 |                         | The Senior Management Team will review risk assessments to ensure their suitability where work is undertaken by any new or expectant mothers or young persons at work (and, if appropriate, any temporary workers).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4.4.08 |                         | To support our management of occupational health risks, the Senior Management Team, supported by the competent person, will ensure appropriate arrangements (via an external provider) are in place for the undertaking of appropriate pre-employment health screening and the provision of ongoing health surveillance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 4.4.09 | Implementation overview | <p>We will implement procedure UCB-104 'Risk Assessment and Management' to ensure that:</p> <ul style="list-style-type: none"> <li>• workplace and work-related hazards, including occupational health and fire safety hazards are identified;</li> <li>• the population exposed to any hazards (i.e. those at risk) is identified;</li> <li>• there is an evaluation of risks;</li> <li>• the acceptability of any residual risks is justified;</li> <li>• the measures used to control risks reflect the hierarchy set out in relevant Health &amp; Safety legislation;</li> <li>• the significant findings of the assessment are recorded;</li> <li>• the significant findings of the assessment are communicated to those affected including, as necessary, others;</li> <li>• there is an ongoing review of the suitability of risk assessments.</li> </ul> |
| 4.4.10 |                         | Except when otherwise necessary to comply with specific Health & Safety or fire safety legislation, the following hierarchy of controls will be applied for the management of risks:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

**4.4: Risk Assessment and Management**

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.4.11 | <ul style="list-style-type: none"> <li>• elimination of the hazard at source by completely removing it from the workplace;</li> <li>• substitution of the hazard to reduce the level of the potential risk;</li> <li>• technical or engineering controls to reduce the level of the risk;</li> <li>• operational controls, including additional instruction and training, to reduce the duration or risk of exposure; and</li> <li>• personal protective equipment (PPE) used to reduce the risk or severity of any potential injury.</li> </ul> <p>We will review or, as necessary, conduct additional risk assessments to identify any specific hazards and risks in relation to work being undertaken by:</p> <ul style="list-style-type: none"> <li>• new or expectant mothers; or</li> <li>• young persons at work.</li> </ul> |
| 4.4.12 | <p>Where specific Health &amp; Safety legislation exists, this will be used to support the process of hazard identification and risk assessment. Where no such legislation exists, relevant guidance published by the Health and Safety Executive will be used to support hazard identification and risk assessment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.4.13 | <p>Where the significant findings of risk assessments identify a need, health surveillance will be provided for employees in compliance with relevant Health &amp; Safety legislation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 4.4.14 | <p><u>Emergency preparedness and response:</u></p> <p>The significant findings of risk assessments, including fire risk assessments, will be used to develop procedures and/or arrangements, as appropriate, for emergency situations which are liable to occur in the workplace.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4.4.15 | <p>Such procedures and/or arrangements will, as necessary, be tested to ensure their effectiveness.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.4.16 | <p><u>Occupational health management:</u></p> <p>The significant findings of risk assessments will be used to identify our occupational health risks and establish our ongoing health surveillance needs, including appropriate pre-employment health screening.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**4.4: Risk Assessment and Management**

4.4.17

Equipment inspection and maintenance:

We will implement procedure UCB-105 'Inspection of Work Equipment', to ensure that:

- work equipment, as required, is inspected, examined or tested, at appropriate intervals, to comply with relevant legislative requirements;
- work equipment is adequately serviced, maintained and repaired to ensure its safe use; and, as necessary,
- records of such inspections, maintenance, etc are maintained.



**4.5: Contractor Approval and Management**

|        |                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.5.01 | Health & Safety policy  | We will take appropriate measures to assess (and, as necessary, review) the Health & Safety competence of any contractor we engage.                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4.5.02 |                         | We will ensure that any contractor we engage is made aware of our Health & Safety policy and our commitment to ensuring its effective implementation.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 4.5.03 |                         | We will ensure contractors working on our premises do so with due regard to their own Health & Safety and that of our employees and students.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4.5.04 | Management requirements | <p>The competent person, supported by the Senior Management Team, will assess and review the Health &amp; Safety competence and performance of contractors we engage to ensure, so far as is reasonably practicable, they:</p> <ul style="list-style-type: none"> <li>• are capable of working with due regard to Health &amp; Safety;</li> <li>• are capable of fulfilling our Health &amp; Safety expectations; and</li> <li>• do not create any unacceptable hazard and risks to our employees (and, as necessary, others) when working on our premises.</li> </ul>           |
| 4.5.05 | Implementation overview | <p>We will implement procedure UCB-106 'Contractor Selection and Management' to ensure:</p> <ul style="list-style-type: none"> <li>• the Health &amp; Safety competence of contractors is assessed before they commence work (and, as necessary, reviewed during work);</li> <li>• there is an active exchange of relevant Health &amp; Safety information, prior to commencing work, between University College Birmingham and the contractor; and</li> <li>• action is taken where a contractor fails to meet our Health &amp; Safety expectations or requirements.</li> </ul> |

**4.6: Health & Safety Documentation and Records**

4.6.01 Health & Safety policy

We will maintain Health & Safety documentation and records to ensure:

- compliance with relevant Health & Safety legislation; and, as appropriate,
- fulfilment of the requirements of HS(G)65: 'Successful health and safety management'.

4.6.02 Management requirements

Our documented Health & Safety management system comprises:

- our 'General Statement of Health & Safety Policy';
- this document;
- the various procedures in place to ensure their effective delivery; and, as appropriate,
- other Health & Safety documents necessary to ensure Health & Safety is effectively implemented.

4.6.03

The Senior Management Team, in conjunction with the competent person, will ensure Health & Safety records are retained and correctly disposed of.

4.6.04

The competent person is responsible for maintaining our documented Health & Safety management system and providing, as required, up to date copies (whether via the Intranet or in an electronic or paper format) of the system.

4.6.05 Implementation overview

We will maintain a documented Health & Safety management system to ensure compliance with statutory requirements.

4.6.06

We will implement procedure UCB-107 'H&S Document and Record Management', to ensure Health & Safety management system documents and Health & Safety records (as defined) are, as necessary, identified, issue controlled, retained, reviewed and, as appropriate, correctly disposed of.

**5 MANAGEMENT REVIEW**

**5.01** **Health & Safety policy** Our compliance with the requirements of Health & Safety legislation and the implementation of our Health & Safety policy and management system will be reviewed at appropriate intervals and, at least, annually.

**5.02** **Management requirements** The Finance and General Purposes Committee will review our Health & Safety performance against the requirements of our policy statement and this document in order to assess their continuing appropriateness in supporting our management of Health & Safety at work and compliance with relevant Health & Safety legislation.

**5.03** **Implementation overview** Management reviews will take into account not only our Health & Safety performance but also any significant changes in Health & Safety legislation or management organisation that have the potential to impact on Health & Safety.

**5.04** Examples of the information that will be used to support management reviews includes, but is not limited to,:

- close-out of issues raised at previous management reviews;
- feedback from Health & Safety committee meetings;
- the outcomes of any accident and/or incident investigations (including lessons learned and corrective or preventative actions taken);
- any significant operational or managerial changes that have the potential to impact on Health & Safety;
- visits by inspectors from an enforcing authority;
- the outcome of legal compliance reviews;
- the outcomes of any Health & Safety complaints or concerns raised.

**5.05** Management reviews will be documented.



Title:

## Management of Health & Safety in University College Birmingham

Health & Safety  
Management Document

UCB-002B

### Appendix A: Terms applicable to Health & Safety at work.

The following terms apply to Health & Safety at work. As necessary, additional Health & Safety terms will be defined within supporting Health & Safety procedures and/or other documents.

*'Accident'*: an undesired and/or uncontrolled event giving rise to death, ill-health, injury, property damage or other such loss.

*'Competent person'*: a person (including an organisation) appointed under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to provide Health & Safety assistance who, by virtue of their qualifications and/or experience, has sufficient knowledge and ability, including communication skills, to advise on Health & Safety and is familiar with the requirements of relevant Health & Safety legislation, approved codes of practice, etc.

*'Employee'*: a direct employee of University College Birmingham or an agency employee who works under the immediate management control and/or the direct instruction of an employee of University College Birmingham.

*'Health'*: a state of well-being in both body and mind, i.e. free of disease, illness, stress or other mental illness.

*'Health & Safety'*: the environmental conditions and organisational factors that affect the well-being of employees and others in the workplace or who are outside the workplace but, nonetheless, could be affected.

*'Health & Safety management'*: part of the overall management of University College Birmingham that facilitates the management of the occupational Health & Safety risks including its organisational structure, planning activities, responsibilities, practices, procedures and resources for developing, implementing, achieving, reviewing and maintaining the organisation's Health & Safety policy.

*'General Statement of Health & Safety Policy'*: a written document, approved by senior management, which sets out the organisation and arrangement in place for ensuring Health & Safety at work, a requirement of Section 2(3) of the Health and Safety at Work etc. Act 1974.

*'Injury'*: physical harm to a person whether temporary, such as a strain or sprain, or permanent, such as an amputation, and includes death.

*'Near-miss'*: an unplanned and/or uncontrolled workplace incident that, by virtue of its circumstances, failed to result in injury or ill-health but could have resulted in such.

*'Representative of employee safety'*: an employee of University College Birmingham appointed under the Safety Representatives and Safety Committees Regulations 1977 or the Health and Safety (Consultation with Employees) Regulations 1996 for the purpose of representing employees in consultation with us on matters relating to Health & Safety.