Health and Safety Code of Practice

MCP2 Arrangements for the Implementation of the Health and Safety Policy

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	University staff, students, users of and visitors to the University
Approved by:	ELT on 27th February 2024
Responsibility for document review:	Associate Director, Safety, Health and Environment
Date introduced:	January 1999
Date(s) modified:	September 2000, September 2008, October 2012, September 2013, March 2014, January 2015, May 2015, March 2017, November 2023
Next review date:	February 2027

RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Health and Safety Policy Statement
- Liverpool John Moores University Health and Safety Strategy 2021-2024
- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP5 Incident Management
- SCP4 Safety Inspections, Audits and Reporting Hazards
- SCP7 Reporting and Investigation of Adverse Events
- SCP18 Risk Assessment

> **THIS CODE OF PRACTICE FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY POLICY AND REPLACES ALL PREVIOUS ISSUES.**

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1. **OBJECTIVE**

   This Code of Practice has been developed to provide information on strategic and operational arrangements for the management and control of health, safety and associated environment matters relating to the activities of the university. This should be read in conjunction with the University's Health and Safety Policy Statement, signed by the Vice-Chancellor.

2. **UNIVERSITY HEALTH AND SAFETY POLICY STATEMENT**

   The central focus of the university's Health and Safety Policy and its Health and Safety Strategy is to develop a positive health and safety culture characterized by communications based on mutual trust, by shared perceptions of the importance of health and safety, and by confidence in the efficiency of preventative measures.

3. **UNIVERSITY HEALTH AND SAFETY STRATEGY 2021-2024**

   The University's Health and Safety Strategy describes how the commitments contained in the Health and Safety Policy will be delivered.

4. **ANNUAL HEALTH AND SAFETY ACTION PLANS**

   The Annual Health and Safety Action Plans plan delivery of the Strategy's performance standards, describing in more detail what will be done, and how and when different activities of the organization contribute to the achievement of the Strategy's priorities.

5. **INFORMATION TO THE EXECUTIVE LEADERSHIP TEAM (ELT) AND BOARD OF GOVERNORS**

   Minutes of meetings of the University Health and Safety Committee are distributed to ELT. In this way information about success and feedback is passed from the local level to the institutional level. Minutes of meetings of the University Health and Safety Committee are available via the Safety, Health and Environment's website.

   Adverse event dashboards are provided to ELT every two weeks.

   Updates on the Health and Safety Strategy, Fire Risk Management Strategy and Environmental Management and Sustainability Strategy are provided to ELT and the Board of Governors twice per year.

6. **ANNUAL HEALTH AND SAFETY REPORTS**

   Annual Health and Safety Reports are prepared, consulted on and presented to ELT and to the Board of Governors. This is also the case for Fire Safety, and Environmental Management and Sustainability.

7. **RISK AND BUSINESS CONTINUITY MANAGEMENT**

   The components of the university's risk management framework support a sound system of internal control, contribute to effective corporate governance and assist in satisfying risk reporting requirements. The university's Risk and Business Continuity Management Policy and Risk Management strategy are available on the Risk Management framework website. The University's arrangements for incident management form part of its framework for Business Continuity Management.

   Departmental/School risk registers are created, which feed into Divisional/Service risk registers. Where necessary, these are escalated to the institutional risk register.

In the university, where teaching and research are assumed to be dynamic processes, risk assessment will display these features too. Risk assessment will be a developing and fixed element of management activities throughout the institution. Details are contained in SCP18 Risk Assessment:

8. HEALTH AND SAFETY CODES OF PRACTICE

Health and Safety Policy documents (Codes of Practice), each of which have been formally approved by ELT following endorsement at the University Health and Safety Committee are located on the Policy Centre and Safety, Health and Environment website.

The standards laid down in the Codes of Practice are to be regarded as minimum standards. Procedures or equipment which fails to meet those outlined will be taken out of use or the activity suspended until compliance is achieved.

The Health and Safety Codes of Practice are divided into Safety, Management, and Welfare. They set out the arrangements for the operation of the University's Health and Safety Policy and are routinely reviewed. A full list of Codes of Practice (including those relating to the separate Environmental Management and Sustainability Policy) is included in the appendix.

9. HEALTH AND SAFETY GUIDANCE NOTES

Health and Safety Guidance Notes provide guidance on a wide range of health and safety topics, most of which are cross-referred to Codes of Practice. Where applicable, the Guidance Notes are contained on the Safety, Health and Environment Department's website alongside the appropriate Code of Practice.

10. CONSULTATION

The university has a positive relationship with the John Moores Students' Union and Safety Representatives from the recognized trades unions, and actively consults with these colleagues. The principal forum for consultation on matters of health and safety is the University's Health and Safety Committee, which reports to ELT.

11. ACQUISITIONS AND PURCHASES

All purchases or acquisitions of equipment for use at work made by the university, subject to legal requirements on designed safety in force at the time of their being purchased or put into use (e.g., gifts from other organisations), must comply with standards on safety at the time of acquisition by the university. Information is provided on the Finance website.

12. ACTIVE AND REACTIVE MONITORING

Arrangements for active and reactive monitoring and reviewing the effectiveness of the Health and Safety Policy at the various levels of university management are contained in SCP4 Safety Inspections, Audits and Reporting Hazards and SCP7 Reporting and Investigation of Adverse Events. The adverse event report form is located on the Safety, Health and Environment website. This form should also be used to report near misses.

The university's health and safety arrangements are subject to audit by the Health and Safety Unit, the university insurers and internal auditors. Reports from the internal auditors are presented to the Audit Committee of the Board of Governors.

13. DEVELOPING LOCAL POLICIES WHERE THE UNIVERSITY POLICY DOES NOT ADDRESS ALL ACTIVITIES OF THE SCHOOL/INSTITUTE OR DEPARTMENT

The University's Health and Safety Policy Statement, supporting policy documents (Codes of Practice) and Guidance may not be able to address all the activities of Schools/Institutes or

Departments. Each School/Institute or Department which carries out activities outside the scope of the Health and Safety Policy Statement, Codes of Practice and Guidance must develop, publish, keep under review, and issue to all staff such local health and safety guidance and local rules.

The document should be entitled "LOCAL Health and Safety Policy of ...." The document should be the result of consultation with the Safety, Health and Environment Department and staff representatives, with copies to be lodged with the Safety, Health and Environment Department, and the appointed Health and Safety Coordinator for that Faculty/Division.

The Local Health and Safety Policy Statement should contain at least:

a. A local Statement of Intent

b. The structure (organisation) for health and safety (named persons/post holders with their specific responsibilities for health and safety)

c. The arrangements for the development, operation, monitoring and improvement of the local health and safety policy. This could include:

   1) The standards adopted for particular hazards (e.g., workshops, laboratories)
   2) Internal procedures for testing and maintenance (e.g., electrical equipment/ pressure vessels)
   3) Induction procedures for staff/students
   4) Arrangements for staff/students with particular needs relating to health and safety
   5) Hazard reporting procedures

APPENDIX: Policy documents (Codes of Practice) Moved from section 8

Safety Codes of Practice (SCP)		
1. Fire Precautions	2. Evacuation Procedures	3. Safe Use of Plant and Equipment
4. Safety Inspections, Audits and Reporting Hazards	5. Electrical Safety	6. Control of Substances Hazardous to Health (COSHH)
7. Reporting and Investigation of Adverse Events	8. Noise at Work	9. Personal Protective Equipment
10. Contractors		12. Visitors and Use of University Premises
13. Supervision	14. Fieldwork, Visits, Expeditions and Adventurous Activities off University Premises	15. Management of Microbiological Safety and Genetically Modified Material
16. Ionising Radiation	17. Manual Handling	18. Risk Assessment
19. Permits for Contractors	20. Display Screen Equipment	21. Non-ionising Radiation; Laser and Optical Radiation
22. Unattended Experiments	23. Therapy Animals on University Premises (from May 2024)	24. Travelling and Working Overseas
25. Lone Working		27. Driving at Work
28. Pressure Systems	29. Asbestos (Policy and Management Plan)	30. First Aid
31. Construction (Design and Management) (CDM)	32. Workplace Health, Safety and Welfare	33. New and Expectant Mothers
34. Violence		36. Children on University Premises
	38. Working at Height	39. Vibration at Work
	41. Management and Control of Water Quality, Legionellosis and Associated Risks	42. Dangerous Substances and Explosive Atmospheres
43. Lifting Operations and Lifting Equipment	44. Approved Scaffolding Contractors	45. Provision, Storage and Safe Use of Transportable Gases
46. SCP46 Drones	47. Thermal Comfort and Ventilation of Internal Spaces	48. Food Safety and Hygiene
Management Codes of Practice (MCP)		
1. Organisation for the Implementation of the Health and Safety Policy	2. Arrangements for the Implementation of the Health and Safety Policy	
4. Information, Instruction and Training		
Welfare Codes of Practice (WCP)		
1. Drugs and Alcohol		3. Smoking and Vaping
4. Contagious or Communicable Diseases		
Environmental Management and Sustainability Codes of Practice (ECP)		
1. Organisation for the Implementation of the Environmental Management and Sustainability Policy	2. Arrangements for the Implementation of the Environmental Management and Sustainability Policy	4. Municipal Recycling and General Waste Resource Management
5. Hazardous and Offensive Waste	6. Biodiversity	7. Sustainable Travel
7. Sustainable Travel		