

Health and Safety Policy Statement

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	University staff, students, users of and visitors to the university
Approved by:	ELT on 27 th February 2024
Responsibility for Document Review:	Associate Director, Safety, Health and Environment
Date introduced:	Revision of May 2014 Policy Statement
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Next Review Date:	March 2026

RELEVANT DOCUMENTS

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

RELATED POLICIES & DOCUMENTS

- MCP1 Organisation for the Implementation of the Health and Safety Policy
- MCP2 Arrangements for the Implementation of the Health and Safety Policy
- SCP4 Safety Inspections, Audits and Reporting Hazards
- SCP7 Reporting and Investigation of Adverse Events
- SCP12 Visitors and Use of University Premises
- SCP18 Risk Assessment
- The University's Risk Management Policy
- The University's Health and Safety Strategy

Liverpool John Moores University Health and Safety Policy Statement

Introduction

Effective management of health and safety is consistent with the university's mission to be an inclusive civic university, transforming lives and futures by placing students at the heart of everything we do.

This Health and Safety Policy Statement, which gives a commitment to ensuring the health and safety of staff, students and others who may be affected by the activities of Liverpool John Moores University, is in three parts:

- A statement of intent
- The individual and collective responsibilities for implementing the Policy statement of intent (Organisation)
- The systems and procedures for implementing the Policy statement of intent (Arrangements)

All associated Policy documents (Codes of Practice) are contained on the university's [Policy Centre](#) and the [Safety, Health and Environment Department's website](#).

The university has a separate Fire Safety Policy Statement and Environmental Management and Sustainability Policy Statement, with associated strategies, that are also contained on the above websites.

1. Statement of intent

- 1.1. The central focus of the university's Health and Safety Policy Statement and its Health and Safety Strategy is to develop a positive health and safety culture characterised by communications based on mutual trust, by shared perceptions of the importance of health and safety, and by confidence in the efficiency of preventative measures.
- 1.2. The university aims, therefore, to:
 - operate a responsible and caring university, providing a safe and healthy environment for all
 - generate an individual and collective commitment to protect its students, staff, visitors and the wider university community
 - have staff, students and contractors that accept and act upon their health and safety responsibilities
 - make health and safety a cornerstone of LJMU's decision-making processes and consider health and safety issues as part of those processes
 - have a healthy workforce and student population

- take into account all aspects of the Health and Safety Executive's [Protecting People and Places Strategy 2022 to 2032](#), where the fundamental principle continues to be to make sure that those who create risk take responsibility for controlling risk. The university shares the commitment to promote health and wellbeing at work, evidenced by its [Health and Wellbeing Strategy](#)
 - implement performance standards, reported to the University Health and Safety Committee, that are common to all Faculties, Institutes, Schools, and Professional Services, and to improve health and safety performance continually.
- 1.3. The university accepts its legal responsibilities for the health, safety and welfare of its staff, students and anyone else who may be affected by its activities. Legal compliance is the minimum acceptable level of performance.
 - 1.4. The university recognises that adverse events and ill health can sometimes result from failings in management control and are not necessarily the fault of individuals. Development of a culture supportive of health and safety will be encouraged to achieve effective risk control.
 - 1.5. Individuals in work are expected to take steps to ensure that their health does not adversely affect their ability to work safely.
 - 1.6. The university strives to minimise financial losses arising from avoidable unplanned events. There is a systematic approach to the identification and control of risks, including the use of risk registers, from Departmental/School to institutional level.
 - 1.7. As part of its corporate objective, the university seeks continually to improve the quality of the physical, social and cultural environment for all members of the university community.
 - 1.8. The university is committed to attain a high standard in health and safety and uses key performance indicators (KPIs) to monitor such standards. KPIs and dashboards are included in reports to the University Health and Safety Committee, ELT and the Board of Governors and in the targets contained within the Annual Health and Safety Action Plans.
 - 1.9. Health and Safety performance is reported in the Annual Health and Safety Report, which is presented to the Executive Leadership Team (ELT) and the Board of Governors.
 - 1.10. The university recognises health and safety as a core management function and is committed to integrating health and safety into management tasks such as planning. Health and Safety is a standing agenda item at ELT meetings.
 - 1.11. There is continuous review and development of the LJMU Health and Safety Strategy and Policy, detailed in the Annual Health and Safety Action Plans.

- 1.12. Consultation, collaboration and communication with staff, including Safety Representatives and the John Moores Students' Union (JMSU) are considered a vital part of the university's Health and Safety Management System.
- 1.13. The university will ensure that staff and students are competent to carry out their duties, studies and research. Successful health and safety management is an important element of the university being an Employer of Choice for its staff and of introducing its students to the World of Work; the university adopts a risk management approach to placement learning and internships.
- 1.14. While recognising its own health and safety responsibilities, the university requires the cooperation of all staff, students, visitors and university users in meeting these obligations. In an integrated system for health and safety, it is the responsibility of all.



Professor Mark Power
Vice-Chancellor and Chief Executive
February 2024

2. Organisation

LJMU Health and Safety Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy details the individual and collective responsibilities for implementing the Policy Statement of Intent. The responsibilities are summarised below.

- 2.1. The roles and responsibilities of the following Governors, staff and others have been defined:
 - Board of Governors
 - Vice-Chancellor
 - Members of the Executive Leadership Team (ELT)
 - Directors of School/Institute or Department and Faculty Heads of Operations
 - Managers
 - Supervisors
 - All staff (including temporary staff, sessional staff and those with Emeritus status)
 - Safety Representatives
 - Students (Undergraduate, Masters and Post-Graduate)
 - Contractors
 - Estate Development Department.

Health and safety responsibilities for LJMU students are contained within the Student Handbook and are reviewed by the Associate Director, Safety, Health and Environment. Responsibilities, concerning visitors, are detailed in SCP12 Visitors and Use of University Premises.

2.2. The university obtains competent advice and support from the following staff and consultants:

- Associate Director, Safety, Health and Environment and the Safety, Health and Environment Department (to include Fire Safety)
- Consultant Occupational Physician and the Occupational Health Unit
- Consultant Radiation Protection Adviser
- Laser Safety Adviser
- Microbiological Safety Adviser
- Biological Safety Adviser
- Operational Safety and Enhancement Manager.

2.3. The university has networks of staff with additional health and safety responsibilities, which are an essential part of the health and safety management system.

They are as follows:

- Faculty/Division Health and Safety Coordinators
- Local Health and Safety Officers
- Fire Evacuation Coordinators
- Fire Wardens
- First Aiders
- Evacuation Chair/Lift Operators
- Radiation Protection Supervisors.

2.4. The University Health and Safety Committee is the principal means of consultation on matters of policy development and strategic issues. The Committee's terms of reference and membership are reviewed annually and approved by ELT.

2.5. Faculty and Divisional Health and Safety Committees and Fire Safety Groups meet to discuss operational health and safety and fire safety issues.

2.6. The following fora report to the University Health and Safety Committee:

- Management of Microbiological Safety and Genetically Modified Material Sub-Committee
- Asbestos Management Plan Monitoring Group
- Drone Safety Board
- Radiation Protection Supervisors Group
- Water Systems Management Group
- Fire Safety Management Group
- Food Safety and Hygiene Group
- Occupational Driving Group
- Environmental Management and Sustainability Panel.

All terms of reference and membership are reviewed annually and approved by the University Health and Safety Committee.

- 2.7. The University Research Ethics Committee, which reports to the Academic Board and the University Research and Scholarship Committee, reviews applications for ethical approval for research involving human subjects; as part of the process, consideration is given to health and safety. Local Research Ethics Committees review applications arising from undergraduate, and in some instances taught postgraduate, programmes.
- 2.8. The Incident Management Team, as part of the Business Continuity Management Group, deals with major incidents, as part of the university's framework for business continuity management.

3. Arrangements

LJMU Health and Safety Code of Practice MCP2 Arrangements for the Implementation of the Health and Safety Policy Statement details the systems and procedures for implementing the Policy Statement of Intent. They are summarised below.

- 3.1. The Safety, Health and Environment Department's website is the principal source of information on the university's Health and Safety Policy Statement and supporting policy documents. It also contains the university's Health and Safety Strategy document, its Annual Health and Safety Action Plans and Annual Health and Safety Reports. Along with the university's Policy Centre, the Safety, Health and Environment Department's website contains all Health and Safety Codes of Practice (the Health and Safety Strategy may also be found on the Policy Centre).
- 3.2. The university's Health and Safety Strategy, approved by ELT and the Board of Governors, outlines long-term focus and aims, alongside the university's Strategic Plan and sets out its commitment to achieving them.
- 3.3. The Annual Health and Safety Action Plans outline how the focus and aims of the university's Health and Safety Strategy are going to be delivered.
- 3.4. The components of LJMU's risk management framework support a sound system of internal control, contribute to effective corporate governance and assist in satisfying risk reporting requirements. Members of ELT develop and use this framework to ensure that significant risks in their area are identified, assessed, managed and monitored. Local Risk Registers (or similar listings of risks) are maintained and reviewed periodically by the Faculty or Professional Services team. Criteria for the escalation of local risks to the institutional risk register are defined in the Risk Management Code of Practice for ELT members.
- 3.5. In LJMU, where teaching and research are assumed to be dynamic processes, risk assessment will display these features too. Risk assessment will be a developing and fixed element of management activities throughout the university. Details are contained in SCP18 Risk Assessment. Performance standard setting will be driven by the risk management process. Specialised risk assessments, for example fire risk assessments, are undertaken by or with the help of the Safety, Health and Environment Department.

- 3.6. A Health and Safety Management Plan applies to all operations conducted on the university's behalf by its Hard Facilities Management (Hard FM) service contractor.
- 3.7. Arrangements for active and reactive monitoring and reviewing the effectiveness of the Health and Safety Policy at the various levels of university management are contained in SCP4 Safety Inspections, Audits and Reporting Hazards and SCP7 Reporting and Investigation of Adverse Events. Adverse event dashboards are presented regularly to ELT. The university's health and safety arrangements are subject to audit by the Safety, Health and Environment Department and from its insurers and internal auditors. Internal audit reports are presented to the Audit Committee of the Board of Governors. A programme to enhance Directors' and managers' appreciation of their safety, health and environmental management responsibilities is underway.
- 3.8. In exceptional circumstances, where there is serious and imminent danger, the Safety, Health and Environment Department may issue an Enforcement Notice. The Incident Management Team may be brought into operation.
- 3.9. Meetings of the University Health and Safety Committee are reported to ELT and the Board of Governors and are available from the Safety, Health and Environment Department's website. In this way, information about success and feedback is passed from the local level to the institutional level and on to the governing body.
- 3.10. Annual Health and Safety Reports, based on key performance indicators, are presented to ELT and the Board of Governors.
- 3.11. The university has a positive relationship with Safety Representatives and the John Moores Students' Union (JMSU); the university actively consults and collaborates with these members of the university community through the University Health and Safety Committee, where they are part of its membership. Such membership provides the opportunity to be consulted on all Policy documents including Management, Safety and Welfare Codes of Practice, which are endorsed by the University Health and Safety Committee prior to being approved by ELT. Other ad hoc work streams are set up to discuss specific health and safety risks.