

Health and Safety Policy

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Scope

Kingston University has established and follows an Occupational Health and Safety Management System (OHSMS).

The OHSMS comprises a series of policy statements, assigned responsibilities and processes for managing all aspects of Health and Safety. The intention is that this document forms the foundations of the health and safety management system by stating responsibilities and provides links to and states the function of the other components of the OHSMS.

With further development and expansion, it is expected that this will become part of a wider system that will encompass Environmental Management, Risk Management and Quality - all functions that the University currently undertakes but are controlled by separate policies.

The OHSMS applies to University operations, staff, students, contractors and the control of our suppliers. The primary purpose is to help ensure that Kingston University complies with legislation, regulations and guidance as set out by the Health and Safety Executive (HSE) with the main objective being to keep staff, students, visitors and other stakeholders safe.

This is a working document that is being continually developed and reflects contributions from a variety of areas and sources. It summarises an integrated approach to managing key aspects of Health and Safety which affects other aspects of business management.

This document has three distinct sections.

- **A Statement of Intent** – This contains a signed and dated document that provides a clear demonstration of the University’s commitment to effective Health and Safety management. The statement includes clear targets and objectives and shows how effective Health and Safety Management supports the [Town House Strategy](#). It recognises that Health and Safety related targets and objectives set by the University are of equal importance to all other commitments made by the University.
- **Organisation** – This section identifies post holders with key roles in the health and safety management system and sets out their responsibilities. It also includes a description of the roles and general responsibilities of others in the organisation, e.g., managers, staff, students, event organisers, field trip organisers, etc.).
- **The Arrangements** for managing the various aspects of Health and Safety. This section sets out an overview of the practical arrangements in place in respect of key topics to manage and control risks and to monitor and ensure compliance with standards. These are typically policies in relation to specific aspects of Health and Safety, such as working at height. The statements are grouped into related subjects rather than alphabetically, as they are on [StaffSpace](#) in order to make them easier to find. Most statements of policy made are further supported by more detailed health and safety procedures, guidance and standard forms, often with a simpler policy statement. Some statements are self-contained or will be incorporated within various documents and may not have a specific procedure relating to them.

Statement of intent

The Vice Chancellor and Board of Governors are committed to their corporate responsibility for all matters related to the management of health and safety. The minimum acceptable standard to be achieved is legal compliance, but as an organisation, we are continually seeking to improve our safety arrangements and performance. The University will provide adequate resources to meet these obligations.

At Kingston University, we are passionate about enhancing our students' life chances by helping them make the most of their learning opportunity and equipping them with the skills and knowledge needed in the modern, demanding workplace. To achieve this, we are committed to ensuring that the University delivers and maintains a safe environment for our staff, our students and our visitors in which to teach, learn and live. We also support a programme of continuous improvement in safety management and operating standards that develops and improves the reputation of Kingston University.

An integrated management system has been developed to control and monitor all aspects of Health and Safety. The performance and impact of Kingston University, the support it provides, the learning opportunities that it enables and the services it delivers will be measured against clear and quantifiable goals. To this end, the objectives are of equal importance to other business goals. We are committed to achieving these objectives for the benefit of our staff, students, business partners, and any other person who could be affected by our activities. The integrated system aims to continually improve upon high standards of performance and sustainability across all areas of our business and will aim to be aligned with the health and safety management standard ISO 45001. When expanded to include Environmental and Quality Management, the appropriate international standards (ISO 9001 and 14001) will be used as the benchmark.

Our staff and our students are our most valuable assets. It is the staff who define the kind of University we are and the level at which we perform. They will be enabled and encouraged to participate through effective systems of consultation, communication and training. Kingston University will ensure that it employs and develops highly skilled staff. Student success is placed at the centre of what we do. Students will therefore be encouraged to develop their own health, safety and risk management skills as an integral part of their learning. Our culture of working and learning together will be one in which we achieve adequate control over risk in order to minimise accidents, injuries and ill health.

This culture will be applied at every stage from the initial contact with our staff and students, through to the provision of support throughout their time with the University. Partners, suppliers and contractors will also be encouraged to adopt values that align with our own. Every individual within Kingston University has a responsibility for the implementation of this policy. All managers, supervisors and staff can be set objectives to show how their contribution can contribute to achieving the wider objectives of this policy and the role they can play in its success.

Our shared goals require each of us to make a positive contribution towards Kingston University being an organisation that delivers the highest standards of learning, employment, support, health and wellbeing to people with a diverse range of needs in the most efficient manner, and to ensure a safe, healthy and sustainable environment in which to live, work and learn.



Steven Spier
Vice Chancellor,
Kingston University



Adrian Parry
University Register and
Chair of the University
Safety,
Health and Security
Committee

1. Organisation and Responsibilities

The Vice Chancellor

The Vice Chancellor is responsible to the Board of Governors for all aspects of health, safety and risk management of the activities undertaken by the University and the University owned and leased buildings in which it takes place. The Vice Chancellor has the ultimate responsibility for health, safety and risk management throughout Kingston University operations and for ensuring the health and safety of all staff, students, contractors, service users and other persons authorised to work for, or affected by the work of Kingston University.

The role of the Vice Chancellor is to ensure that there is an effective policy and supporting arrangements in place and adequate resources have been allocated for its implementation.

The Vice Chancellor is also the responsible person for fire safety throughout the University estate (with support from staff in GCLO, Estates, and KUSCO). The Vice Chancellor will: -

- Appoint and assign responsibilities to members of the SLT to implement and manage this Health, Safety policy.
- Ensure the necessary funds are available for health and safety related expenditure.
- Review and sign the Health, Safety and Risk Management Policy annually.
- Ensure that processes exist to make the contents and requirements of this Health and Safety Policy and safety performance is communicated to all Kingston University staff.
- Report to the Kingston University Board of Governors on the effectiveness of the OHSMS at Management Reviews

In the absence of the Vice Chancellor, the responsibilities of the role are delegated to the University Secretary.

The University Secretary

The University Secretary has delegated authority to act on behalf of the Vice Chancellor in the implementation of the OHSMS throughout the University.

The University Secretary will;

- Act as the link between the management committees (the University Safety, Health and Security Committee and Health, Safety, Security and Environment Executive Group) that provide the focus for Health and Safety management.
- Communicate the effectiveness and progress on the OHSMS to the SLT.
- Liaise with the management team and the Health and Safety team over the full range of their individual responsibilities with respect to complying with health and safety legislation.

Pro-Vice Chancellors, Deans and Directors of Function

All Pro-Vice Chancellors, Deans and Directors of Function will assist the Vice Chancellor to establish and implement a management and support framework for the safety, health and welfare of all staff, students, visitors or contractors who come under their respective areas of control and for meeting the aims of this policy.

The intent is to embed robust health, safety and risk management practice within the day-to-day activities and culture of the University. Their responsibilities are to;

- Ensure effective arrangements for the implementation of the OHSMS and for monitoring its performance within their specified areas of managerial responsibility.

This is likely to be through the operation of a local safety group that is tasked with providing regular summary reports.

- The provision of staff to undertake [risk assessment training](#), sufficient to ensure that, as a minimum, suitable and sufficient risk assessments can be compiled for the activities undertaken.
- Provide adequate resources (both financial and time) for activities and situations they control. Budgets for health and safety matters within the University are delegated to Deans and Directors of functions, the responsibility for adequate provision to cover any expenditure on:
 - Safety equipment
 - Provision and maintenance of work equipment not covered by the University centrally.
 - Any workstation adjustments

Therefore rests with Deans and Directors of Functions.

- Develop, publish and operate a written code of practice (CoP) stating how the University OHSMS aims, and responsibilities assigned by it will be implemented within their Faculty or Directorate and to make explicit the roles and responsibilities for the management of health and safety within it. These codes must explicitly assign responsibilities for the management of health and safety within areas such as laboratories, workshops, offices and define responsibilities for multi-disciplinary areas.
- Codes of Practice are also to detail arrangements for safety issues outside the scope of this Policy and related procedures (i.e., faculty specific requirements) and to be reviewed at a minimum of every 2 years.
- Provide an effective structure for ensuring the communication of health and safety issues – this may be through briefings, noticeboards or electronic means, but all staff in the Directorate or Faculty needing the information must be able to access it easily.
- Provide an annual report on safety performance for presentation to the autumn meeting of the University Safety, Health and Security Committee and an interim report for its spring meeting.

The responsibilities stated here include:

- All authorised activities, including field trips. Reference should be made to the UCEA code of practice on field trips when compiling the [risk assessment](#) for the activity and the provisions required for travel authorisation as contained on the travel pages on StaffSpace
- All areas and processes under their control.
- All equipment, substances and materials used, or acquired for use, whether loaned or owned.
- The appointment and control of contractors according to the policy (available from StaffSpace) and recognised procedures.

The Executive Director of Student Services

The Executive Director of Student Services has responsibility for ensuring that the health and safety arrangements, including the support and welfare provisions provided for students is suitable and sufficient. For any residential student staying in University controlled halls (i.e. not those managed by Kingston Student Living) this may be done in conjunction with KUSCO.

Heads of Schools, Heads of Service and Section Managers

Heads of Schools, Heads of Service and Section Managers will assist the Vice Chancellor deliver their overall responsibilities for provision of Health and Safety standards and the aims of the University OHSMS to establish and implement a management and support framework for the safety, health and welfare of all staff, students, visitors or contractors who come under their respective areas of control and for meeting the aims of the OHSMS.

The intent is to embed robust health, safety and risk management awareness and practice within the day-to-day activities and culture of the organisation, while following the Faculty / Directorate Code of Practice on health and safety. When considering risks to the safety of employees and others, the risks of any 'off site' activities/processes, such as field trips, works on sites or collaborative work must be included.

Head of Health, Safety and Security Strategy

The Head of Health, Safety and Security Strategy (HHSSS) leads the University's health and safety team. They have been appointed to fulfil the role of a 'competent person' as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999. The HHSSS and the other members of the Health and Safety team work across the organisation to establish and implement a policy, management and support framework that enables the University and its staff to deliver their obligations under health and safety legislation and regulation. The intention is to embed robust health and safety practice within the day-to-day activities and culture of the University.

The role of the HHSSS is to;

- Provide expert knowledge and skills in order to generate and promote a positive health and safety culture;
- Advise on and ensure that all health and safety legislation and regulation is adhered to and implemented into the University's policies and procedures;
- Plan, implement, monitor and review protective and preventative measures required to minimise operational losses, occupational health problems, accidents and injuries.
- The HHSSS has direct access to:
 - The Vice Chancellor
 - The Managing Director of KUSCO

As appropriate for any safety, health and welfare issues if they deem the matter to be of sufficient significance. They also have direct access to the Authorised Officer for matters of safety, health and welfare in regard to the activities of KUSCO staff, visitors and any others to whom KUSCO owes a duty of care.

The central University Health and Safety team's function is primarily in supporting the University in achieving the aims of the OHSMS and compliance with Health and Safety legislation. However, there may be occasions where it is apparent that required compliance is not being achieved within certain areas of the University, or that situations or conditions represent serious and imminent danger. In such situations, the HHSSS will seek compliance through the line management structure of the University. In extreme situations, typically where death or serious injury is possible, the HHSSS is authorised to stop any work of the University (whether being undertaken directly, or via third parties, i.e., contractors), pending further enquiries or implementation of additional control measures as appropriate.

Health and Safety Advisors

In the absence of the HHSSS, the role of 'competent persons' as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 will be assumed by the Health and Safety Advisors as the designated deputies. Individual Advisors may have specialist areas or expertise and responsibility.

Occupational Health

An [Occupational Health Service](#) is provided by a contractor under a service level agreement operated by the University Human Resources Directorate. The contract aims to ensure all statutory Occupational Health requirements are met, particularly monitoring of those members of staff exposed to hazardous materials in the course of their work.

Where there are concerns in regard to the system of work, the OH provider will inform the appropriate Manager, with recommendations for remedial action.

The Occupational Health Service, while respecting confidentiality, will make recommendations to the Director of HR, as appropriate. In this regard, it is obligatory that members of staff make themselves available for Occupational Health purposes (as part of their statutory duty).

Among other responsibilities, Occupational Health is responsible to the HR Director for:

- Appropriate reporting of health issues in regard to the appointment of staff.
- Advice on particular cases, as necessary, with regard to staff ill health.

Radiological Protection Officer (RPO)

The Radiological Protection Officer (RPO) is appointed by the Vice Chancellor and will be responsible, through the Dean of their Faculty, to the Vice Chancellor for the processes in place to ensure safe use of radiological materials. Responsibility for the obtaining and safety of any radiological materials used in experiments, research or teaching rests with the Dean of the Faculty (typically ECE or HSSCE) intending to use the materials, whose staff must have the necessary training, equipment and have carried out the necessary risk assessments, as well as having the necessary training and operating the appropriate processes, and equipment in such a manner needed to ensure safety.

Radiation Protection Supervisors (RPS)

Radiation Protection Supervisors are appointed by the Dean of their Faculty in consultation with the Radiological Safety Officer. Their role is to control and monitor the use of ionising radiation in their areas. They have authority to prohibit any work involving radiation they judge to be unsafe or in contravention of the University's licence until they have assured themselves of the situation consulting the RSO as necessary.

Laser Safety Officer

The University has appointed a Laser Safety Officer to oversee the safe use of lasers within the University. Anyone intending to bring onto University premises any new device incorporating or requiring a class 3B or class 4 laser must consult the Laser safety officer before any such device can be installed, moved, or used by a student or member of University staff.

General Responsibilities of all Managers and Supervisors

The role of all managers and supervisors is to apply the ethos of and specific provisions contained within the OHSMS needed to maintain Health and Safety throughout their area of responsibility and operation, on behalf of their manager. They must ensure that safe and healthy working arrangements are promoted, maintained and that all staff reporting to them carry out their duties in accordance with the University's OHSMS.

Managers are best placed to be familiar with, and to manage the day-to-day business activities within their area of operation. They should be proactive where change is planned or occurs to ensure that health, safety arrangements are considered in light of that change.

Managers have a responsibility for the health, safety and welfare of staff and students working under their control. They also have a similar responsibility for all other staff, students, contractors, service users and others that may be affected by their work and that of their team. The visible actions that managers take are able to influence attitudes towards Health and Safety in the day-to-day activities of Kingston University.

They must also ensure that within their area of responsibility:

- The training needs of their staff are identified
- Staff are [inducted](#) and [trained](#) in matters of health, safety as it affects their role and how their actions affect the safety of others;
- [Risk Assessments](#) are completed and that any actions to manage identified risks within them are reviewed to ensure that they are implemented within appropriate timescales;
- Staff and students are provided with the correct tools, equipment and safety measures for the tasks required of them;
- Personal protective equipment is provided to staff (and maintained) and arrangements are in place to ensure students are similarly equipped where the risk assessment has shown it to be necessary;
- Maintenance or tests of plant and equipment is completed and recorded;
- Accidents and incidents are [reported](#), investigated and prompt action is taken when necessary to avoid a reoccurrence;
- Health, safety and risk management is included as a topic at team meetings to ensure that staff are consulted and given an opportunity to raise any issues that are of concern to them;
- Periodic audit and inspections are undertaken;
- Training is provided – either delivered locally or via the [central arrangements](#);
- KPIs are reported and maintained;
- The University's [health, safety](#) and [risk management specialists](#) are consulted on matters that require specialist knowledge and/or the agreement of appropriate actions.

Technical Staff

Technical staff have an implicit supervisory role. Their knowledge and experience is highly valued, particularly in hazardous areas and when dealing with any potentially hazardous substances or activities.

Technical staff must ensure that safe working procedures are observed and, in particular, maintain close liaison with academic and research staff working in the same area to ensure the safety measures needed are explained to students and complied with. They must ensure that equipment used is in working order by visual inspection, carry any required certification and, in conjunction with lecturing/academic staff, ensure that correct procedures are maintained for access to and operation of any equipment.

Any activity, behaviour or piece of equipment which is of concern should be reported immediately to the line manager, who must assess the situation, taking advice if necessary and then implement any selected remedial measures. In urgent situations, they are to take all reasonable measures to prevent harm (such as closing a process or location if necessary) and report the situation to the line manager, Faculty Technical Manager or the Safety and Security Office.

Staff Safety Representatives

Recognised Staff Associations representing University personnel have statutory rights to appoint safety representatives to consult with management over health & safety issues. The University will aim to consult with them both formally and informally, and specifically consult with them in respect of the employees they represent concerning:

- The Introduction of any measure at the Workplace which may substantially affect Health and Safety;
- The University's arrangements for nominating or appointing "competent persons" for Health and Safety Management;
- Any health and safety information the University is required to provide by law;
- Planning and organisation of any health and safety training the employer is required to provide; and
- Health and safety consequences of the introduction of any new technologies into the workplace.

The Union of Kingston University Students (The Union)

The Union has specific responsibility for the health and safety of their activities, regardless of where they are carried out. The Union must ensure that all clubs and activities are subject to an appropriate risk assessment process and use only safe equipment.

The Union has its own safety policy, which, in a similar way to that operated by KUSCO, aims to complement this one. To ensure that the closest co-operation exists between The Union and the University, Union staff must, in common with all partner organisations, comply with the University Policy. Appropriate arrangements for communicating this point are reflected in the Union Safety Policy.

The Union are members of the University's Safety, Health and Security Committee and invited to attend each meeting.

General Responsibilities of all staff

A number of staff at various levels within Kingston University may have specific functions to fulfil in relation to health, safety and risk management systems. These may be set out in job descriptions and working instructions.

Health and safety legislation places legal duties on all staff to take care of their own safety and that of other people, to co-operate with the University in matters relating to health and safety, not to interfere with or misuse anything provided for their health and safety and to resolve or otherwise report all problems which they feel may be unsafe.

In order to comply with these general duties all University staff must:

- Co-operate with their line manager and follow their instructions on all matters relating to Health and Safety, e.g. actions to be taken in the event of a building evacuation being necessary;
- Observe the provisions of the OHSMS and its associated policies and procedures;
- Co-operate and assist in the effective completion of risk assessments and the carrying out of any actions that may be required;
- Report to their line manager/supervisor any shortcomings, defects or hazards in working practices, equipment or processes that may be a risk to the health and safety of themselves or others in the course of their job;
- Maintain good workplace housekeeping standards at all times;
- Carry out all operations and use protective clothing and safety equipment provided for their particular work in the correct manner;
- Report any incident or accident, including near misses, to their line manager immediately to enable action to be taken.

Kingston University Service Company Limited (KUSCO)

KUSCO are a wholly owned subsidiary of the University tasked with providing facilities management services including maintenance, cleaning, physical security, reception, transport and facilities management services on behalf of the University. The service is provided under the terms of a service level agreement (SLA). In addition, KUSCO;

- Let and manage certain building services contracts (again, in accordance with the relevant SLA)
- Engage and manage the contracted catering and inter-site bus contracts on behalf of the University.

KUSCO has its own safety policy, which aims to complement this one, (which is applicable across the whole University rather than just to KUSCO). To ensure that the closest co-operation exists between KUSCO and the University, all KUSCO staff are required to comply with the University policy. Appropriate arrangements for communicating this point are reflected in the KUSCO Safety arrangements.

The nominated KUSCO Board member responsible for Health and Safety is accountable to the KUSCO Board of Directors for health and safety performance and has similar responsibilities to those for Deans and Directors in the University as set out above.

KUSCO is specifically responsible for areas of the University defined within the SLA, e.g., maintenance and cleaning of common areas, the correct operation of lifts, heating and ventilation, the testing and certification of building systems and services as well as responsive maintenance of building fabric, and the security of residential students, in conjunction with Student Services and Administration.

KUSCO and representatives from the catering contractors are invited to attend meetings within the University's Health and Safety Committee structure.

Hazards Reported to the KUSCO Estates and Facilities Help Desk

Any Faculty or Department identifying hazards in an area under their control must arrange to rectify them. Again, if maintenance work is required, managers are requested to contact the [KUSCO FM helpdesk](#), at least in the first instance.

Any hazards reported to the KUSCO Help Desk will be categorised according to the degree of urgency. The highest priority will be assigned to any situation where there is an imminent safety concern, in accordance with the service level agreement between KUSCO and the University.

Any issues reported that are outside KUSCO's remit will be referred to other service providers or teams within the University as appropriate.

Reviewing Performance

Kingston University undertakes a programme of Inspection, audit and review of its performance with regard to its activities. Audits are crucial in checking:

- Support quality
- Compliance
- Risk Management
- Staff Feedback
- Stakeholder Feedback
- Quality
- Good practice

An ongoing process of performance review is used to evaluate the effectiveness of our OHSMS. Formal reviews and statistics are provided for each meeting of the University Safety, Health and Security Committee and Health, Safety, Security and Environment Executive Group. The Health, Safety, Security and Environment Executive Group reviews a "dashboard" of performance at each of its set (quarterly) meetings. The Board of Governors require a summary of key incidents and statistics at each of their meetings. A formal review of performance (currently the British Safety Council 5 - star audit scheme) typically takes place in early summer.

Periodic audits are also commissioned: in the past these have included laboratory practice standards achieved, internal audits of the Health and Safety function and reviews of local safety group operations.

Any corrective or preventative actions will be recorded in the form of minutes. Inputs may include: -

- A review of health, safety and risk management policy and objectives;
- Performance achieved against objectives and targets over the previous year;
- Suitability of the management systems in achieving objectives and targets;

- Changes which could affect the OHSMS;
- Feedback from audits (internal/external) including compliance with legal requirements;
- Feedback from students, suppliers or other interested parties;
- Results of participation and consultation exercises;
- Process performance and process/product conformity issues;
- The status of corrective and preventive actions (including investigations following incidents);
- Follow up actions outstanding from previous meetings;
- Resource issues;
- Communication/Complaints from interested parties (stakeholders / enforcement agencies);
- Changing circumstances, including developments in legislation and other requirements;
- Changes to the OHSMS and its objectives;
- Recommendations for further improvements.

Outputs will demonstrate a review of the performance of the OHSMS and objectives with a view to continual improvements to the effectiveness of those systems.

Communication, Participation and Consultation

Our stakeholders include contractors, suppliers, service users and visitors to our sites as well as local authorities, others who may commission our work, and our own students and staff. We communicate and consult with all of our stakeholders on matters of health, safety and risk management through a range of structures and processes and encourage everyone to participate in that process. Examples of what we do include:

- Health and Safety Meetings and Management Reviews
- Briefings (all employees)
- Email
- KPI performance figures
- Intranet and Web site

2. Overview of Arrangements

This section sets out an overview of the practical arrangements in place in respect of key topics to manage and control risks and to monitor and ensure compliance with standards. These can also be viewed as mini statements of policy. This document forms an integral part of the health and safety management system. The statements are grouped in related subjects. Many of the statements will be further supported by more detailed health and safety policy and procedures, guidance and standard forms. Some statements are self-contained or will be incorporated within various documents and may not have a specific procedure relating to them.

- | | |
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1 PRINCIPLES FOR MANAGING HEALTH, SAFETY AND RISK

- 1.1 **Document Control** – To ensure integration and coordination across the whole management system, all documents and data are reviewed and approved by authorised personnel prior to issue. Each subject will have a named owner responsible for managing the related documents. All documents will be referenced with a date and owner. A central register for all Health, Safety and Risk documents will be maintained. As well as the policy, arrangements and organisational structure of the Health, Safety and Risk management system, other documents such as procedures, work instructions, guidance and forms will also be recorded.

Why does document control matter to Kingston University?

It is important that staff have access to the right documents and information at the right time. Changes happen frequently whether these are in staffing, equipment, processes, or even changes involving our students and service users. These need to be documented in procedures and systems. Without control over the documents and organising them so that they can be easily accessed, reviewed and revised, staff will struggle to find the most up-to-date document or be unaware of new versions. This will lead to inconsistency and mistakes that cost the University time, money and effort.

- 1.2 **Data Protection** – Kingston University will ensure that the personal information relating to staff, and service users is accurate and only handled according to strict data protection principles. Staff with access to personal data will be provided with training and systems to ensure that they understand and comply with all aspect data protection. In particular, personal data will be kept safe and secure and used only in a fair and lawful manner. It will be used for limited, specifically stated purposes in a way that is adequate, relevant and not excessive and kept for no longer than is absolutely necessary.

Why does data protection matter to Kingston University?

We need to store information about our students, service users, staff and business partners. As well as holding information such as names, addresses and telephone numbers, we may hold a whole range of other information of a personal nature including dates of birth, employment history, medical details and credit history. We need to control this data to ensure that we maintain a balance between an individual's right to privacy and our ability to use that information to operate effectively.

- 1.3 **Legal Compliance** – Kingston University ensures that it remains aware of relevant UK law and regulation, European Union Directives and other requirements such as codes of practice that relate to the health, safety and risk management aspects of its activities and services. This is achieved by a regular review of all applicable legislation and an annual audit of compliance against the required standards for each activity. Objectives goals and targets will be set to meet legal requirements as a minimum and to exceed these where it is in the interests of the University to do so.

Why does legal compliance matter to Kingston University?

There are several laws and regulations that apply to the way we work. It is important that we are aware of those requirements and standards and take steps to meet the law. Compliance with the law also makes good business sense. Not only does it prevent prosecutions against the University for failing to do something that it should have done, or for doing something that it should not, it also goes a long way to keeping staff, students and service users safe and safeguarding the environment.

- 1.4 Analysis of External Factors**– Kingston University will monitor and analyse the external influences on its strategy for health, safety and risk management. In particular, it will monitor and analyse the Political, Economic, Sociological, Technological, Ethical, Legal and Environmental (**PESTELE**) factors in order to gain insight into the external influences in order to assess any risks specific to the University and use that knowledge to inform their decisions.

Why do external factors matter to Kingston University?

At Kingston University, we are passionate about enhancing our student life chances by helping them make the most of their learning opportunity and equipping them with the life skills and knowledge needed in the 21st century's demanding workplace. To achieve this, we support a programme of continuous improvement in risk management and operating standards that develops and improves the reputation of Kingston University. This programme requires us to consider the impact of external forces on our plans on a regular or ongoing basis.

- 1.5 Social Responsibility** – Kingston University sets out core business values that are designed to meet the needs of staff, students, service users and other stakeholders and to produce a positive impact on the communities in which we operate. Social responsibility is an integral aspect of our culture, equal with other aspects of health, safety and risk management. Suppliers, business partners and contractors will also be encouraged to adopt responsible policies and practices. We will encourage dialogue and interaction with service users and local communities for mutual benefit.

Why does social responsibility matter to Kingston University?

Kingston is a University, founded upon ethical values, but it is also a business that needs to deliver satisfactory financial performance and acceptable standards of business practice. Our ambition is always to make a positive contribution to the communities and environment in which we operate. A clear focus on social responsibility is a good way to demonstrate this, whilst building trust with our service users, students, staff and stakeholders. By ensuring that all our business practices are socially responsible, we can enhance relationships with the wider community and create a sustainable environment in which to live and work.

- 1.6 Audit, Inspection and Monitoring** – Kingston University undertakes regular audits, inspection and monitoring of premises, plant, equipment, installations, and processes. Results are reviewed to ensure that appropriate standards are maintained, and statutory requirements are complied with. Each review includes consideration of the overall effectiveness of the health, safety and risk management system to ensure that hazards have been identified, risks are being managed, set targets are appropriate to

the needs of our operation and that performance is maintained and improved across all aspects of health, safety and risk management.

Why does audit, inspection and monitoring matter to Kingston University?

It is relatively easy to make a statement, set a target for achievements in regard to health, safety and risk management. Unless we compare our results with what we wanted to happen, we cannot know whether we succeeded in meeting or exceeding the target. If we think about the result, we can also decide if what happened was good enough and what we need to do next – carry on with more of the same, do it differently or with greater effort to achieve the result, or even change the target and relax efforts, allowing more emphasis in another area.

- 1.7 Consultation and Communication** – Kingston University consults with its staff on matters of health, safety and risk management through a range of structures and processes. Staff are encouraged to engage, and information is shared with them on the organisations performance. The inclusion of these topics will be standard agenda items at all levels of meeting including meetings of managers, team meetings and individual supervision.

Why does consultation with staff matter to Kingston University?

The effectiveness of the health, safety and risk management system depends upon the contribution of everybody who works for us. Good communication means making this a part of everyday conversation and action by everyone. To ensure that the conversation is started, all staff will be encouraged to participate through effective systems of consultation, communication and training.

- 1.8 Inspection by Outside Authorities**– Kingston University will co-operate with inspecting officers from outside authorities who have inspection and enforcement powers and other duties relating to environment, health, safety and fire safety. Where defects are found as a result of an inspection, we will co-operate with the enforcing authority to ensure that risks are managed and controlled effectively in order to prevent harm and to achieve compliance with the law.

Why does inspection by outside authorities matter to Kingston University?

A range of inspecting officers and enforcement agencies could become involved in situations that directly or indirectly relate to the University and its work. These include;

- *Health and Safety Executive;*
- *Fire and Rescue Service;*
- *Environmental Health; and*
- *Environment Agency.*

- 1.9 Training** – Kingston University provides staff and students with health and safety information, instruction, training and supervision as necessary to ensure their health and safety and their ability to undertake tasks at the required level. Training Matrix for the University is found: [Training Matrix 23/24](#). Training is provided as part of the induction process for all new staff in permanent and temporary positions. Training is also provided to staff exposed to new or increased risks because of a change of job, equipment or system of work.

Why does training matter to Kingston University?

Everyone who works for the University needs to know how to work effectively and safely and be able to make their contribution to the OHSMS. A mix of

training, information, instructions and supervision will be provided to all staff so that they can better understand their role and help their line managers to understand and better assist the University to meet its targets.

Part Three - Overview of Arrangements

2 ACCIDENTS, INCIDENTS AND FIRST AID

- 2.1 **Accidents and Incidents** – Kingston University strives to prevent and reduce the amount and impact of accidents and incidents arising from its activities. Staff and students are encouraged to report events that had the potential to result in injury or ill health to people, damage to property, defect and malfunctioning of equipment, impact on the environment, the quality of service we provide or any other loss. This includes incidents involving staff, contractors, students or service users regardless of whether or not an injury occurred. Reported incidents will be recorded and investigated to a level depending on their severity to identify and implement remedial actions to prevent a recurrence.

Why do accidents and incidents matter to Kingston University?

In an ideal world there would be no accidents, but things happen that are unexpected or unplanned. A colleague acts unexpectedly, equipment malfunctions, or a series of unfortunate events occur. When things go wrong there is a chance that people could get hurt. These unplanned events could lead to injuries or ill health to people, damage to property or other loss. We need to know about accidents and incidents so that it can establish what happened, why, and what, if anything, we could do to stop them happening again.

- 2.2 **First Aid** – Kingston University will provide first aid boxes that contain a sufficient quantity of first aid materials for all offices, work areas and off-site activities. Defibrillators are also provided in key locations. Local first aiders are asked to look after the contents of the first aid kit, request any replacements and to take charge in an emergency. Where risk assessment has shown first aiders are needed, volunteers will be sought and if necessary, selected from staff and trained to an appropriate level of knowledge. Staff will be provided with first aid materials for use off-site or for personal use where risk assessment has shown this to be necessary.

Why does first aid matter to Kingston University?

Although we will always work to prevent accidents and injuries, it is likely that first aid will be needed from time to time. This might be because a member of staff suffers a minor injury at work. They may equally have sustained an injury elsewhere and need a fresh plaster to cover the wound. We will make sure that there is an adequate supply of first aid materials available for staff to use and at our larger sites, trained staff to administer first aid. Replacement supplies are available on request from safety@kingston.ac.uk

- 2.3 **Personal Safety** – Kingston University will manage the risks to staff and students from acts and threats of violence and aggression, verbal, physical and psychological abuse and challenging behaviour. This applies whether the perceived threat arises from an encounter in a public or private place, during a meeting, telephone conversation or online. **Training** is available to help staff spot potential risks, manage threatening situations and be enabled to make choices to maintain their personal safety. Any **reported incident** in which an individual is abused, threatened or assaulted in work or University related circumstances will be investigated in the same way as any other incident.

Why does personal safety matter to Kingston University?

The safety and wellbeing of our staff and students is of vital importance to the University. Any incident of aggression or violence regardless of whether it is an actual physical assault, verbal abuse, or a threat of assault is unacceptable and needs to be reported as any other accident or incident.

Part Three - Overview of Arrangements

3 CONSTRUCTION AND MAINTENANCE

- 3.1 **Construction** – Kingston University will ensure that construction work, installation and maintenance projects at its own premises and in student halls of residence that are under its control are planned so that the risks are managed from start to finish. This will include cooperation, coordination and communication with all involved parties at every stage of each project to ensure that risks to safety or health arising from the work are properly identified and effectively controlled.

Why does construction and maintenance work matter to Kingston University?

Construction is not just about building and maintenance work at our own offices, and workplaces. Every installation of equipment or any modification of a student's accommodation that we undertake or arrange involves an element of construction. Whether we are the sole designer or contractor, a principal designer or contractor in charge of others, or just one of several organisations working on a large project, we have a responsibility to ensure that the work is carried out safely and that information is shared.

- 3.2 **Maintenance** – Kingston University ensures that vehicles, equipment and systems under its control are maintained in a good condition. This includes documenting planned preventative maintenance work so that it is managed, regularly inspected and reviewed. Such maintenance will ensure that it continues to operate correctly, be in a safe condition and energy efficient. Further procedures for managing the risk arising from reactive maintenance tasks are also established. These provide clear systems for shutting down, locking out of energy sources and commissioning of plant and equipment.

Why does maintenance matter to Kingston University?

Equipment can become worn, damaged and less efficient over time. That is true for machinery and tools used in the maintenance of our buildings, in our laboratories and workshops, student halls of residence, cars and vans used for travel and movement of people, tools, equipment and materials, and even the PCs, printers and copiers used in our offices. Regular scheduled maintenance and repairs will not only keep a piece of equipment running safely and more efficiently and for longer but can also save money by avoiding breakdowns that disrupt or cause the quality of our work to be diminished.

- 3.3 **Asbestos** – The University employs specialists to carry out the range of survey types to identify any asbestos containing material at any sites used and if found, its amount, location and condition. Records of materials and properties known or presumed to contain asbestos are kept up to date and made available to anyone who may work on or disturb them. Plans are implemented to manage the risks from those materials. Safe systems of work ensure that the risk of disturbance of materials is managed and the safety of our staff, students and service users is assured.

Why does asbestos matter to Kingston University?

Asbestos was widely used in construction materials from asbestos cement to floor tiles and adhesives in buildings constructed before 2000. Left undisturbed and in good condition, it presents no risk to health. If disturbed, (e.g. when

installing a boiler, or during redecoration) fibres could be released. If inhaled, they can damage the lungs and cause serious diseases. Symptoms may take several years to develop. By the time they are diagnosed, it may be too late to do anything about them. The University identifies asbestos containing materials so that the risks of damage and release of fibres can be avoided.

- 3.4 Confined Spaces** – Kingston University identifies, and controls risks that may arise as a result of work in restricted or substantially enclosed space. Where the assessment identifies risks of serious injury or harm arising from the presence of hazardous substances or other conditions then entry into that confined space will be avoided, for example by doing the work from the outside. If entry to a confined space is unavoidable, a safe system of work will be followed and adequate emergency arrangements including the ability to recover an injured person will be put in place before the work is started.

Why does confined space matter to Kingston University?

Some staff may need to work in a restricted space from time to time. A loft space, floor void or under stairs cupboard accessed during installation or servicing of equipment are all likely to be restricted and/or enclosed. If there is an additional hazard such as the presence of a harmful chemical, high temperatures or a lack of oxygen, then these areas are classified as confined spaces. We need to understand exactly what the risk is within these confined spaces and ensure that enough is done to safeguard staff from harm.

- 3.5 Contractors** – Kingston University works with contractors to ensure their health and safety as well as that of our staff, students, visitors and any others who may be affected by the contractor's work. There is an exchange of information between the University and each contractor regarding the work involved, materials and equipment used, known hazards, risk and control measures, and other arrangements that relate to health, safety and risk management. Contractors are required to co-operate with the University in all matters. They must also ensure that any employee or sub-contractor under their control is made aware of and complies with the appropriate arrangements.

Why do contractors matter to Kingston University?

The effectiveness of the health, safety and risk management system depends upon the contribution of every contractor. Their actions reflect upon the University and have an impact upon us and our partners, our staff and our students. Some contractors will work on University sites in areas such as delivery, equipment maintenance and building decoration. Others will work in our premises. Partners, suppliers and contractors will be encouraged to adopt values that align with our own.

- 3.6 Electrical Equipment and Systems** – Kingston University aims to ensure that all electrical wiring systems and equipment at sites under its control are installed and maintained in a safe condition and operate efficiently. Risks arising from systems and equipment are monitored by a combination of testing, inspection and user checks. All systems and equipment are tested in accordance with IEE Wiring Regulations. The frequency of testing depends on the environment and the conditions in which the equipment is used.

Why do electrical equipment and systems matter to Kingston University?

Electricity is essential to our business, whether in the form of a fixed wiring system providing light and power to the workplace, or a student's bedroom, or

the equipment that is connected to it to enable staff to do their job or enable a student to make a drink or watch television. It is important that these systems and the equipment that is attached to them are safe to use and reliable.

- 3.7 Gas and Fossil Fuel Appliances and Storage** – Kingston University will ensure that all fossil fuel (gas, oil or solid fuel) based appliances and their associated fittings, pipe work and flues are installed, maintained and tested only by competent persons, so that they may be used in a safe condition. The risks arising from use of such equipment will be monitored by a combination of formal testing, inspection and user checks. Measures will be taken to ensure that any cylinders containing gas are stored and transported safely. If oil (for whatever reason) is held in quantity, it will be held on bunded storage platforms to minimise the damage resulting from unscheduled release.

Why does gas and fossil fuel safety matter to Kingston University?

The University uses mains supplied gas for heating. It also uses a lot of gas in cylinders. Many of our buildings have gas supplies in them for heating and cooking. Some gases are highly flammable and even explosive if they leak in an enclosed space. Other sites may use oil or solid fuel. We need to ensure that the fuel supply and the equipment to which it is connected, is installed, operating and used safely.

- 3.8 Legionella Control** – Kingston University takes steps, through KUSCO, to identify potential Legionella hazards in water systems under its control, and to prevent or minimise the risk of exposure to Legionella bacteria. All water systems that could be a potential source of infection are identified and assessed for risk. Where necessary, control schemes are implemented to minimise the risk of exposure. Instruction and training is provided for staff to ensure control schemes are operated in an effective manner.

Why does legionella control matter to Kingston University?

Legionnaires' disease is a serious lung infection caused by legionella bacteria infecting your lungs. It is usually caught by breathing in small droplets of contaminated water. The infection isn't contagious and can't be spread directly between people. Legionella bacteria is found (often in harmlessly low numbers) in sources of water, such as ponds, rivers and lakes. The bacteria can rapidly multiply if they find their way into artificial water supply systems, in large buildings, such as office blocks and housing schemes. The University has assessed the risk of contamination and has taken steps to prevent this from happening.

- 3.9 Lifts, Lifting Operations and Lifting Equipment** – Kingston University ensures that passenger lifts and lifting equipment provided for use at work such as hoists and other lifting aids is;

- Strong and stable for the particular use and marked to indicate safe working loads;
- positioned and installed to minimise any risks;
- Used safely and subject to ongoing thorough examination and, where appropriate, inspection and maintenance by qualified and competent people.

Why does lifting operations and lifting equipment matter to Kingston University?

A lot of what we install, use and maintain is heavy. To make it easier to lift,

move and handle things, various pieces of equipment are provided. Over time, these can become worn or damaged and less able to handle loads safely. We carry out regular inspection and maintenance of this equipment and passenger lifts to ensure that they remain in good condition and are safe to use. We also ensure that staff and students can understand which equipment to use and how to use it.

- 3.10 Machinery and Guarding** – Kingston University provides work equipment that is suitable for the tasks for which it is used and ensures it is regularly inspected, tested and maintained to ensure that it is safe to use. The University also ensures that staff and students are provided with suitable and sufficient information, instruction and training on each item of equipment they are required to use and that all staff and students use equipment in accordance with that information, instruction and training.

Why does machinery and guarding matter to Kingston University?

We use a range of fixed machinery and portable equipment. These are fitted with guards, emergency stops and other safety features. Staff and students need to know how to use the equipment safely and the risks that might arise from improper use.

- 3.11 Permits to Work** – Kingston University operates a Permit to Work system where it is necessary to control high risk activities. These enable an assessment of risks to be made and to specify control measures needing to be put in place in order to minimise the risk. Permits to work will usually be necessary for such activities as maintenance, construction or hot work by staff or external contractors, unless a risk assessment indicates otherwise.

Why do permits to work matter to Kingston University?

Standard working instructions are established to ensure that every day or regular processes can be performed safely. Other work activities including work by contractors, all work involving heat and unusual / non-standard work by University staff require special arrangements to be in place, authorised and managed under a permit to work system before the work can happen.

- 3.12 Pressure Systems** – Kingston University ensures that it has identified equipment such as compressors, accumulators and other similar items that operate at a pressure greater than 0.5 bar. Each item of equipment is further examined and assessed to ensure that it is safe and suitable for the use to which it is put. This includes ensuring that the equipment is fitted with suitable protective devices and operated, inspected and maintained by suitably trained staff or other competent persons under safe conditions.

Why do pressure systems matter to Kingston University?

Boilers, compressed air systems and similar equipment contain a great deal of stored energy. If they fail in use, the energy can be released without warning and they can cause serious injury and damage. In simple terms, all we need to do is to ensure that the right equipment and pressure systems are installed used correctly and maintained in good condition.

- 3.13 Work Equipment** – Kingston University provides its staff with work equipment that is safe, suitable for the tasks it is required to do and ensures it is inspected, tested and maintained as required by either the manufacturer or the law. The University also ensures that staff are provided with suitable and sufficient information, instruction and

training on each item of equipment they are required to use, and that staff use equipment in accordance with that information, instruction and training.

Why does work equipment matter to Kingston University?

Everyone uses work equipment at some time during their working day. Whether it is machinery, printers, power tools or hand tools. We need to make sure that we have provided the right tools for the right jobs and that staff know how to use them correctly.

- 3.14 Working at Height** – Kingston University ensures that all work at height is properly planned and organised, and that staff involved in such work are competent. The risks from work at height are assessed. Appropriate measures such as the installation of edge protection, or the provision of work equipment including ladders, working platforms, and fall arrest harnesses is selected, inspected and maintained.

Why does work at height matter to Kingston University?

Working at height occurs in any place where if there were no precautions in place, a person could fall and be injured. Commonly, this involves use of ladders, stepladders and working platforms. For the University this could also mean working on a roof or gutter repair, accessing a loft with a fragile floor, working on the back of a vehicle, or loading and unloading a roof rack on a van.

Part Three - Overview of Arrangements

4 ENVIRONMENTAL

- 4.1 **Energy Saving** – Kingston University conducts assessments and audits of the energy used by their buildings, processes, and transport to identify cost-effective energy saving measures. Appropriate energy saving measures will be selected and implemented. The results of these measures will be kept under review and the audit process will be repeated periodically.

Why does energy saving matter to Kingston University?

We need energy to run our University. Gas is used for heating. Electricity is used for lighting and for operating our machinery and equipment. Fuel is used to run our vehicles. Energy consumption is a major contributor to the costs of operating our business as well as having an impact on the environment. We need to understand how we use energy and to identify opportunities to make savings in our energy consumption.

- 4.2 **Waste Management** – Kingston University recognises its legal obligations in respect to environmental legislation as well as its social responsibility and will work to reduce levels of waste produced by its activities, and by corresponding reductions in energy used and emissions produced. Packaging materials will be reduced, reused or recycled where possible. Waste materials will be disposed of in a responsible manner.

Why does waste management matter to Kingston University?

The University has a responsibility and a commitment to look after the environment. Reducing waste and disposing of it safely saves resources and reduces the effects on the environment and the places in which we live and work. Waste is also a cost to the University. Waste might be something that we bought and did not use, or something that we could have re-used instead of buying a replacement. It costs money to deal with waste materials, for collection, transport, treatment and disposal.

- 4.3 **Workplace Environments** – Kingston University ensures that workplaces under its control are provided, equipped and maintained in a good condition to ensure the health safety and wellbeing of its staff and others who may use the workplace. This includes adequate light, heat, ventilation, toilet and rest facilities. Staff and others who work at our sites are expected to play their part in maintaining these areas in good order or reporting defects. All environments will also be managed to ensure energy efficiency is maintained.

Why do workplace environments matter to Kingston University?

A comfortable working environment is essential for staff comfort, safety and wellbeing. Factors such as temperature and humidity also have an impact on the quality of the items we store and install in service user's homes. It is also important that energy is not wasted unnecessarily. Everyone can play their part by turning off lights in rooms that are not occupied and closing doors to retain heat during cold weather.

Part Three - Overview of Arrangements

5 RISK MANAGEMENT

- 5.1 **Risk Management** – Kingston University workplaces, equipment, substances, processes, systems of work and other activities are subject to a programme of formal risk assessments. These are intended to identify and select the measures necessary to protect people, the environment and the University as a whole by the elimination of hazards and the management and control of risks at an acceptable level.

Why does risk management matter to Kingston University?

As part of managing the health and safety aspects of our activities we need to control risks. To do this we need to think about what might cause harm to someone or something and then decide whether we are taking reasonable steps to prevent it from happening.

- 5.2 **Business Continuity Management** – Kingston University has a number of business continuity plans that provides an organisational and procedural framework for the response to significant events, crises and/or emergencies. The purpose of these plans is to manage the impact of events on people, the environment, the quality of our services and our activities. The plan will ensure that essential functions can continue during the adverse event and afterwards, to maintain a service to our service users and to re-establish operations as swiftly and smoothly as possible.

Why does business continuity management matter to Kingston University?

Some events are so significant that they impact on the way a business operates, its staff or the environment. A fire might mean that we lose access to a building. A flu epidemic might mean that we don't have enough staff available to provide a quality service or to deal with enquiries. It is impossible to know what the critical event might be, or when it might happen. What is important is that we are ready as an organisation to respond to the situation when it arises and can work to re-establish operations as swiftly and smoothly as possible.

- 5.3 **Display Screen Equipment** – Kingston University provides resources to allow each workstation that includes display screen equipment (DSE) to be the subject of an assessment that takes into consideration the equipment, furniture, working environment and the staff who use it. Where necessary, additional measures are taken to remedy or manage the risks that are identified through the assessment processes. All staff using DSE will be provided with information relating to the risks to health associated with DSE work and how these risks are to be avoided.

Why does display screen equipment matter to Kingston University?

Staff use a range of PCs, laptops, tablets and mobile phones as work equipment. Anyone who uses this type of equipment for an extended period of time can experience aches and pains or eye discomfort. This does not mean that using this kind of equipment is unsafe or presents a risk to health but it makes sense to avoid discomfort as far as possible. We can achieve this by ensuring that the right equipment is being provided, set up and used properly.

- 5.4 **Driving** – Kingston University aims to manage the risks presented by driving for work. Checks ensure that anyone driving on company business holds a valid licence and is driving a roadworthy vehicle with appropriate insurance to cover them for business use if they are aiming to claim mileage. University vehicles are maintained in a safe condition, inspected regularly and suitable for their intended purpose. The speed of company vehicles is monitored. Staff who use their own vehicles to drive on company business are expected to maintain them in roadworthy condition and have a duty to ensure that they are fit and healthy to drive and that they drive safely and responsibly at all times.

Why does driving matter to Kingston University?

Several people drive on work related business. This includes maintenance operatives, drivers of University owned vehicles and other staff undertaking business mileage in their own vehicles. While we cannot exercise the same control over staff and the hazards they face when they are driving or riding on the road as we can in the workplace, there are practical steps that we can all take to reduce the risks.

- 5.5 **Events and Activities** – Kingston University organised events and activities will each have a suitable and sufficient risk assessment conducted as part of the planning process. Where the University takes part in an event organised by others, a similar risk assessment will be undertaken for those activities in which the University, its staff or others participate. Where significant risks are identified, they will be recorded and strategies implemented in order to manage those risks. [Training](#) for event organisers is available.

Why do events and activities matter to Kingston University?

The University is a regular organiser and contributor to events. This may be part of an open day, field trip or end of term exhibition of work. We may be involved in public events in the community where we operate. Staff activities may also take place. Before each event we need to ensure that they have been planned properly and that they will run safely and effectively.

- 5.6 **Hazardous Substances** – Kingston University aims to ensure that all chemicals used on its premises have been the subject of a [CoSHH assessment](#) that judges the risk presented by the substance. The CoSHH assessment will consider the quantity of the chemical used, where it will be used and for what purposes, its hazard and precaution phrases, its form, what emergency procedures in place and the training of the person using it. The typical CoSHH hierarchy that requires users to work through elimination, substitution of a less hazardous substance, containment and lastly the use of personal protective equipment will be followed. All assessments will include an assessment of environmental impact and impact on the quality of those things that we install, use, operate and maintain.

Why do hazardous substances matter to Kingston University?

The University uses a wide range of substances in our workplaces and operations. This includes minerals, chemicals, paints, solvents, cleaning products, lubricants and dusts, fumes and vapours in the air. If used incorrectly, some of these substances could cause harm to staff, contractors and service users. We need to find out what the health hazards are, decide how to prevent

harm to health, provide control measures to reduce harm to health and make sure that they are used.

- 5.7 **Home Working** – Kingston University is committed to ensuring that staff who regularly use their own home for work or as a base from which to go and work on different sites can do so safely. All home working activities are required to be assessed for risk through the Display Screen Assessment process. Where there is little or no risk to the home worker or others in the home environment no further action is taken. If a risk assessment indicates the need for action, the University is committed to putting in place appropriate controls to manage the risk.

Why does home working matter to Kingston University?

Certain staff will start and end their working day at home and may undertake administrative tasks at home. Other staff may work from home occasionally, (e.g. to complete a specific piece of work, or because they are self-isolating, or fit to work, but unfit to travel). Whatever the circumstances, we want to ensure that staff are able to work safely at all times.

- 5.7 **Laser Safety** – Kingston University will assess, identify, and implement measures to eliminate or reduce risks from exposure to sources of non-ionising radiation in the workplace in order to protect its staff and students. This includes processes involving class 3b and 4 lasers and ultra-violet light. Where required, the University will ensure that:

- Areas with significant sources of non-ionising radiation are clearly marked;
- Protection is provided and used to prevent exposure to such sources; and
- Any other controls are properly used
- Staff, students and others who are authorised to work with lasers are appropriately informed, instructed, and where necessary trained and supervised.

Why does laser safety matter to Kingston University?

All forms of artificial light are classified as artificial optical radiation. This includes light bulbs, LED lights, Computers and PDAs. Most of these are harmless to staff. Some forms of artificial light including lasers, ultra-violet light sources and the light produced during welding processes can be more harmful to the eyes and skin unless protective measures are in place.

- 5.9 **Lone Working** – Kingston University aims to manage the risks to all staff arising from their work. This includes ensuring that staff who work alone are at no greater risk than their colleagues who work in the presence of other staff. An assessment will be made of the risk including the potential for violence, the medical suitability of the individual to work alone and whether the task or workplace itself presents any specific risks. Identified risks will be managed to an acceptable level by altering the way that the task is undertaken as well as through other measures such as training and regular contact with the remote worker.

Why does lone working matter to Kingston University?

Working alone is not prohibited but it can bring additional risks to a work activity. As part of managing the health and safety aspects of our activities we need to

control risks that might arise due to working alone. To do this we need to think about what might cause harm to someone because they are working away from others and then decide whether we are taking reasonable steps to protect each person from harm.

5.10 Manual Handling – Kingston University aims to avoid the need for staff to undertake any manual handling operation that involves a significant risk of injury. Where this cannot be achieved, an assessment is conducted of the manual handling operations and measures introduced to reduce the risk of injury to the lowest level reasonably practicable. Staff are provided with information, training and supervision relating to manual handling operations that they undertake. Managers are asked to ensure that manual handling assessments are carried out in all areas that they are responsible for and that effective measures are implemented to control the risks identified.

Why does manual handling matter to Kingston University?

A lot of what we do involves manual handling in the form of lifting and lowering, pushing and pulling or holding and carrying of items. This applies at all stages of work involving physical activity including installation, servicing and maintenance of materials, equipment, property, fixtures and fittings. It also applies to staff who work in support areas such as offices. Incorrect handling techniques including lifting too heavy a weight or lifting in the wrong way can lead to accidents and injury.

5.11 Noise – Kingston University assesses, identifies and implements measures to eliminate or reduce risks from exposure to noise to protect the hearing of its staff and students. Steps will also be taken to manage the effect of noise produced by its activities which may impact upon others. This includes managing the effect that noise produced during our activities may have on our service users and the occupants of neighbouring properties. The University ensures that:

- Areas with significant levels of noise are clearly marked;
- Appropriate hearing protection is provided and used;
- Any other controls are properly used; and
- Information, training and health surveillance are provided.

Why does noise matter to the University?

Some of our work processes can be noisy. Prolonged exposure to loud noise can lead to hearing damage or hearing loss. If an activity or area is identified as having high levels of noise, the first thing needed is to try to make it quieter. If it is still too noisy, hearing protection, usually in the form of ear plugs or ear defenders for staff and students to wear will be provided.

5.12 Personal Protective Equipment – Kingston University will ensure that steps are taken to identify and then to either eliminate or otherwise adequately control risks to the health and safety of its staff. Where it is not possible or reasonably practicable to adequately control risks in other ways, staff will be provided with suitable personal protective equipment for use in the workplace. Any personal protective equipment provided will also be maintained. Staff will also be provided with information, instruction and training on each item of personal protective equipment they are required to use to ensure that they understand why, how and when it is to be worn.

Why does personal protective equipment matter to Kingston University?

Wherever possible, the risks in our activities should be managed by eliminating or reducing hazards to an acceptable level. Where measures cannot be taken to control exposure then personal protective equipment (PPE) is worn to protect the individual staff against those hazards. PPE should be used as a measure of last resort as it protects only the wearer, while being worn and it offers no protection at all if it is worn out. PPE used in Kingston University may include steel toe capped footwear, Hi-visibility vests, eye protection, gloves and lab coats.

- 5.13 Persons at Special Risk** – Kingston University recognises that certain people may be at a higher level of risk due to their individual circumstances. The risks to which those with a disability, health condition, new or expectant mothers, young persons and those who may have a poor command of written or spoken English will be assessed. Action will be taken as necessary to remove, reduce or control any risks to the health and safety of the individual, or in the case of a new or expectant mother, that of the child.

Why do persons at special risk matter to Kingston University?

Our risk assessments look at the hazards involved in the work we do and identify the measures that need to be taken to manage those risks. Most of the time, this will be sufficient to apply to staff, contractors and service users. Sometimes, we need to do a bit more or differently to protect certain groups of people from risks. The additional risks to which new or expectant mothers, people with a disability or health condition, children and young persons might be exposed will be assessed and managed.

- 5.14 Radiation** – Kingston University will identify, assess, and implement measures to eliminate or reduce risks from exposure to sources of both optical and ionising radiation in the workplace in order to protect its staff. This includes processes involving arc welding or use of ultra-violet light and the presence of radon gas. Where required, the University will ensure that:

- Areas with significant sources of radiation are clearly marked;
- Protection is provided and used to prevent exposure to such sources; and
- Any other controls are properly used.

Why does radiation matter to Kingston University?

The ground in many parts of the United Kingdom release radon gas. This needs to be adequately dispersed. All forms of artificial light are classified as artificial optical radiation. This includes light bulbs, LED lights, Computers and PDAs. Most of these are harmless to staff. Some forms of artificial light including ultra-violet light sources and the light produced during the welding process and lasers used during surveying can be more harmful to the eyes and skin unless protective measures are in place.

- 5.15 Safeguarding of Vulnerable People** – Kingston University will provide training to its service user facing staff to enable them to recognise and report concerns in order to protect vulnerable persons from potential or actual abuse. Where such concerns are raised, whether relating to actual or potential incidents, the University will pass these on to the relevant statutory authority.

Why does safeguarding of vulnerable people matter to Kingston University?

Staff are likely come across issues of concern in dealings with service users or their family, friends, or advocates. Our established mechanisms and procedures for staff to raise and record their concerns within the University will ensure that they are noted and passed on to the right people to deal with the matter and ensure the safety of the vulnerable person.

- 5.16 Unmanned Aircraft Systems** – Kingston University will manage the risks arising from unmanned aircraft systems including remote controlled drones, helicopters and other model aircraft that are operated on and off its premises by staff, students, contractors and visitors. This will be applied whether the unmanned aircraft system is being used for academic purposes such as teaching or research, commercial purposes such as surveying or filming, or for personal or recreational use. All unmanned aircraft systems will be operated safely, in accordance with regulations and without presenting a risk to people, property or other aircraft.

Why do unmanned Aircraft Systems matter to Kingston University?

Unmanned aircraft systems in the form of drones and remote-controlled aircraft are used increasingly as an integral part of our teaching and research, for commercial purposes and also for recreational uses by our students. We have a duty to ensure that they are managed and maintained so that they may be used responsibly and safely.

- 5.17 Vehicle Movements and Pedestrian Routes** – Kingston University will ensure that the risks from vehicle movements on site are adequately controlled to ensure the safe movement of vehicles and pedestrians. Deliveries and the loading and unloading of vehicles will take place in a manner which is both safe and effective. Walking routes for pedestrians will be clearly marked and segregated from traffic routes to ensure their safety.

Why do vehicle movements and pedestrian routes matter to Kingston University?

Vehicle movements happen throughout the day on our campuses and other sites. It is important to ensure good separation between pedestrians and moving vehicles to prevent collision and injuries. This is achieved by providing designated walkways and crossing points at some sites. It is important to ensure that pavements and walking routes are not obstructed, and vehicles are parked in a safe position while loading and unloading whether on site or on the highway.

- 5.18 Vibration** – Kingston University assesses, identifies and implements measures to eliminate or reduce risks from exposure to mechanical vibration in order to protect the health of its staff and students. Equipment such as hand-held power tools and larger equipment that may produce such effects will be identified and assessed. Where required, the University ensures that control measures to reduce the effects of hand-arm vibration and whole-body vibration are properly applied. Information, training and health surveillance will be provided.

Why does vibration matter to Kingston University?

Hand-arm vibration (HAV) can be caused by operating power tools, (e.g. drills) or by holding materials being processed by machines. Occasional exposure is unlikely to cause ill health. Prolonged exposure can lead to a painful and

disabling condition that affects the hands and arms. Vibration white finger (VWF) affects blood circulation causing tingling and numbness, reducing grip strength and the sense of touch. Whole-body vibration (WBV) mainly affects drivers of vehicles used off-road, on grass or uneven paved surfaces. It is important that we select the right tools, maintain them in good condition and use them correctly.

Part Three - Overview of Arrangements

6 FIRE SAFETY

- 6.1 [Fire Risk Management](#)** – Kingston University assesses and puts processes and measures in place to minimise the risk of fires breaking out in its premises. Each assessment identifies where fires might start and the steps necessary to prevent this happening. Each assessment considers the precautions that need to be taken, the equipment such as fire detection, alarms and extinguishers that need to be in place, the training and information that needs to be provided to staff students, service users and visitors. All fire Risk Assessments are updated following significant building change and the standard followed is that none will be more than 5 years old without being updated. A new assessment is completed where significant changes have taken place. These measures are detailed in the [Fire Risk Management Policy \(Action Plan\)](#).

Why does fire risk management matter to Kingston University?

Fire is a risk to any business or building and people who live and work there. Fire risk assessments help identify where fires might start and what measures should be taken to prevent them starting. If there is a fire we need to ensure that people notified and what responses to take. The assessment considers the precautions to be taken, equipment such as fire detection, alarms and extinguishers needed, training to be provided to staff and information for students, visitors and service users so everyone is able to remain safe.

- 6.2 Fire Safety Strategy** – Kingston University produces a fire strategy document for each campus. The documents are available to members of the Estates and KUSCO teams although building users see the outputs from them in the form of fire provisions, instructions and evacuation drills. The strategy details the type of fire safety arrangements that are incorporated within the buildings covered, along with their respective specifications. The method of operation of any fire-related system is clearly stated within the document. Each workplace and the communal areas of buildings under University control, will display the arrangements for action in the event of fire being discovered and evacuation of persons for fire or other emergencies.

Why does fire safety strategy matter to Kingston University?

Fire is a risk to any business or building and people who live and work there. Having a fire strategy helps to protect our staff, visitors, students and service users. A fire strategy will not only help to ensure that the risk of a fire occurring is minimised, it will also help ensure building users and residents can easily evacuate the building if necessary. Having a strategy in place will also help ensure appropriate arrangements, such as fire procedures and the use and maintenance of fire safety measures are in place and practiced as appropriate.

- 6.3 Fire Safety Logbook of Equipment Testing and Maintenance** – Kingston University ensures that all equipment and systems that make up the overall fire strategy for each building are installed correctly and maintained in good working order. This is achieved through a combination of periodic inspection, maintenance, and testing. Where the University has overall fire risk management responsibility for a building or responsibility for aspects of fire safety arrangements and equipment, a fire safety logbook will be set up (and typically kept adjacent to the fire panel) to retain a record of equipment testing, maintenance, training and evacuation drills.

Why do fire safety logbooks matter to Kingston University?

Recording the testing and maintenance of equipment, staff training and fire drills shows what has been done, who by and when. It helps to manage fire safety for a premise by ensuring that the equipment and systems needed to deliver the fire strategy are in place, tested and working. The accuracy and coverage of records kept in the fire safety logbook is a good indicator of the correct operation of the fire strategy.

6.4 Fire Safety in Corridors and Balconies – Kingston University assesses and manages the risk of fires in its premises or activities. The University will limit the amount of allowable items in communal areas to:-

- Minimise the risk of fire
- Keep exits and corridors clear
- Maintain communal areas for the safety and wellbeing of all service users
- Allow the University to carry out its obligations for cleaning of communal areas and good property management

Communal areas include corridors, landings, stairwells, risers or similar under stair cupboards, as well as kitchens, lounges, common rooms, laundry rooms and external areas. The allowable items in such areas will be covered within the site fire risk assessment.

Why does fire safety in corridors and on balconies matter to Kingston University?

We put staff, student and service user safety above everything else. Allowing communal areas to be cluttered with personal items, furniture or equipment creates potential hazards for everyone. A build-up of flammable materials increases the risk of fire. Leaving a bike, a pushchair, or a rubbish bag in a corridor might seem like a practical solution but in the event of a fire it becomes a dangerous obstacle.

6.5 Fire Safety and Mobility / Electric Scooters – Given their poor fire safety record and recommendations from our insurers, Kingston University will not permit electric scooters and similar devices to be charged in any building it owns or manages. They are also prohibited from being ridden around any University site. If one is needed to be brought onto site for research purposes a specific Risk Assessment will need to be devised and permission sought from the Faculty Technical Manager before an E-scooter can be brought onto the site.

Why does fire safety and electric scooters matter to Kingston University?

Most of our buildings were designed before the use of mobility and electric scooters and similar devices became common practice. We have a duty to manage the risks to the buildings and grounds and those within them arising from the use, storage or charging of mobility scooters and similar devices. These include but are not limited to:

- Fire risks: several of these devices are known to have caught fire in recent years
- Risks to pedestrians and other vehicles
- Obstruction of passageways particularly in emergency situations
- Hazards to others who may have mobility difficulties
- Fire loading risk, when being charged or due to poor maintenance
- Damage caused when used in buildings without adequate turning circles and for which their use was not designed

6.6 [Fire Safety and Explosive Atmospheres](#) – Kingston University reviews all of its processes to identify whether dangerous substances are being used that could give rise to a risk of fire and explosion. In such circumstances a formal risk assessment is carried out and recorded. Risks from fire and explosion are eliminated or reduced. Procedures and equipment are made available to deal with emergency situations and staff and students are provided with appropriate information and training.

Why do explosive atmospheres matter to Kingston University?

Under certain conditions, materials and substances used or produced by the University could present a risk of fire and explosion. This includes fumes, vapours from chemicals, paints, solvents, dusts and metals. Where these have been identified, we will take the necessary measures to make them safe. This will be achieved by a combination of measures to prevent their release in the first instance or to contain them for ease of disposal.

Part Three - Overview of Arrangements

7 OCCUPATIONAL HEALTH & HYGIENE

- 7.1 **Occupational Health** – Kingston University will ensure that measures are introduced to manage occupational health risks to staff that may be caused by its processes and activities. Priority in terms of effort will be directed at implementing preventive measures. Other activities including health promotion, health monitoring and rehabilitation will also be considered where these are felt to be appropriate and effective.

Why does occupational health matter to Kingston University?

The University's staff and students are our most important assets which must be looked after and protected. A healthy workforce provides many benefits to the University, its staff, students and other service users. These include reduced sickness absence and retention of staff with a further benefit of being able to maintain high standards of service delivery.

- 7.2 **Protection From Blood Borne Viruses** – Kingston University seeks to protect staff and students from exposure to blood borne viruses and to prevent and control infection as part of its overall risk management strategy. This includes the implementation of good hygiene and infection control precautions. Where a specific risk is identified, (e.g. an infectious disease, perhaps being studied for research purposes) a specific assessment will be made and appropriate control measures put in place.

Why does protection from blood borne viruses matter to Kingston University?

The nature of our work and training means that some of our staff and students may come into contact with blood-borne viruses. In order to take all reasonable steps to support and protect our staff and students, the University aims to only allow trained personnel access to such materials and to assess the risk and introduce steps to manage the likelihood of exposure.

- 7.3 **Infection Control** – Kingston University seeks to prevent infection and will attempt to control its spread by the implementation of good hygiene and infection control precautions. Where a specific risk is identified, (e.g. an infectious disease) further control measures will be introduced.

Why does infection control matter to Kingston University?

Kingston University is people focussed. Some of the staff or others that work and study there may have a compromised immune system or other condition that makes them susceptible to ill health. Staff and students should avoid working in direct contact with others if they are suffering from conditions such as diarrhoea, vomiting or any contagious illness. Cleanliness of all areas cannot be taken for granted. Good hygiene practices such as regular hand washing (and certainly before eating) should be followed at all times.

- 7.4 Work-related **stress** – Kingston University is committed to protecting the overall health, safety and welfare of its staff and students. The University recognises that work-related stress is a workplace hazard and acknowledges the importance of tackling the causes of work-related stress in the workplace. The HR Directorate provide tools for both individuals and teams to assess the causes and levels of work-related stress. The University will monitor its activities to identify conditions that may

lead to stress for individuals within its workforce and take steps to prevent or otherwise reduce the effects of those conditions. The University will also ensure that there is a culture and method for staff who may be suffering from the effects of stress are able to report their concerns.

Why does stress matter to Kingston University?

Stress develops because a person is unable to cope with the demands being placed on them. Well-designed, organised and managed work is good for all of us in the University. But if insufficient attention to job design, work organisation and management has taken place, it can result in work-related stress. Stress, including work related stress, is known to be linked with high levels of sickness absence, staff turnover and other issues such as more errors in work.

- 7.6 Smoking** – Kingston University workplaces are designated as smoke free. Staff, contractors, service users and visitors are not permitted to smoke in any enclosed or substantially enclosed areas controlled by the University, or within 10 metres of doorways and open windows. This includes anywhere indoors, throughout student halls of residence, in University vehicles and other vehicles whilst being used for University business. The prohibition on smoking includes the use of electronic cigarettes (vapes) which are treated the same way as conventional smoking materials. Electronic cigarettes may not be charged on any University computer or any University electrical systems.

Why does smoking matter to Kingston University?

Smoking indoors while at work or in a public place was made illegal in virtually all indoor areas in 2007. The University has no “smoking rooms” in any of its accommodation. The University displays signage to denote areas where smoking is prohibited: those who wish to smoke are asked to do so at fire assembly points, as these are typically some distance from buildings. All those who smoke are asked to respect these stipulations.

CHANGE HISTORY

Change History

Version	Summary of Changes	Date
Version 8.2	Ian Appleford, Safety Manager	May 2022
Version 8.2	Approved by University Safety, Health and Security Committee	May 2022
Version 8.2	Reviewed and updated	April 2023
Version 8.4	Reviewed, titles updated, links updated and some items in section 1 are re-ordered to better reflect the hierarchy. A number of textual updates and clarifications made throughout. No responsibilities or organisation changed	January 2024
Version 8.5	Reviewed and updated	February 2024
Version 8.6	Footers changed to reflect no longer being a draft (following agreement at the April 2024 University Safety, Health and Security Committee meeting and contents page font altered.	May 2024