

Occupational Health, Safety and Well-being Policy and Framework

(Ref: QM_OHSD_GA001)

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1.0 Policy Statement

1.1 Definition

1.1.1 This Occupational Health, Safety and Well-being Policy Statement replaces the former Health and Safety Policy which was approved by Council in 2004 and is an update on the Policy approved by council in 2011.

1.1.2 The purpose of the Statement is to provide an overarching set of principles which form the approach of Queen Mary, University of London (Queen Mary) to health, safety and well-being. A health and safety framework and plan based on the Health and Safety Executive (HSE) document HS(G)65, 'Successful Health and Safety Management' and British Safety Standard OHSAS18001:2007, will follow from this statement, providing in an accessible form, summary information on key responsibilities for the full range of areas across Queen Mary in which health and safety activities should be embedded, as well as the core procedures and policies to guide those with specific health and safety responsibilities.

1.2 Scope and Communication

1.2.1 The Policy Statement applies to 'members' of Queen Mary in the widest sense: all employees, students, Council and other external committee members, as well as visitors to Queen Mary, premises and activities under its control, including staff and students travelling away from our campuses whether in the UK or overseas on University business. This reflects Queen Mary's underlying principle to ensure, as far as is reasonable within its resources and control, a high standard of health, safety and wellbeing for all of its staff and students during their time at Queen Mary.

1.2.2 It also reflects the principle that health, safety and well-being is an individual and collective responsibility of all members of the Queen Mary community and in order to achieve this, the Policy Statement and related framework and plan will be publicised to the Queen Mary community through a range of channels, as well as through consultative channels including the recognised Trades Unions.

1.3 Principles

1.3.1 Underpinning the Policy Statement and associated Framework and plan, is the need to ensure, as far as is reasonably practicable, the health, safety and welfare (at work) of its employees, students, visitors and others who may be affected by the activities of Queen Mary. The policy statement and framework provide a basis for compliance with all relevant statutory requirements and to also move beyond the observation of core legal obligations to a Queen Mary wide culture of awareness, positive attitudes and responsibility for health, safety and well-being.

The core principles of the Policy Statement espoused by Queen Mary are:

- Provision and maintenance a safe working and study environment that, as far as is reasonably practicable, is free from risks to health



and has adequate facilities and arrangements to aid the wellbeing of employees and students by:

- The establishment of a culture that encourages employees and students to accept, and engage in achievement of, high standards of health, safety and well-being across Queen Mary.
 - Queen Mary aims to achieve these principals by:
 - Managing risks to health and safety through processes of risk assessment and risk control.
 - Ensuring that all work activities are carried out by persons competent to carry out these tasks or by persons under appropriate and competent supervision.
 - Managing its facilities to ensure the health, safety and well-being of persons visiting them.
 - Co-operation and co-ordination with other employers with whom it shares a workplace to manage health and safety risks.
 - Consultation with employees' representatives for health and safety through the Advisory Group.
 - Continually improving performance through inspection, review and audit.
 - Planning for the management of and recovery from any major incident that could disrupt normal operation.
 - Maintaining and making available policies, information, procedures and guidance relating to health and safety for all areas of Queen Mary.

1.4 Strategic accountability

- 1.4.1 As the Queen Mary governing body, the Council carries overall responsibility for the health and safety of employees, students and other individuals whilst on the institution's premises and in other places connected to the conduct of Queen Mary business. Council is responsible for ensuring that Queen Mary has an appropriate written policy statement and effective procedures for implementation of that policy. Within its existing framework Council delegates specific responsibility for health and safety governance to its Health and Safety Advisory Group which recommends to Council and receives an annual report from the Principal on health, safety and well-being performance. Council also receives periodic reports on health and safety matters of which it should be made aware outside the annual reporting process.



1.5 Executive responsibility

1.5.1 The Principal of Queen Mary advises on, and is accountable to Council for the effective implementation of the Occupational Health, Safety and Well-being Policy and Framework and associated planning across the College, in conjunction with his/her Senior Executive Team and relevant senior officers. In particular it is the Principal's ultimate responsibility to ensure that:

- Visible and robust leadership in health, safety and well-being exists across Queen Mary.
- Close and constructive consultations with the representatives of the Trades Unions recognised by Queen Mary are maintained and developed, to ensure that College policies are both informed by and respond to staffing needs.
- Clear and delegated reporting structures are in place for the management of health, safety and well-being across Queen Mary, including the provision of sufficient and specialist resources to enable the Director of Occupational Health and Safety, the Occupational Health and Safety Directorate and others with delegated responsibilities in any area of health and safety to discharge the full range of their duties.
- The wider resources and necessary training required is made available to enable health and safety responsibilities to be effectively discharged by members of the Queen Mary community.
- Systems and procedures are delivered effectively and consistently, including a programme of proactive training and instruction for staff and students in general and targeted areas, and an audit and risk assessment system for the identification and elimination of risks and hazards to health and wellbeing.

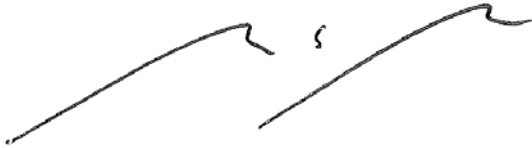
1.6 Review of the Policy Statement

In addition to the above, the Principal has ultimate responsibility for ensuring that systems are in place for the periodic review of the Policy Statement and the full framework and plan as an essential means of monitoring success in their delivery and ensuring that they remain relevant to Queen Mary and reflects legislative and regulatory requirements. Final approval of the Policy Statement and Framework resides with Council.



Acceptance of the Policy Statement and Framework

This Policy Statement and Framework for health, safety and well-being at Queen Mary, has been approved by the Health and Safety Advisory Group and is approved and accepted by the College Council.



Professor Simon Gaskell
Principal – Queen Mary, University of London

Date 17.04.2012



Part 2 – Framework Arrangements



2.0 Authority & Responsibility

2.1 Scope of this document

2.1.1 This document sets out how Queen Mary will fulfil its health and safety duties and requirements, as laid out in its Occupational Health, Safety and Well-being Policy Statement and the Health and Safety at Work Etc Act 1974.

2.2 Definitions

2.2.1 Within this document the following terms are used:

“Head of Department” – This term covers Heads of Schools, Directors of Institutes and also Directors of Professional Support Services.

“Department” – This term refers to Schools and Institutes as well as to Professional Support Services functions.

2.3 Organisation of Health, safety and well-being

2.3.1 Queen Mary recognises that to secure and maintain a safe work place and safe work practices, everyone needs to be aware of their individual responsibilities for safety and act accordingly.

2.3.2 Queen Mary aims to secure safe working practices and promote a positive safety culture by establishing Control, Communication, Co-operation and Competence as follows:-

2.4 Control

2.4.1 Queen Mary shall establish control over health, safety and Well-being in the workplace and work activities by clearly allocating health and safety responsibilities and ensuring that they are effectively discharged.

2.5 The allocation of health, safety and well-being management responsibilities

2.5.1 Note: A summary of Queen Mary's health, safety and well-being responsibilities can be seen in Appendix 1 of this document.

The Council

The Queen Mary, University of London Council, under the requirements of the Health and Safety at Work etc Act 1974, is responsible for issuing a written statement covering the general policy with respect to health, safety and well-being of employees, students and others affected by the undertakings of Queen Mary.

The Council should ensure that they receive sufficient information on the status of the College health, safety and well-being systems and plan to satisfy themselves that all statutory requirements are being met. To this end, they will commission an annual health, safety and well-being report to be undertaken by the Director of Occupational Health and Safety.



In addition, the Council will commission the establishment of a Queen Mary-wide Health and Safety Advisory Group, to advise the QMSE, Principal and Council on health, safety and well-being performances.

While statutory compliance should be the accepted baseline standard for Queen Mary, the Council (aided by the Principal and QMSE) should ensure that Queen Mary is constantly striving to achieve the highest standards of practice in health, safety and well-being.

2.5.2 The Principal

The Principal has overall and final responsibility to the Council for the effective management of health, safety and well-being at Queen Mary.

The Principal's fundamental role is to provide clear leadership so that health, safety and well-being is considered a worthwhile and serious issue at all levels from the Senior Executive (QMSE) down and that its strategic importance to the ongoing success of the Queen Mary is clearly understood.

To this end the Principal shall:

- Set targets to help define what the QMSE is to achieve and when? Ensuring that Queen Mary fully meets its responsibilities under health and safety with legislative requirements.
- Ensure that sufficient resources (time, money and staff) are made available to manage successfully health, fire safety, and general safety as well as welfare and occupational health issues.
- Demonstrate and provide by example a consistent commitment to health, safety and well-being for all the people who work, study and visit the Queen Mary to follow.
- Ensure that everyone associated with Queen Mary understands that they too have a part to play to make Queen Mary a safe and healthy establishment and be assured of his support in achieving this.

2.5.3 Health, Safety and Well-being Champion - QMSE Member

The QMSE – Health, Safety and Well-being Champion shall take the lead on health and safety issues at board level, and:

- Support the aims and objectives of the Queen Mary Health, Safety and Well-being Policy, subsequent policies and framework documents.
- Ensure that they are informed about current and emerging health, safety and well-being issues that need to be brought to the QMSE attention.
- Provide a QMSE focus and input to complement the professional health and safety officers engaged in the effective management of health and safety across Queen Mary.



Contribute to the success of Queen Mary's injuries and ill health reduction policies and plans.

- Encourage, amongst all Queen Mary staff and students a greater understanding of the health and safety risks within Queen Mary, the systems in place for managing those risks, and an appreciation of the causes of any failures.
- Work with appropriate officers on health, safety and well-being matters and influence policy development at QMSE level.
- Monitor, in consultation with the professional health and safety staff, Queen Mary's performance on health and safety against agreed targets and Key Performance Indicators (KPI's).

2.5.4 Queen Mary Health and Safety Advisory Group (HSAG)

The role of the HSAG will be:

- To develop and monitor the implementation of Queen Mary's overarching Occupational Health, Safety and Well-being Policy its associated policies, framework documents, procedures and codes of practice.
- To keep under review Queen Mary compliance with occupational health and safety legislation.
- To receive reports on and monitor trends in occupational ill health, near misses, accidents and dangerous occurrences and to consider their implications for Queen Mary against national benchmarks and standards.
- To request actions to ensure that the recommendations of inspections and audits carried out internally and externally are implemented.
- To receive regular reports from the Director of Occupational Health and Safety as well as from other specialist health and safety personnel.
- To review its own terms of reference and constitution and those of its subordinate groups (e.g. Genetic Modification and Radiation Protection) annually.

Further information can be found in the 'Queen Mary - Health and Safety Advisory Group – Terms of Reference 2011/2012' document.

2.5.5 The Queen Mary Senior Executive (QMSE)

The Executive shall:

- Establish effective communication systems (both up and down) and management structures for the whole of Queen Mary to demonstrate a visible and active commitment to health, safety and well-being issues.
- Integrate health, safety and well-being factors into Executive decisions.
- Own an annual health, safety and well-being plan for Queen Mary with clear goals for Executive Deans, Heads of Departments and Queen Mary collectively.
- Be accountable for the health, safety and well-being performance of Executive Deans, Heads of Departments; continually monitor their health, safety and well-being performance.
- Ensure that health, safety and well-being performance is regularly reviewed at Executive level.
- Monitor the effectiveness of the College Policy Statement.
- Promote and operate a no blame culture where health, safety and well-being can be raised openly at all levels.
- Review the results of health and safety audits and arrange the implementation of appropriate actions.

2.5.6 Queen Mary Executive Deans, Heads of Schools and Directors

Note: For the purpose of this document, the term 'Director' is used to refer to Directors of Institutes as well as Directors of Professional Services Departments.

Queen Mary Executive Deans, Heads of Schools and Directors are personally responsible for ensuring the health, safety, and well-being of staff who work for them and for ensuring that anybody else, including students and visitors are not injured or made ill by the work of their sections. They need to ensure that they lead by example and demonstrate their genuine commitment to health and safety issues, both by what they say and by what they do, to discharging the policy.

They are also fully responsible for identifying the risks and health, safety and well-being concerns of their Faculties, Schools, Institutes and Departments and ensuring the effective management of health and safety (including fire safety) within them.



They should ensure that:

- Appropriate arrangements for managing all aspects of health, safety and well-being are devised and operated.
- Appoint from within their teams one or more Health and Safety Coordinators, to assist them in carrying out their occupational health, safety and well-being responsibilities.
- Adequate resources (time, money and staff) are available to implement the Queen Mary Policy.
- Effective communication with the QMSE is established and maintained in respect of health, safety and well-being issues.
- Specific occupational health, safety and well-being responsibilities are delegated to others where it is appropriate to do so and the effectiveness of such delegation is monitored.
- Equipment within their demise is adequately maintained.
- Ensuring that any defects relating to the premises in which they are located are raised immediately with the Queen Mary Estates Department, to ensure that safe premises are always maintained.
- Activity / risk registers are operated and maintained.
- Risk assessments are carried out and control measures implemented where necessary.
- Safe systems of work are devised, implemented and followed.
- Adequate health, safety and well-being training is provided or accessed.
- All accidents, incidents and ill health episodes are reported through the correct channels.
- Appropriate remedial action is taken following accident and incident investigations.
- An annual Health, Safety and Well-being Improvement Plan is prepared and co-ordinate its implementation.
- An annual schedule for health and safety monitoring is prepared and co-ordinate its implementation.
- They review (both proactively and reactively) their management of health, safety and well-being.



- Identify what levels of health and safety competency and expertise are required within their areas and that sufficient resources are allocated to attain these needs.

In addition to the above responsibilities, the following Directors and Queen Mary Officers have specific responsibilities for areas of health, safety and well-being.

2.5.7 Director of Occupational Health and Safety

The role of the Director of Occupational Health and Safety is to assist the Principal in ensuring that Queen Mary provides a safe working environment for all staff, students and visitors and that its activities are undertaken in a safe manner, and in compliance with the requirements of the Health and Safety at Work Act Etc. 1974, Queen Mary Occupational Health, Safety and Well-being Policy and other relevant legislation.

In undertaking this role the Director of Occupational Health and Safety shall:

- Provide expert advice on safety matters to all areas within Queen Mary.
- Develop standards and procedures on occupational health, safety and well-being issues and prepare framework and management documents, standards and guidance notes as appropriate.
- Audit compliance within all areas of Queen Mary with health and safety policies and any national standards in place (to include the review health and safety performance of individual Executive Deans, Heads of Schools, Directors and Managers/PI's)
- Ensure the investigation of all accidents and near misses.
- Liaise with statutory authorities where necessary.
- Facilitate (and participate where necessary in) the running of a comprehensive health, safety and well-being training and competence programme and provide management with advice on specialist training needs – in conjunction with other Queen Mary departments such as the Learning Institute.
- Advise (in conjunction with Queen Mary Estates Department) on environmental monitoring and environmental issues effecting Queen Mary.

2.5.8 Occupational Health and Safety Directorate

Queen Mary, in accordance with the management of Health and Safety at Work Regulations, employs a number of competent specialist advisers that form the Occupational Health and Safety Directorate. The directorate also incorporates the College Occupational Health function which is staffed by specialist Occupational Health Nurses and medical practitioners that provide competent and objective advice to Queen Mary staff and managers on the



impact of work on health and the effects of health on the work to assist Queen Mary in promoting physical and psychological well-being and prevent illness and injury arising from Queen Mary work activities.

The Directorates role is to:

- Develop Queen Mary standards and procedures, codes of practice and supporting systems and tools.
- Review health and safety performance across Queen Mary.
- Provide competent occupational health, safety and well-being advice at all levels of Queen Mary.
- Advise Queen Mary management in good occupational health and safety practices.
- Investigate accidents and incidents.
- Provide a comprehensive and appropriate portfolio of health, safety and well-being training.
- Liaise with enforcement agencies where necessary.
- Inspect hazardous areas and carry out risk-based management audits of health and safety.
- Where appropriate, carry out assessments of risk to areas such as fire safety and first aid.
- Provide advice to managers and staff at all levels to enable them to receive the risk of adverse health effects related to work.
- Provide managers with advice on staff fitness to participate in work.
- Provide statutory health surveillance where necessary.
- Provide reports to management to assist with legal compliance (e.g. under COSHH 2002).
- Provide a programme of immunisation to protect staff against work-related infections.
- Develop preventative programmes to protect staff against work-related hazards.
- Provide support and assistance programmes to provide employees with access to urgent intervention for work-related infections, emotional crises, etc.



2.5.9 Managers and Academic/Research Supervisors

Managers/Supervisors are directly responsible for the health, safety and well-being of their own staff and for ensuring that anyone else, including, visitors, contractors and members of the public are not endangered by any work within Queen Mary.

In addition to their health, safety and well-being responsibilities as individuals, Managers/Supervisors have specific duties which include to:

- Ensure that their staff are properly trained to carry out their work in a safe and healthy way (all aspects).
- Ensure that their staff have the correct equipment, materials and facilities to carry out their job.
- Obtain and pass on appropriate health, safety and well-being information and instruction.
- Ensure that their staff follow safe work practices.
- Identify possible hazards in the workplace, carry out comprehensive risk assessment and ensure that suitable corrective action is taken where deficiencies are identified.
- Carry out safety monitoring checks, where necessary.
- Ensure that when required their staff have and correctly use appropriate personal protective equipment.
- Ensure that all accidents are reported promptly and investigated thoroughly through the correct channels.
- Ensure that visitors are made aware of health and safety requirements required by Queen Mary.

IMPORTANT NOTE: It needs to be noted here that if an individual instructs or issues tasks to another individual or group of individuals, then whether a designated manager or not, they become responsible for the health, safety and well-being of those they have instructed.

2.5.10 School, Institute, Departmental Safety Co-ordinators

The School, Institute or Departmental Safety Co-ordinator(s) will be the member of staff concerned with the day-to-day health, safety and well-being matters within her/his school, institute or department. The Co-ordinator should ideally be a senior member of the academic, academically related, administrative or technical staff, trained in basic aspects of health and safety, who will normally devote only part of her/his time to health and safety work.

The Safety Co-ordinator(s) will be appointed by the Institute Director/ Head of School or Department and her/his primary task will be to advise the Head



of Department on health and safety matters and to liaise between her/his department(s) and the Occupational Health and Safety Directorate.

The Safety Co-ordinator shall be directly responsible to the Head of School or Director and shall:

- Be a member of the school, institute or department health and safety group and, where appropriate, emergency team.
- Be fully familiar with the Queen Mary Health, Safety and Well-being Policy, Framework and Plan, emergency procedures and all school, institute or departmental health and safety policies and procedures, and shall assist the Director or Head in ensuring that they are applied.
- Ensure, in liaison with the Occupational Health and Safety Directorate that the first aid provision in the department is adequate.
- Ensure in conjunction with the Occupational Health and Safety Directorate (Fire Team) that suitable provision is made for the emergency evacuation of any disabled persons in the department.
- Liaise with the Occupational Health and Safety Directorate in matters concerning health, safety and emergency procedures in the department.
- Ensure that health and safety reports and information are disseminated to appropriate members of staff and students in the department.
- Ensure that dangerous occurrences and accidents are reported to the Occupational Health and Safety Directorate on the appropriate forms.
- Advise and assist in the preparation of an annual review of departmental health and safety procedures and performance.
- Advise and assist in ensuring that systematic health and safety monitoring is carried out, through regular safety inspections and safety audits, to:
 - Identify unsafe or unhealthy conditions or work practices;
 - Ensure that suitable and sufficient risk assessments are carried out and recorded.
- Advise and assist in ensuring that adequate precautions are taken in relation to special hazards in, or about to be introduced.
- Advise and assist in ensuring that all plant and equipment their areas is maintained in a safe condition and that staff and students are



informed, instructed, trained and supervised to avoid risks to their health and safety.

- Assist in ensuring that records of safety training, including fire safety training, are kept for each member of staff and student.
- Advise and assist in ensuring that, where necessary, that statutory occupational health and safety records are maintained.
- Advise and assist in ensuring that a high standard of housekeeping is maintained in the department.
- Advise and assist in ensuring that appropriate personal protective clothing and equipment is available and used.
- Advise and assist in ensuring that suitable and sufficient risk assessments are prepared for all work activities carried out in the institute/department including experimental work carried out by staff, undergraduate and postgraduate students.
- Ensure that any health and safety issues that cannot be resolved immediately are referred promptly to the Head of School, Institute Director or Head of Department as well as the Queen Mary Occupational Health and Safety Directorate.

2.5.11 Individual Responsibilities (including visiting workers*)

All people working on behalf of Queen Mary should:

- Take reasonable care of their own health and safety at work.
- Follow all health and safety measures put in place by Queen Mary such as not eating in areas where this is expressly forbidden.
- Not misuse or interfere with anything that has been provided in the interests of health and safety (such as misusing fire fighting or first aid equipment or obstructing fire escapes).
- Immediately report anything which might present a danger to either themselves or anybody else.

* For the purpose of this document and Queen Mary Occupational Health, Safety and Well-being Policy, all visitors to Queen Mary are expected to follow the Queen Mary procedures and policies whilst on site.

2.5.12 Students

All Queen Mary students shall:

- Whilst on Queen Mary premises or taking part in Queen Mary activities, follow the Health, Safety and Well-being Policy and comply with any Health and Safety instructions given.



- Not introduce (without consent from their Supervisor) any equipment for use in Queen Mary premises, alter any fixed installations, alter or remove any health and safety notices or equipment, or otherwise take any action which may create hazards to QM staff or visitors.
- Whilst in residence in Queen Mary property, comply with all fire, safety and security procedures as set out in the conditions of residence.
- Not interfere intentionally or recklessly with anything provided in the interests of health and safety.
- Conform to all instructions, written and oral given to ensure personal safety and that of others.
- Use personal protective equipment as required.
- Maintain tools and equipment in good condition regarding any defects to their supervisor/tutor.
- Report all accidents and illnesses to their supervisor immediately.

2.6 Accountability

The Queen Mary Senior Executive (QMSE) shall ensure that everyone is held accountable for their responsibilities under the Occupational Health, Safety and Well-being Policy and organisational arrangements.

This should be achieved primarily through training and supervision and non-compliance with Queen Mary Policy and Procedures may lead to disciplinary action being taken.

Supervision is considered an essential element of an effective Health & Safety strategy and will be proportionate to the risks involved in the work activity and the competence and experience of employees to identify and deal with it.

Even in low risk activities some supervision is needed to ensure that employees have not become complacent.

2.7 Communication

All Queen Mary Executive Deans, Heads of Schools, Directors and Managers/Supervisors need to ensure that everyone is clear about their health, safety and well-being responsibilities by communicating:-

- This health, safety and well-being policy and what it means in practice.
- The allocation of safety responsibilities within their teams where appropriate (e.g. School/Institute/Departmental Co-ordinators).



- The significant findings of risk assessments carried out to all those involved in the work that has been assessed.
- Details of the safe and healthy working practices that employees, students and visitors will need to follow.
- Details of how employees will be provided with relevant information, instruction and training to enable them to work in a safe and healthy way.

2.8 Co-operation

Executive Deans, Heads of Schools, Directors and Managers/Supervisors should obtain the co-operation of everyone at the workplace, thus confirming that everyone has accepted their health, safety and well-being responsibilities and can be expected to implement safe working practices.

At all levels, managers can show their commitment by example and in their everyday decisions by:-

- Holding regular meeting with employees to discuss work activities and associated health and safety issues.
- Making periodic inspections of our work practices and work places, to check that there are no obvious hazards and that safe and healthy working practices are being followed.
- Ensuring that work related discussions with employees include health, safety and well-being issues relating to work activities.
- Ensuring that all accidents are reported.
- Praising employees when they have complied with safe working practices.

Formal co-operation can be achieved by the use of Queen Mary Health and Safety Advisory Group that includes representation from all categories of staff as well as appointed union representatives.

2.9 Competence

Executive Deans, Heads of Schools, Directors Managers/Supervisors need to ensure that all employees, including contractors, agency staff; those who manage and volunteers are capable of doing their work in a way that is safe and healthy for themselves and others.

They should operate an effective organisation to secure safe working practices and a safe work place by:-

- Establishing control.
- Effectively communicating.



- Obtaining co-operation.
- Allocating and organising work activities in a way that secures and maintains a safe place of work.

The health and safety competence of people will be ensured by:-

- Operating an effective recruitment and placement procedure - thus ensuring that all those employed have relevant knowledge, experience etc, to do their job safely or can gain these attributes whilst supervised on the job, or by training.
- Providing information, instruction and training to maintain or improve employees' competence, especially where changes to the job, staff or equipment are planned.
- Providing appropriate management control and supervision, to prove that competence is maintained and developed - especially for those new to a job or undergoing training.

2.10 Framework for the successful management of occupational health, safety and well-being

To support the overall aims of Queen Mary Occupational Health, Safety and Well-being Policy Statement and the organisations arrangements for health and safety, a series of supporting Occupational Health and Safety Standard and Procedure Documents have been developed. These documents set out Queen Mary's specific duties to ensure that it complies with current health and safety legislation. Each document details the minimum standards that Queen Mary aspires to meet as well as provides guidance on best practice.

Each Queen Mary School/Institute/Department may further develop guidance notes and operating instructions, for each of their functions, ensuring that the contents of each key Queen Mary standard and information documents are considered met and implemented where appropriate and necessary.

Queen Mary key occupational health, safety and well-being standard and procedure documents are (not exhaustive):

- Workplace Safety
- Risk Assessment and Risk Control
- Health Protection and well-being
- Training, Competence and Supervision
- Representation, Communication and Consultation
- Safety Performance Measurement
- Health and Safety Document Management
- Audit Inspection and Review
- Accidents, Emergencies and Contingencies
- Toxic Chemicals
- Lasers and non-ionising radiation

- Manual Handling
- Dangerous Pathogens
- Genetic Modification
- Display Screen Equipment (DSE)
- Ionising Radiation
- Field and off-site working
- Fire Safety
- Events
- Construction and contractor management

2.11 Monitoring of the Occupational Health, Safety and Well-being Policy and Framework

2.11.1 Queen Mary considers that health and safety arrangements are too important to be left to chance and assume that they work. Consequently, Executive Deans, Heads of Schools, Directors and Managers/Supervisors need to periodically check that health and safety precautions are in place, that systems are working and that risk control measures are both effective and maintained. They are also encouraged to utilise both active and reactive monitoring, where possible.

2.11.2 **Active monitoring** consists of considering (before things go wrong) whether Queen Mary is implementing the standards of health, safety and well-being that it has set itself (and/or are required by law) and if such standards are effective in keeping people safe and healthy.

2.11.3 **Reactive monitoring** consists of identifying (after things go wrong) why injuries, ill-health, property damage and near misses have occurred and why health and safety performance was substandard to allow such losses to occur.

For further information, refer to the 'Queen Mary - Health and Safety Standard Document – Monitoring Performance'.

2.12 Review of the Occupational Health, Safety and Well-being Framework and Strategy

Health and safety systems generally weaken with time, especially as people and tasks change. Therefore periodic reviews of the health and safety system should be undertaken based on the information that the above process of active and reactive monitoring will provide.

Such reviews should be commissioned by the QMSE that is able to set future policies, judge the adequacy of health and safety performance and decide upon any action needed.



2.13 Audit of the Occupational Health, Safety and Well-being Framework and Strategy

Auditing is valuable can be helpful to focus the review process when undertaken by an organisation not involved in the day to day management of the activity being audited.

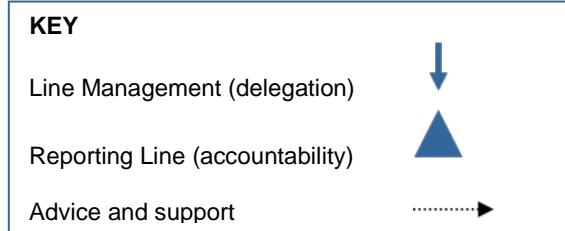
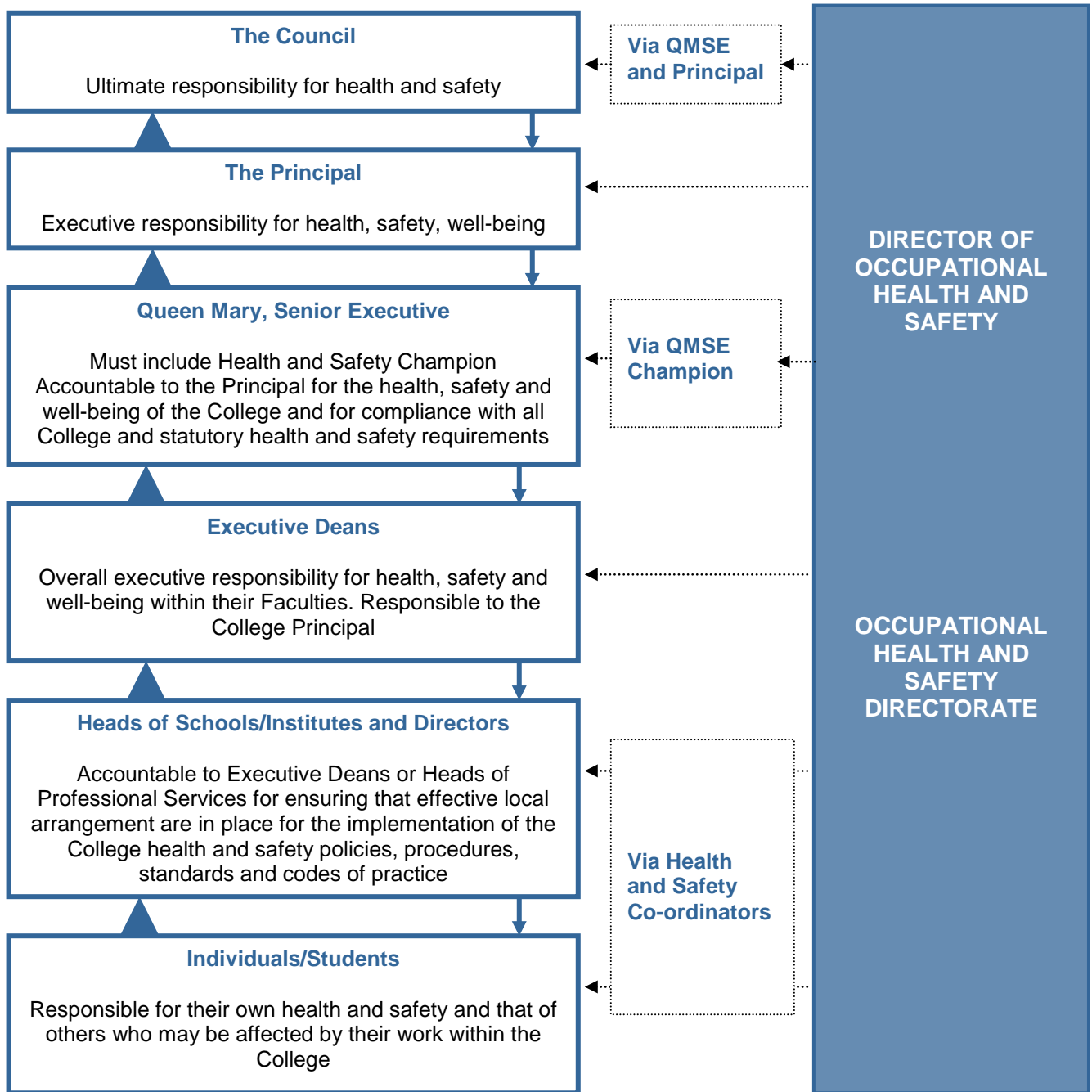
Whilst required less often than review, auditing should be considered by the QMSE and the HSAG of Queen Mary when an independent assessment of the efficiency, effectiveness and reliability of the health and safety system is needed.

Audits will look to see if the policy, organisation and systems operated by Queen Mary are actually achieving the right results and how reliable and effective the Queen Mary health and safety system is.

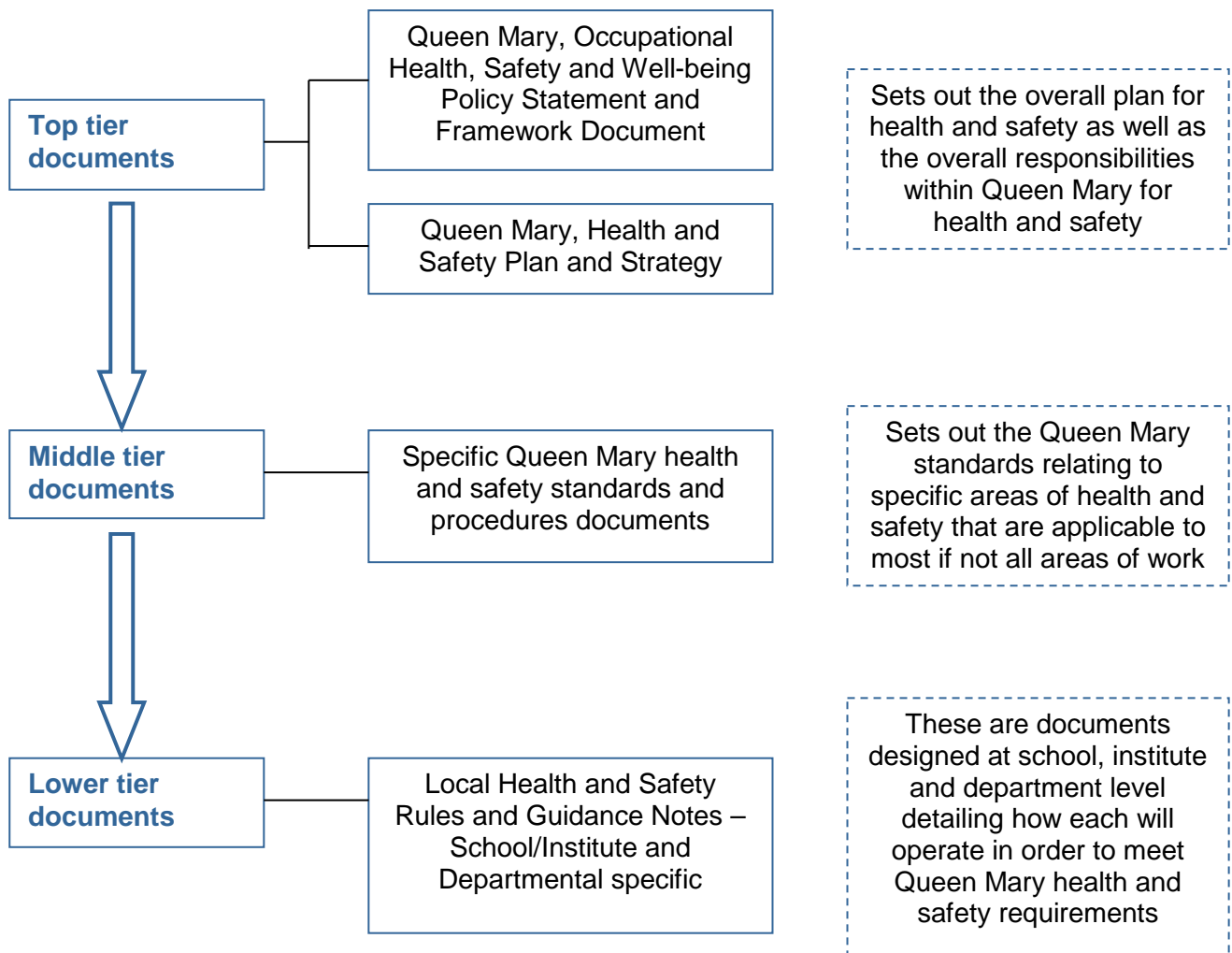
Audit findings complement the information gained during monitoring and review and should enable Queen Mary to improve the effectiveness of both its management of health and safety issues and its policy document.



Appendix 1 – Queen Mary Occupational Health, Safety and Well-being Management Structure



Appendix 2– Queen Mary Occupational Health, Safety and Well-being Documentation Structure



For further information, refer to the 'Queen Mary - Health and Safety Standard Document – Document Management'.



Appendix 3 – Queen Mary Health and Safety Advisory Group Structure

Health and Safety Group Structure

General

The prime means for communication and consultation on health, safety and well-being issues between management and staff and student representatives is through Queen Mary's health and safety groups. Their objective is to promote the health and safety culture and to encourage discussion, understanding and consensus between the various communities within Queen Mary about health, safety and welfare issues and their resolution.

Structure – Queen Mary Wide

Queen Mary's senior health and safety group is Queen Mary Health & Safety Advisory Group, which is chaired by the QMSE Safety Champion and reports directly to the Senior Executive and then the Principal and Council. Its membership includes representation from each of Queen Mary Faculties as well as the key support and professional services. In addition the Group also has representation from each of the recognised Queen Mary trade unions in accordance with the Safety Committees and Safety Representatives Regulations 1977 for the purpose of consultation on matters pertaining to health and safety between management and union representatives.

Structure – Faculty and School level

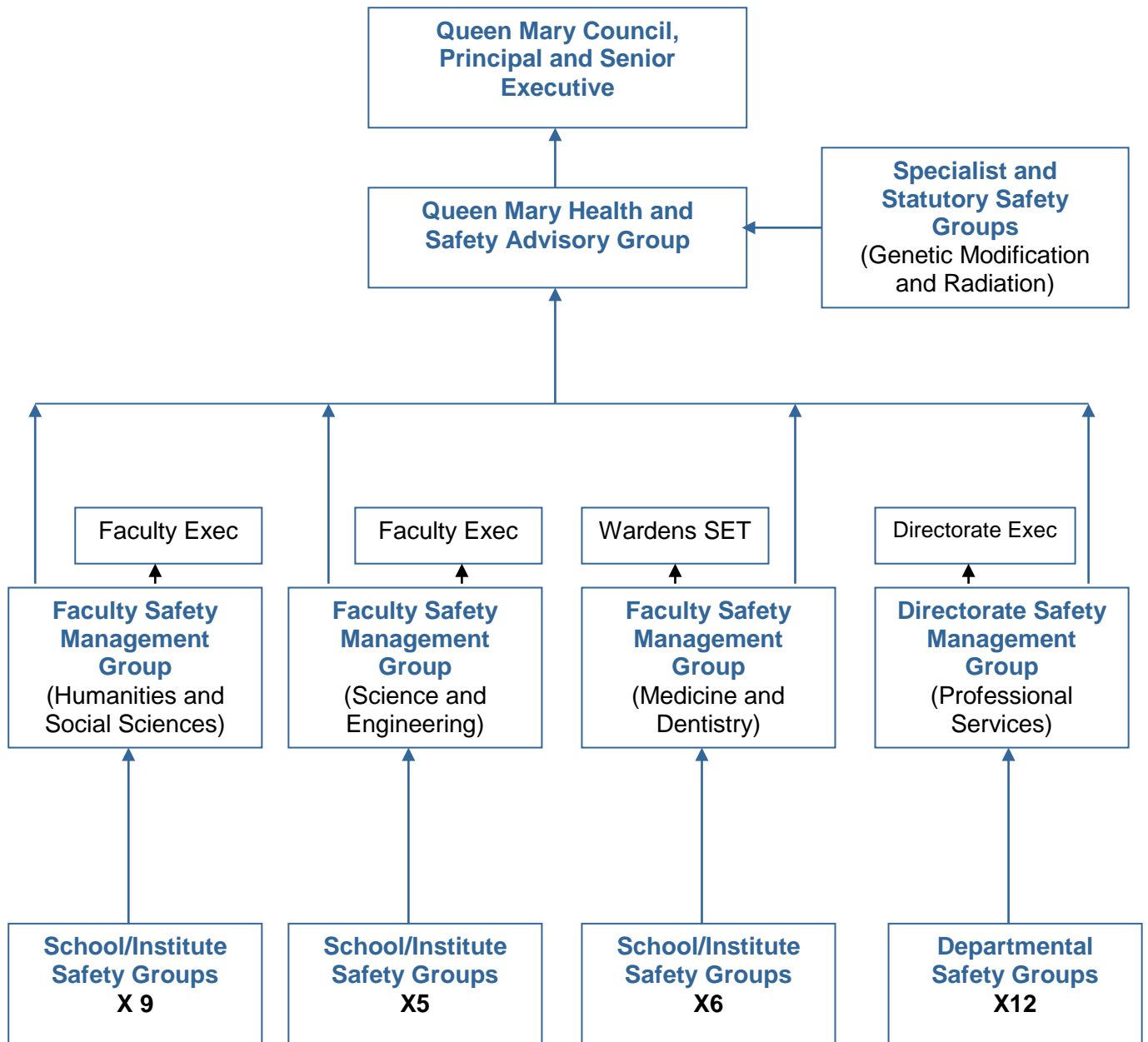
Every Faculty as well as the Professional Services Directorate within Queen Mary has a health and safety management group which reports to its Executive, and advises the Executive Dean or Chief Administrative Officer on the discharge of his or her health and safety responsibilities. This then further split down to School, Institute and departmental level safety groups that report to individual Heads and Directors to assist them in the management of health and safety within their scope of activities.

Queen Mary Management Boards and Executives

In addition to the specialist health and safety groups established across Queen Mary, every management group/board at Queen Mary whether Faculty, School or Departmental level should include health and safety as a standing item at each of its meetings agenda. Queen Mary's Senior Executive receives a regular reports and papers on health, safety and well-being matters from the Safety Champion via the Director of Occupational Health and Safety.

See organisational chart over.





Document Control

Initial Data

Author: Dr Kevin Thurlow
Position: Director of Occupational Health and Safety

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 Queen Mary, Senior Executive

Approved by: Dr Kevin Thurlow
Position: Director of Occupational Health and Safety



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Version No.	Date of alteration and re-issue	Details of changes	Changes made by
2	March 2012	Editing of text to take into account the merger of OH and H&S into one directorate and to standardise statements such as "health, safety and well-being" no policy /structure changes made	Dr Kevin Thurlow Submitted to HASAG February 2012 Submitted to QMSE March 2012
2	March 2012	Filename/path changed from HS-001	Darren Ford

