

# Faculty of Biology, Medicine, and Health School of Biological Sciences

## Health and Safety Statement of Intent and Organisation control, responsibilities, and roles

## Statement of Intent

The School of Biological Sciences fully recognises and accepts its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and associated legislation.

It is the policy of the school to pursue the highest standards of Health and Safety in all its activities. Minimum compliance with legal requirements is not the objective and we seek progressive, continuous improvement in safeguarding all staff, students, visitors, and others who may be affected by our work activities.

This statement of intent identifies the essential elements of our safety management system and details the commitment the school has for maintaining and improving safety management standards. So far as is reasonably practicable, we will provide a safe work environment that meets all relevant statutory requirements.

Our employees and students are our key resource, and it is crucial that risks to their safety are properly controlled through an effective safety management system. We expect staff, students, visitors, and others who work and study within the school to share this commitment by complying with our policies and procedures and to understand that they also have a legal and moral obligation to themselves and to others.

The school acknowledges that good Health and Safety is a core management function that should be fully integrated into the management of its key activities. The avoidance of significant risk to the safety of people is a key business priority.

To do this effectively the school takes a systematic approach to identifying risks and ensuring that resources are allocated proportionally to manage them. In addition to having in place the School Health and Safety statement of intent and organisation, supporting local arrangements are in place to examine work activities and make suitable and sufficient assessments of all significant Health, Safety and Wellbeing risks. These assessments will determine priorities and set objectives for eliminating hazards, reducing risks, and achieving a progressive reduction in accidents and injuries.

The school recognises the importance that strong strategic leadership and effective management control plays in establishing a positive safety culture and preventing incidents and accidents at work. We are committed to improving safety performance and this statement provides the framework for this goal to be achieved. The school values the important contribution that staff and safety representatives make in improving safety standards. A partnership approach to managing safety is crucial to the school meeting its objectives for maintaining and improving safety performance.

The school will ensure that adequate resources are allocated to support the requirements of this statement, which complements that of the University of Manchester:

<http://documents.manchester.ac.uk/display.aspx?DocID=654>

This policy has been written based on guidance provided by Chapter 13 of the University H&S arrangements details can be found here:

<http://documents.manchester.ac.uk/display.aspx?DocID=13894>

The Head of School makes this statement on behalf of the school, as the employer, and takes primary responsibility for the setting of standards to ensure the safety of all employees and others who may be affected by our activities.

## **Our Commitment**

The school believes that good safety management is an important and integral part of any employer's social and corporate responsibility. Reducing risks in the workplace reduces costs and ultimately benefits the business and the avoidance of significant risk to the safety of people is a key business priority.

We are committed to achieving high standards in the safety for all staff, students, visitors, and others who may be affected by our activities.

The school accepts that the implementation of an effective Health and Safety statement of intent contributes to the performance of the school by:

- Having strategic plans which set Health and Safety goals, acknowledge the resources required to achieve those goals and provide clear direction for the school to follow.
- Taking Health and Safety into consideration in all relevant strategic planning in respect of teaching, research, and all other business decisions.
- Ensuring that significant safety issues arising from operational and functional changes across the school are suitably addressed.
- Ensuring that Health and Safety performance and development needs of staff are fully considered.
- Submitting annual School safety reports.
- Ensuring that managers across the school implement requirements of this policy and allocate resources for Health and Safety according to risk.
- Ensuring managers attend and chair relevant Health, Safety and Wellbeing meetings and oversee formal Health and Safety inspection programmes.
- Supporting staff and student development needs, encompassing information, instruction, supervision, and training.
- Recognising that the prevention of accidents and incidents at work and the health, Safety and wellbeing of all staff and students requires effective management and that managers approve risk control systems.
- Developing a positive safety culture system that will allow the school to maintain, monitor and improve safety performance.
- Maintaining effective means for communication and consultation on safety matters.
- Committing to a collaborative approach which recognises the important contribution that staff and their representatives can make to improve safety.
- Providing safe equipment and working conditions and ensuring all premises, plant and systems of work provided by them or under their control, or as specified in agreements with others, are maintained without compromise to Health and Safety.
- Having in place plans for dealing with emergencies and their effects;

- Ensuring that activities undertaken by the school are suitably managed and do not present a foreseeable risk to non-employees (including placement and fieldwork activity).
- Ensuring that arrangements are in place for all new staff and students to receive corporate, Faculty, School and local Health and Safety induction when joining the school.
- Providing access to competent specialist Health and Safety advice via the School Compliance and Risk Manager and specialist advisors.
- Ensuring that via the process of hazard mapping and risk profiling that all significant risks to staff, students, and others are suitably assessed and controlled.
- Implementing a clear and well disseminated safety management system by which managers and academic supervisors are able, where appropriate, to delegate the assessment and control of risk to those who are trained and competent to do so; the overall responsibility and accountability remains with the manager.
- Working in line with the University's arrangements for the management of shared workplaces and liaising with the Directorate of Estates and any other parties regarding any issues where there is a joint responsibility.

## Your Commitment

The school expects all staff, students, visitors, and contractors to co-operate on health and safety matters, take care of their own safety and that of others who may be affected by their actions.

In particular by:

- Not undertaking any actions which constitutes a danger to yourselves or others.
- Not intentionally or recklessly interfering or misusing anything provided in the interests of safety.
- Cooperating with the School and supporting its policies and procedures on Health and Safety.
- Making yourself aware of the contents of all risk assessments relevant to your work and implementing the required stated procedures to control the risks identified.
- Bringing to the attention of your manager any situations or practices that may lead to injuries, or damage to plant or equipment.
- Using all materials and equipment in a safe and responsible way.
- Maintaining good housekeeping in areas in which you are working.
- Reporting all near misses, incidents, and accidents.
- Undertaking all such safety training as is relevant to your work activities.
- Always Setting a high standard of Health and Safety.
- Being involved in decisions that will affect your Health and Safety and promote best practice.

**Signed by:**

**Professor Simon Hubbard (Head of School)**

**Signature:**

A handwritten signature in black ink, appearing to read 'SHU', written over a light blue horizontal line.

**Date:** 06/02/2024

**Liz Caine (Head of School Operations)**

**Signature:**

A handwritten signature in black ink, appearing to read 'Elaine', written over a light blue horizontal line.

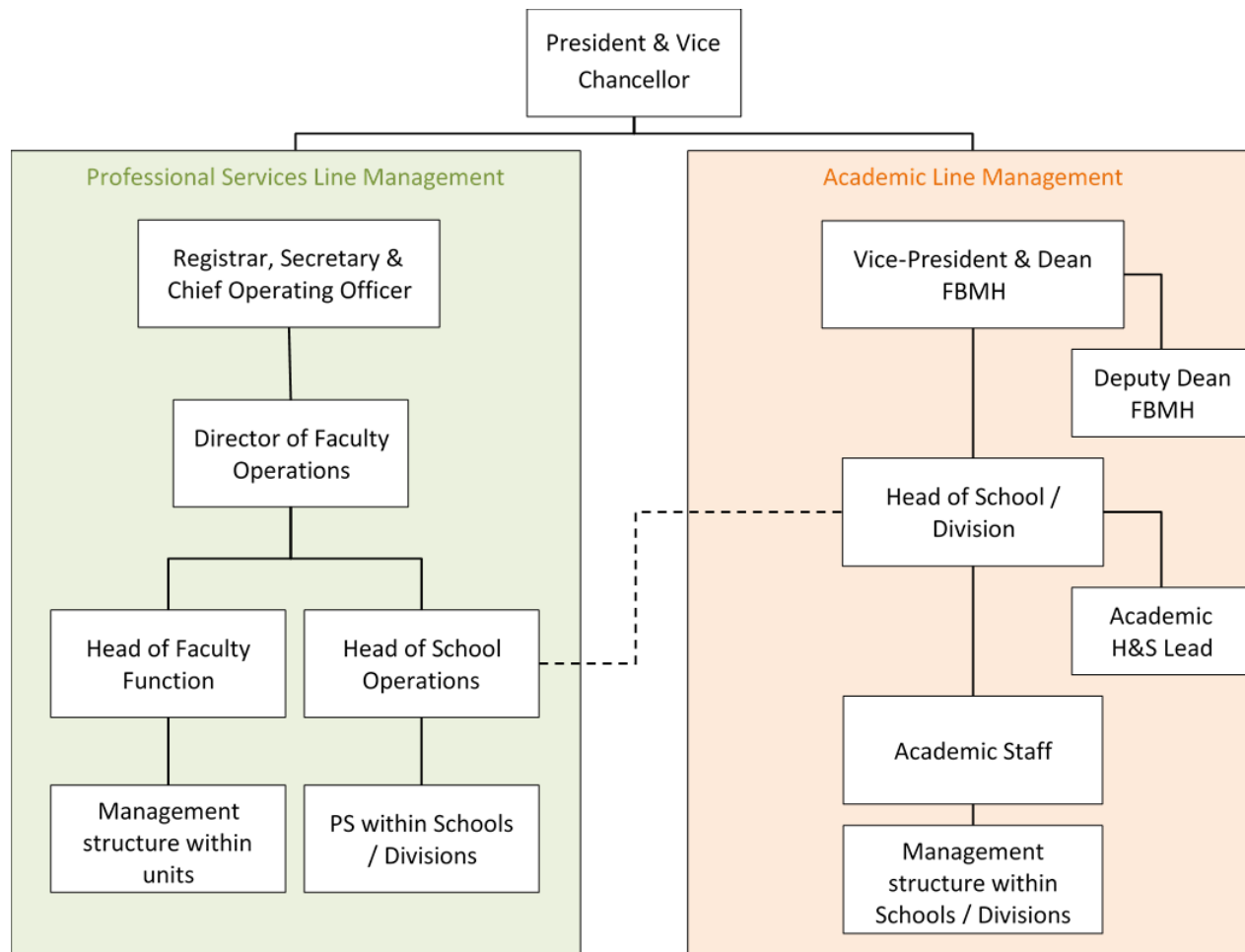
**Date:**

09/02/2024

Please see the following document describing the faculty organisational control, and roles:

### Organisational Control, Responsibilities and Roles

In the Faculty of Biology, Medicine, and Health the following Health and Safety management structure has been agreed:



**The Vice-President and Dean of the Faculty of Biology, Medicine and Health** are responsible for the health, safety and wellbeing of all staff, students, visitors, and others who may be affected by the activities of the faculty and is accountable to the President and Vice Chancellor.

The Vice-President and Dean will be responsible for ensuring that the arrangements for Health and Safety for staff and students located within the partner NHS Trusts are appropriately addressed, as set out in the University Health and Safety Arrangements, Chapter 20: University and NHS Trust Shared Premises – health and safety arrangements for the management of jointly Shared Workplaces.

<http://documents.manchester.ac.uk/display.aspx?DocID=14772>

**The Vice-President and Dean of Faculty** will establish and Chair a Faculty Health, Safety and Wellbeing Committee.

Although responsibility for Health and Safety within the Faculty lies with the Vice-President and Dean, all Health and Safety matters concerning Schools and Divisions within the Faculty have been devolved to the relevant Heads of School / Division. A list of the Schools and Divisions and the post to which responsibility has been devolved can be found at Appendix 1.

**The Head of School (HoS)** is responsible for the health, safety and wellbeing of all staff, students, visitors, and others who may be affected by the activities of the school and is accountable to the Vice-President and Dean of the Faculty of Biology, Medicine and Health.

The Head of School will ensure the following:

- A local Health and Safety statement of intent is prepared, approved, and kept up to date in accordance with legal requirements and the policies and procedures of the University, as well as monitoring compliance against these policies and procedures.
- Establish and attend a School Health Safety and Wellbeing committee.
- Ensure that all persons who may be affected by the activities of staff and students in the school are informed about the arrangements outlined in its health and safety statement.
- Where appropriate, statutory notifications and completed statutory compliance returns are approved.
- An annual Health and Safety monitoring report for inclusion in the Faculty Monitoring report is prepared.
- Ensure the provision of suitable and appropriate information, instruction, training and supervision to the staff, students, and academic visitors under their control.
- Suitable arrangements are in place for the preparation and approval of risk assessments, and that these are signed and kept up to date.
- Where appropriate, liaise with the University's Occupational Health Service on the necessity for health surveillance of staff and students.
- The reporting and investigation of accidents occurs in accordance with university arrangements and guidance, (including those that occur off campus during organised placements, etc.)
- Provide such resources as are necessary to enable effective health and safety management practices to be implemented and effective throughout the school.
- Local specialist safety advisors (biological, radiological, laser etc.) are identified and appointed as required to assist in the development, implementation, monitoring and review of the School/Division health, safety and wellbeing arrangements.
- Suitable induction arrangements are in place for all new or transferring staff and students.

- A sufficient number of evacuation marshals and other personnel are appointed to assist in emergency procedures and evacuations.

The day-to-day management of health and safety has been delegated to senior academic colleagues as outlined in Appendix 1. For the avoidance of doubt, where responsibility has not been delegated in writing, it shall remain with the former.

**Head of Division (HoD)** has delegated responsibility for ensuring the health, safety and wellbeing of all staff, students, visitors, and others who may be affected by the activities of the Division and is accountable to the Head of School.

Each Head of Division will:

- Ensure that all persons who may be affected by the activities of staff and students are informed about the arrangements outlined in its School Health and Safety statement.
- Ensure the provision of suitable and appropriate information, instruction, training and supervision to the staff, students, and academic visitors under their control.
- Ensure suitable arrangements are in place for the preparation and approval of risk assessments, and that these are signed and kept up to date.
- Have delegated responsibility for ensuring that staff in the divisions adhere to University/Faculty policies and procedures as appropriate.
- Where appropriate, liaise with the University's Occupational Health Service on the necessity for health surveillance of staff and students.
- Ensure the reporting and investigation of accidents, incidents and near misses in accordance with university arrangements and guidance, (including those that occur off campus during organised placements, etc.) and disseminate appropriately.
- Provide such resources as are necessary to enable safety management practices to be implemented and effective throughout the division.
- Ensure suitable induction arrangements are in place for all new or transferring staff and students.

**Academic H&S Lead** will liaise between the School Compliance & Risk Manager (CRM), Technical Operations Managers (TOM) and other School Safety Advisors (SSA) to advice on safety matters. The academic H&S lead post is not one that carries responsibility for safety management; it is primarily to assist managers by providing information, advice, and support and to promote awareness of Health & Safety and engage with all staff across the School/Division. The academic H&S leads are responsible to the Heads of School/Heads of Division.

**School Academic H&S Leads will:**

- Be an active member of the School Leadership Team and to ensure Health, Safety and Wellbeing matters are discussed regularly at this meeting.
- Chair the School Health, Safety and Wellbeing committee.
- Engage with the Head of School with regards to Health & Safety.
- Promote awareness of Health, Safety and Wellbeing across the School.
- Inform the School CRM of any special hazards in, or new hazards about to be introduced into the school.
- Ensure that monitoring of health and safety matters occurs on a regular basis.
- Participate in health and safety audits (e.g., HASMAP).
- Participate in preparing the school annual monitoring report.



- In conjunction with the School Compliance and Risk Manager and other members of the team, to participate in significant accident / incident investigations.

**Divisional Academic H&S Lead will:**

- Be an active member of the Divisional Leadership Team and ensure Health and Safety matters are discussed regularly at this meeting.
- Chair the Divisional Health, Safety and Wellbeing Committee.
- Ensure that all academic, research and Professional Services (PS) staff within the Division understands their responsibility for health, safety, and Wellbeing.
- Work with the School CRM, TOMs and SSAs to advise on procedures to ensure the safety of operations within the Division.
- Work with the TOMs and School CRM to ensure new members of the Division, including students, receive appropriate induction in safety policy, codes, and standards, as well as School safety arrangements and procedures.
- Work with the School CRM to ensure all members of the Division, including students, are informed of new developments with reference to any changes of policy or procedure.
- Work with the School CRM to raise awareness of health and safety and help ensure that accidents and incidents are reported promptly. Work with the School/Division accident investigation team, as required.
- Report any instances of non-compliance to the Head of Division and School CRM.
- In conjunction with the TOMs, SSAs, School CRM and other members of staff, carry out workplace inspections and other monitoring work (for example, checking that risk assessments are available and kept up-to-date, and visually monitoring the presence and condition of safety equipment such as fire protection equipment, in accordance with current University guidance on workplace inspections), and to report any items seen to be missing or faulty so that prompt action may be taken to remedy that fault or deficiency.
- Inform the School CRM of any special hazards in, or new hazards about to be introduced into, the Institute.
- Ensure that monitoring of health and safety matters occurs on a regular basis.
- Participate in health and safety audits (e.g., HASMAP).
- Participate in preparing the school annual monitoring report.

**Academic Staff/Principal Investigators** are responsible for the management of all aspects of Health and Safety relating to research projects and that of any staff, students or research participants associated with the project; this is assumed unless an alternative arrangement is agreed with the Head of School/Division and written down as part of the research documentation. In addition, they have a duty of care to their students whilst teaching. They are responsible for ensuring that their students are aware of and comply with university health and safety requirements.

**Principal Investigator responsibilities include:**

- Ensuring that risk assessments take place at the planning stage of any research proposal, and that the costs of implementing suitable risk control measures, and disposing of any hazardous substances or materials, are included in the funding arrangements.
- Ensuring that suitable and sufficient risk assessments are carried out for their work, and that those preparing them remain competent and receive appropriate training, resource, advice and support.
- Ensuring that all risk assessments (including COSHH risk assessments) are reviewed and kept up-to date as the research proceeds, and that everybody involved in the work activity has read and understood the relevant risk assessment(s).
- Preparing and implementing relevant Safe Operating Procedures (SOP's) based on significant findings of risk assessments.

- Ensuring that risk control measures are implemented and continue to be effective.
- Understanding the University's Health and Safety policy statement, arrangements, and guidance, how they are applied within the school, and within the working space of the research team.
- Maintaining suitable records of exposure to substances hazardous to health, in accordance with university policies, arrangements and guidance.
- Arranging for all appropriate Health and Safety training, including training identified in the risk assessment.
- Consulting additional expertise as and when competence cannot be provided from within the research team (and, where multi-disciplinary or ground-breaking work introduces researchers to hazards, they are unfamiliar with).
- Attending specialist committees (or sending a nominee) where notifiable activities are being considered.
- Liaising with school safety advisors and other special hazards advisors and providing information on request about the risks and control measures.
- Complying with recommendations made because of inspections by school and University Safety Co-ordinators or formally submitting a written explanation for delayed or non-compliance to the appropriate safety committee.
- Ensuring that all research group members respond to and co-operate with any requests for them to attend for health surveillance and advice.

**Teaching responsibilities include:**

- Ensuring that the students are familiar with the building's local arrangements, including first aid and fire alarms.
- In the event of an emergency evacuation, ensuring that all students have safely evacuated the premises.
- Completing a risk assessment for all practical's and making this available to all students, demonstrators, teaching, and technical staff involved.
- Ensuring that all students wear the PPE specified in the risk assessment.

**The Director of Faculty Operations** is responsible for the Health and Safety of all professional support services (PS) staff within the faculty. Where PS staff is devolved to a School, the day-to-day management of health and safety will reside within that Unit and will be managed by the Head of School Operations and the Head of School. Day-to-day management of Health and Safety for PS staff not assigned to a School will sit with the Director of Faculty Operations but may be devolved. The Director of Faculty Operations will manage health and safety on a day-to-day basis for the human resources, IT, estates, and finance staff assigned to the faculty, but it may be devolved.

**Head of School Operations:** The health and safety management of PS staff assigned to a School lies with the relevant Head of School Operations. The day-to-day management of the Health and Safety of this group of staff resides within the school and as such is managed through the Head of School; however, they are accountable to the Director of Faculty Operations.

**Faculty Function Heads:** The health and safety management of PS staff assigned to a particular Faculty Function lies with the Faculty Function Head, devolved from the Director of Faculty Operations.

**All staff and students:** Must take reasonable care of themselves and others who may be affected by their acts or omissions whilst at work and comply with both central and local policies and follow the procedures laid out in local arrangements and risk assessments covering activities, to enable the University of Manchester to discharge its legal duties with regard to Health and Safety.

**Safety Advisors:** Specialist roles have been assigned within the faculty to provide advice and support. Further information with respect to roles, responsibilities and contact details can be found on the associated intranet pages.

- Safety Advisors including Compliance and Risk Managers; Biological Safety; Radiation Safety; Laser Safety; and Local Safety Advisors can be found at:  
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/laboratory-safety/safety-advisors/>
- A list of DSE Assessors and the areas they cover can be found at:  
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/risk-assessments/dse-assessments/>
- The University Safety Coordinators can be found at:  
<http://www.healthandsafety.manchester.ac.uk/aboutus/contactus/>
- Fire Evacuation Marshalls (FEMs) operate in all buildings to facilitate the safe evacuation of all personnel via the nearest safe exit.  
<https://www.staffnet.manchester.ac.uk/bmh/ps-activities/health-safety/local-arrangements/emergency-procedures/fire-and-evacuation-procedures/>

**School, Faculty and University Arrangements** Key Health and Safety arrangements for the school (over and above those contained herein) mirror those which are contained in further detail on the University's Safety Services website under 'Arrangements Chapters'

<http://www.healthandsafety.manchester.ac.uk/policy/arrangementschapters/>

### **Local Arrangements**

All Schools in FBMH are required to have a Health and Safety statement of intent with supporting local arrangements. Several Biology, Medicine and Health staff and students work in space controlled by partnering NHS Trusts, and others. Others share premises with the staff and students of other Faculties or Schools. Due to this, detailed rules and procedures will be set out in local arrangements documents specific to each site.

These local arrangements will encompass all buildings relevant to the school and will cover all key areas including:

- Fire safety and evacuation arrangements
- First aid provision
- Risk assessment and risk control
- Off campus activities
- Lone working
- Monitoring and reporting arrangements
- Accident / incident reporting and investigation procedures
- Emergency arrangements
- Key contacts with Health and Safety responsibilities

- Shared premises arrangements

The specific local arrangements governing the procedures and activities undertaken by staff and students both on and off-campus are described within the Health and Safety pages of the FBMH intranet:

<http://www.staffnet.manchester.ac.uk/bmh/pss-activities/health-safety/>

### **Health and Safety Committees**

To ensure effective communication of health safety and wellbeing matters, the faculty has established a Health, Safety and wellbeing Committee structure as outlined in Appendix 2.

Membership of the Faculty Health, Safety and Wellbeing Committee includes the Dean (chair), Deputy Dean, all Heads of School (or their representative), Director of Faculty Operations, CRUK-MI Chief Operating Officer, Head of Faculty Planning, Compliance & Governance, Head of Faculty Estates, Faculty Compliance and Risk Senior Manager and Trade Union representatives.

Each School Health, Safety and Wellbeing committee will be chaired by the Head of School (or School Academic Health and Safety Lead) with representation from each of its Divisions; matters that cannot be resolved locally should be escalated to the Faculty Committee, where necessary. The Chair of each committee will, by agreement of the Faculty, have sufficient authority to act upon any issues or concerns. Reports from all Divisional meetings should be sent to the appropriate Head of School. Work involving biological agents, genetic modification (GM) and/or genetically modified organisms is managed through the Faculty GM and Biohazard Safety Committees. Matters arising will be reported to the relevant H&S committees listed above and escalated, where appropriate.

As part of the arrangements for working in shared premises, Partner Trusts have responsibility for ensuring health and safety management, so far as is reasonably practicable of any persons within their areas of control. Faculty representatives will attend local joint University NHS Trust Health and Safety Committees at Manchester University NHS Foundation Trust, Christie NHS Foundation Trust and Salford Royal NHS Foundation Trust. Minutes of these meetings will be sent to each Head of School with activity on that site. Any issues arising will be raised at the Faculty Committee. Issues that cannot be dealt with at the Faculty Committee will be referred to the Vice Dean for Health & Care Partnerships.

Terms of Reference for the Faculty Health, Safety and Wellbeing Committee and all supporting FBMH Health, Safety and Wellbeing Committees are set out separately. Terms of Reference outline the purpose, remit, and role of each Committee within the structure and are reviewed and updated by each Committee, as required.

### **Monitoring and Review**

To ensure that the Faculty is meeting the requirements of the University, the Vice-President and Dean will ensure regular monitoring of Health and Safety performance is undertaken. This will be done through:

- Representation from all Schools on the Faculty Health, Safety, and Wellbeing Committee.
- Feedback from Schools and Institutes regarding specific Health and Safety issues as they arise at Faculty Leadership Team or on request.
- Monitoring of accident reports and subsequent investigations.
- Schools and Faculty Monitoring Reports.
- Audits / Inspections / Safety Sampling / Investigations carried out by the Faculty.
- Health and Safety is a standing item on the Faculty, School and Division Leadership Team meeting agendas.
- Monitoring of the Faculty Health and Safety Action Plan and associated goals.
- Review of accident and incident rates / trends at the appropriate committees.
- To produce a risk profiling inventory / risk register.
- Annual review of Risk Assessments and Risk Control Standards.
- Regular Safety Inspections carried out by SSA's and other safety personnel.
- Managers carrying out / engaging in safety inspections / tours.
- Health and Safety Management Profile (HASMAP) Audits.
- Monitoring and review of relevant Health and Safety arrangements, as well as Trust site audits of linked NHS sites.
- School academic lead for Health and Safety reporting to the relevant School Leadership Team.

Accident and Incident statistics for the school are reported through Safety Committees at quarterly intervals. The Committees also take an overview of the general safety standards and performance across the Faculty.

#### **Statement of Intent Approval and Distribution**

This statement will be formally approved by the School Health, Safety and Wellbeing Committee. The statement will be reviewed annually by the School Compliance and Risk Manager (or sooner if there are any changes to personnel, structure, legislation or following a significant event) and approved at the School Committee. The statement will be brought to the attention of all staff and students via email and will be available to read on the Faculty Health and Safety intranet pages.

Document Control Box	
Title	School of Biological Sciences Health, Statement of Intent and

	Organisation control, responsibilities and roles.
Date Approved	January 2017
Approving Body	School Health, Safety and Wellbeing Committee
Implementation date	February 2024
Version	V5. October 2023 Updated to reflect management changes within the school. V4. April 2021 updated to reflect expansion of remit to include wellbeing and associated membership. V.1 January 2017
Next Review Date	April 2025
Owner	School Health Safety and Wellbeing Committee Chair School Compliance and Risk Manager

## Appendix 1

### List of the Divisions and the post to which Health and Safety responsibility has been devolved:

School	Responsible Post	Name
School of Biological Sciences	Head of School	Professor Simon Hubbard
School Health and Safety Lead	School Academic Health and Safety Lead	Professor Simon Turner
Division of Cell Matrix Biology and Regenerative Medicine	Head of Division	Professor Christoph Ballestrem
Division of Evolution, Infection and Genomics	Head of Division	Professor Ray O'Keefe
Division of Immunology, Immunity to Infection and Respiratory Medicine	Head of Division	Professor Mark Travis
Division of Molecular and Cellular Function	Head of Division	Professor Philip Woodman
Division of Musculoskeletal and Dermatological Sciences	Head of Division	Professor Andrew Morris
Division of Neuroscience	Head of Division	Professor Richard Baines

### List of Chairs of School and Divisional Health, Safety and Wellbeing Committees

School	Responsible Post	Name
School of Biological Sciences	School Health and Safety Lead (Chair)	Professor Simon Turner
Division of Cell Matrix Biology and Regenerative Medicine	Division Health and Safety Lead	Dr Svitlana Kurina
Division of Evolution, Infection and Genomics	Division Health and Safety Lead	Dr Gillian Rice
Division of Infection, Immunity to Infection and Respiratory Medicine	Division Health and Safety Lead	Dr Cyril Bussy
Division of Molecular and Cellular Function	Division Health and Safety Lead	Professor Graham Pavitt
Division of Musculoskeletal and Dermatological Sciences	Division Health and Safety Lead	Dr Mark Farrar
Division of Neuroscience	Division Health and Safety Lead	Dr Paul Kasher

Note: These roles and names are correct as of October 2023; any updates will be posted on the FBMH Health and Safety Intranet

## Appendix 2

### Faculty of Biology, Medicine, and Health – Health and Safety Committee Structure:

