

HS41 Workplace, Site Safety and Welfare | Standard Operating Procedure

1. Background information

1.1. SOAS' Health and Safety Commitment

- 1.1.1. SOAS is committed to managing Health and Safety effectively, to protect our employees, students and others visiting the campus.
- 1.1.2. We recognise our moral and legal duties, and understand our employees are our greatest asset.
- 1.1.3. Our Health and Safety Policy Statement sets out our commitment to managing health and safety.
- 1.1.4. Our approach to managing Health and Safety will be pragmatic, proportionate and prioritised according to risk, with the aim to maintain continuous improvement.
- 1.1.5. We accept that we cannot eliminate all risks on SOAS premises, but we can manage risk to ensure exposure to hazards is controlled so far as is reasonably practical.
- 1.1.6. We recognise that Health and Safety will not be achieved by chance and that planning a systematic approach through various risk assessments is a necessary first step and an ongoing process.
- 1.1.7. Moving forwards, we will eliminate risks where possible through the selection and design of buildings, facilities, equipment and processes.
 - If risks cannot be eliminated, they will be minimised by physical controls or, as a last resort, through systems of work and personal protection

1.1.8. Our success in managing health and safety will be measurable, and we look to establish performance standards so we can monitor our progress and improve future precautions.

1.1.9. Based on our performance measurement in the form of incident monitoring, internal monitoring and audits we will review our health and safety arrangements periodically and at least annually.

1.2. Scope

1.2.1. The scope of this policy applies to SOAS, its staff, students, visitors, contractors, and the general public, within the precincts of the campus and off-site locations used by the university.

1.3. Definitions

1.3.1. Reasonably Practicable refers to a balance between the cost of protective measures and the benefits derived.

- Where the cost is deemed fair in relation to the benefits, the measure shall be considered reasonably practicable to implement.

1.3.2. Incident refers to any undesired, unplanned event that occurs taking one of two forms, a near miss, where no loss or injury occurs, (e.g., tripping but not falling over) or an accident which results in a sustained injury, loss or damage to property.

1.3.3. Hazard refers to anything which has the potential to cause harm, whereas risk is a combination of the likelihood of coming into contact with the hazard along with the consequence (e.g. severity of the injury, damage to property) that occurs.

1.3.4. Dangerous Occurrence – A dangerous occurrence is defined specifically in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR).

1.4. Roles and Responsibilities

1.4.1. In accordance with Workplace health, safety and welfare. Workplace (Health, Safety and Welfare) Regulations 1992. Approved Code of Practice and guidance, and, The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015) the management will ensure:

- That all workplaces meet the health, safety and welfare needs of all those who will use them, including contractors, and wherever appropriate, people with disabilities.
- Where works are to take place where members of the public have access, measures will be taken to ensure that they are not adversely affected.
- The welfare of all workers is our priority and we have consistently ensured that drivers should have access to a safe and secure work environment.

2. Main Content

2.1. Involving Staff

2.1.1. Collaboration helps to manage health and safety in a practical way by:

- helping to spot workplace risks;
- making sure health and safety controls are practical, and
- Increasing the level of commitment to working in a safe and healthy way.

2.2. Regulations

2.2.1. Below are the regulations that are related to this policy.

- The Workplace (Health, Safety and Welfare) Regulations 1992 covers a wide range of basic health, safety and welfare issues and apply to most workplaces (except those involving construction work on construction sites, those in or on a ship, or those below ground at a mine).
- The Regulations in full, as well as the Approved Code of Practice, are guidance. They will help employers understand the regulatory requirements on issues such as ventilation, temperature, lighting, cleanliness, room dimensions, workstations and seating, floor conditions, falls or falling objects, transparent and translucent doors, gates and walls, windows, skylights and ventilators, traffic routes, escalators, sanitary conveniences and washing facilities.

- Quarries Miscellaneous Health and Safety Provisions Regulations 1995.
- Quarries Regulations 1999.
- Work at Height Regulations 2005.
- Construction (Design and Management) Regulations 2015.
- Health and Safety (Miscellaneous Amendments) Regulations 2002.
- The Management of Health and Safety at Work Regulations 1999: Regulation 7: Health and Safety Assistance, requires employers to appoint one or more competent persons to assist them in undertaking the measures they need to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions and by Part II of the fire Precautions (workplace).
- Regulations 1997 as amended by The Management of Health and Safety at Work and Fire Precautions (Workplace) (Amendment) regulations 2003.

2.2.2. The competent person appointed by the university is:

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2.2.3. Occupational Health advice, including Health surveillance, is provided by

Document History

Version	Published	Owner	Status	Review Date / Schedule	Notes / Changes
V1	Feb 23	Estates and Property Services	Approved by Health & Safety Committee – Feb 23	Annual review or when dictated by incident or legislation.	First Issue