

LONDON'S GLOBAL UNIVERSITY



UCL

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University College London

Health and Safety Policy

Date of Revision: October 2018

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# **UCL Health and Safety Policy**

## **1. Introduction**

This document contains the written statement of UCL's general policy with respect to the health and safety at work of its employees. It acknowledges UCL's statutory obligation to manage its work in such a way as to minimise health and safety risks to its staff, students and others who might be affected by its activities. The current organisation and arrangements for carrying out the policy are defined in "UCL Organisation and Arrangements for Safety".

## **2. Scope of the Policy**

The policy is intended for implementation in all UCL's constituent academic and administrative departments, institutes, schools, faculties and divisions in UCL. In this document the term "Department" is used generically to apply to all UCL management entities. Within the "Department" the most senior manager is responsible for allocating the financial and human resources necessary for the management of health and safety.

The policy applies to:-

- all UCL employees and post-graduates in the UK,
- all UCL employees and post-graduates overseas in so far as it is reasonably practicable, but as a minimum achieving compliance with local legislation
- contractors whilst undertaking, or engaged in, UCL activities where specified by contract

Each Department must determine and record its own organisation and arrangements to implement UCL Policy. These shall describe the responsibilities and mechanisms (including documentation and training) by which the Department will meet the relevant UCL objectives and requirements and how the safety management responsibilities cascade within the Department.

UCL requires and expects business partners, associates, contractors and suppliers to set and achieve appropriate standards of health and safety at work.

## **3. General Statement of Health and Safety Policy**

The following is the general statement of health and safety policy of UCL as required by the Health and Safety at Work etc Act 1974.

## UCL Statement of Health and Safety Policy

UCL's overall objective is to provide and maintain a safe and healthy environment for its staff, students, people we work with and for those who visit. Health and safety is everyone's responsibility, and a prime responsibility of all levels of management, and everyone is expected to contribute towards achieving our overall objective

UCL is committed to having a health and safety culture and performance that we can be proud of. We shall:

### **Plan improvements in health and safety management by:**

- complying, as a minimum, with applicable legislation, UCL requirements and any other adopted requirements;
- ensuring the health and safety risks are managed to as low as is reasonably practicable through processes of risk assessment and risk control;
- taking due account of health and safety risks as an integral part of our operations.
- planning for the management of, and recovery from, any major incident that could severely disrupt normal operation;
- providing adequate resources and setting of appropriate safety objectives;

### **Implement and operate effective risk control systems by:**

- ensuring that all work activities performed within UCL are performed by persons competent to carry out these activities or persons under appropriate and competent supervision;
- providing employees with access to services to promote health and wellbeing.
- providing premises, plant and equipment and systems of work that contribute to a safe and healthy work place.
- maintaining and making available approved standards, arrangements and guidance relating to health and safety
- encouraging a positive health and safety culture by securing the commitment and involvement of our employees and those we work with through effective communication and consultation mechanisms.
- ensuring arrangements with contractors promote and actively support the implementation of this policy.

### **Monitor health and safety performance by:**

- continually monitoring performance through inspection and audit to provide assurance and to identify and ensure appropriate corrective action where required
- using suitable proactive and reactive indicators to improve performance
- ensuring that root causes are identified in the investigation of incidents.

### **Review of health and safety management by:**


- undertaking regular reviews of the suitability and effectiveness of health and safety management, including this policy
- feeding identified actions where appropriate into the planned improvements for UCL

My aim, and that of the Senior Management Team, is to encourage and foster a culture where everyone is aware of their individual health and safety responsibilities and is actively engaged and committed to improving standards of health, safety and welfare. We expect every member of the College to share this commitment and to work together to achieve it. Nothing that we do is so important that it cannot be done safely.

The UCL Statement of Safety Policy shall be reviewed, revised where appropriate, and re-authorised annually by the President and Provost.

**Professor Michael Arthur**  
**President and Provost**

Signature:



Date: 17.12.18

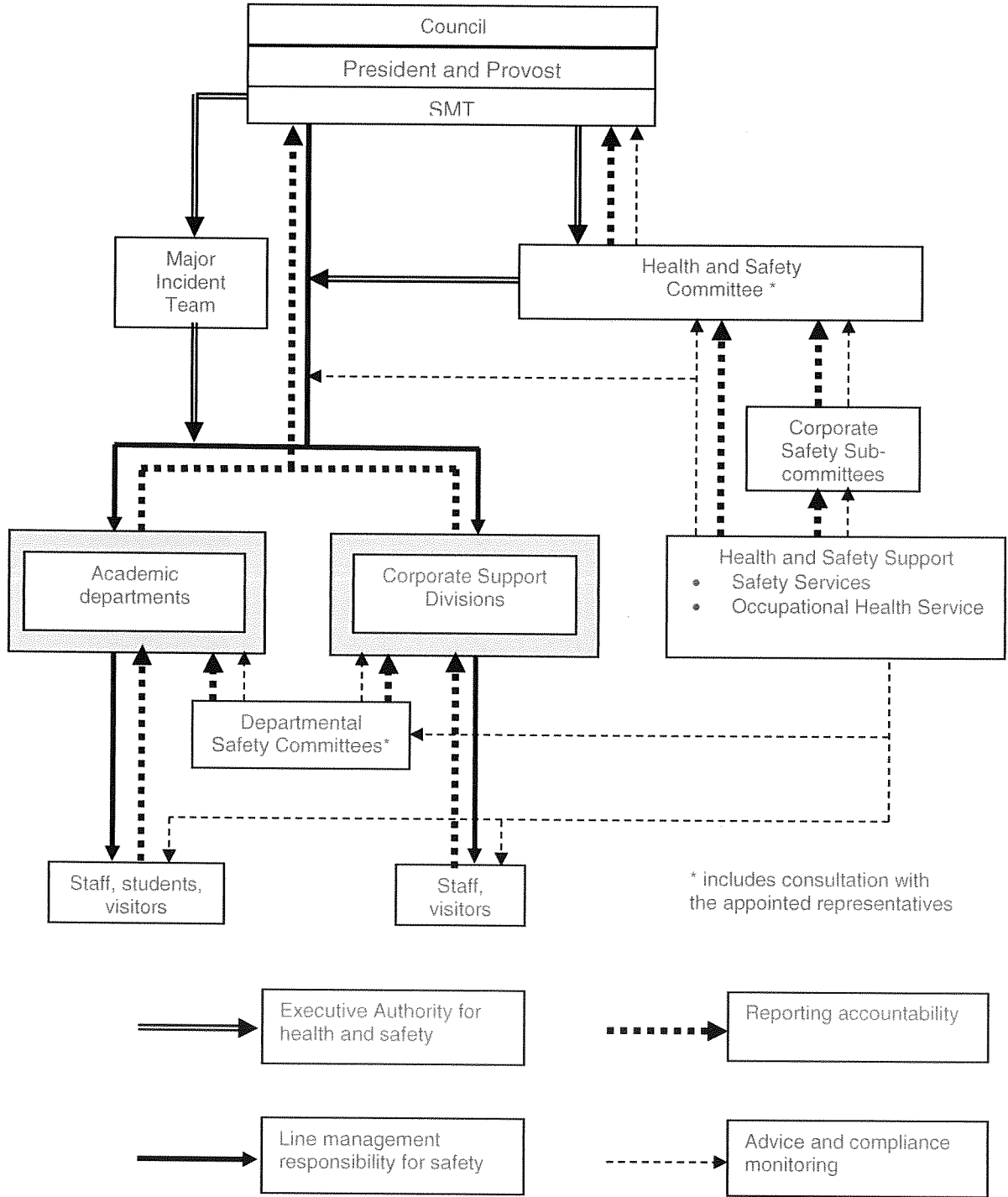
#### **4. UCL Health and Safety Objectives 2018/2019**

The health and safety objectives for UCL for the 2018/2019 academic year are stated below. Heads of Department are required to determine what actions they are to take in order to meet these and their own objectives.

- All departments to have completed a Departmental Hazard Status Checklist by end of December 2018 to enable UCL Safety Services to assign the correct status for the purpose of Target 100 i.e 'high hazard' department or 'low risk' department
- All high hazard departments as identified on the UCL Safety Services website must produce reports for committee meetings that meet the required standard as detailed on the UCL Safety Services website
- Departments who are not identified on the UCL Safety Services website as high hazard must complete a Target 100 Lite Assessment within 12 months (from the availability of Target 100 Lite)
- Where departmental water systems have been identified, departments must have a record of Legionella awareness training for all responsible persons and any others who may be affected by the risk
- There will be 140 trained Wellbeing Champions registered on riskNET's Responsible Persons Register, actively delivering the events and sharing information within their local area. Each School and Professional Service area will have a representative on the Wellbeing Steering Group

## 5. Overview of UCL Safety Management Structure

The diagram below gives an overview of the structures in place for the management of health and safety within UCL. Specific details on responsibilities are covered in "UCL Organisation and Arrangements for Safety".



## **6. Overview of Individual Safety Responsibilities**

Responsibility for health and safety cascades down the line management chain of the organisation from the President and Provost to each individual. Responsibilities are allocated based on the principle that you are responsible for the work under your control, for those working under your control and for the people who are affected by your work. Arrangements are in place to facilitate and support management in meeting their responsibilities. Specific details on responsibilities are covered in "UCL Organisation and Arrangements for Safety".

## **7. The President and Provost**

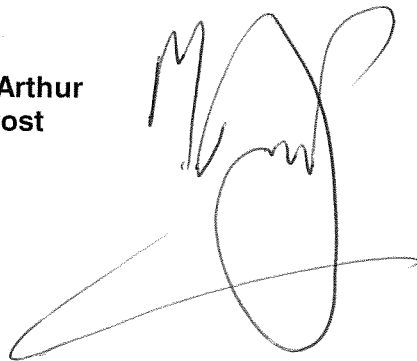
The President and Provost, in his capacity as UCL's Chief Executive Officer, is responsible to UCL Council for the manner in which all of UCL's activities are conducted; this includes the management of health and safety. The Chair of Council and the President and Provost shall authorise this UCL Statement of Safety Policy and the arrangements made under it. The President and Provost shall satisfy UCL Council that the Policy has been adequately implemented.

## **8. Heads of Departments**

The Head of Department shall set out and record their organisation and arrangements for implementing the UCL Safety Policy. They shall include their commitment to the policy and a summary of the Department's priorities for action in the current year which will reflect the outcomes from the review as well as the overall UCL safety objectives (see section 4). These shall be reviewed annually and after significant change to ensure that the management organisation for safety accurately reflects the current position and is adequate to ensure that departmental arrangements for safety will be implemented to meet UCL requirements.

**Professor Michael Arthur  
President and Provost**

Signature:

A handwritten signature in black ink, appearing to be 'M. Arthur', written over a horizontal line.

Date: 17.12.18

