



## HEALTH & SAFETY SERVICES

# POLICY

Health, Safety, Welfare and Fire Safety

SUBJECT	Health, Safety, Welfare, Fire Safety		
DOCUMENT NUMBER	SP01		
ISSUE NUMBER	06	REVISION NUMBER	00
ISSUE DATE	28/11/2023	TOTAL NO OF PAGES	23

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APPROVER	Health & Safety Management Group (HSMG)

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## POLICY HUB INFORMATION

<b>Policy Category:</b>	Governance
<b>Subject:</b>	Health & Safety, & Fire Safety
<b>Approving Authority:</b>	Health & Safety Management Group (HSMG)
<b>Responsible Officer:</b>	Vice-Chancellor & President
<b>Responsible Office:</b>	Health & Safety Services (oversight/author)
<b>Related Procedures:</b>	<a href="#">Health &amp; Safety Management System</a> <a href="#">Controversial &amp; Dangerous Research</a>
<b>Related College Policies:</b>	<a href="#">Travel Policy</a> <a href="#">Space Temperature Policy</a>
<b>Effective Date:</b>	28/11/2023
<b>Supersedes:</b>	06/04/2022
<b>Next Review:</b>	31/07/2026

## DOCUMENT RECORD

DOCUMENT HISTORY					
ISSUE	REV	DATE	SUMMARY OF CHANGES	AUTH	APP
01-04	00	2009 - 2017	Previous versions of King's Health & Safety Policy in various formats	H&SS	HSMG
05	00	06.04.22	Full revision	H&SS	HSMG
06	00	28.11.23	To include Fire Safety Statement of Intent, Fire Safety Roles and reference to compliance with EA Permitting	H&SS	HSMG

## DOCUMENT STATUS

Issued

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## **1.0 CONTEXT**

The Health & Safety at Work etc. Act 1974 requires the university to have a policy which sets out the responsibilities and arrangements for the effective management of risks arising from its activities (whether on or off campus). It is intended to set out the university's general approach to health and safety risk management and is underpinned by written arrangements which comprise the university's health and safety management system.

The policy has three key elements:

1. Part 1: Policy Statements of Intent which sets out the university's commitment to health, safety and fire safety
2. Part 2: Responsibilities aligned to roles in the university line management system and committee structures.
3. Part 3: Health and Safety Arrangements (the university's health and safety management system), which provides the framework within which faculties and directorates are expected to manage their risks in compliance with King's legal obligations.

## **2.0 PART 1: STATEMENT OF INTENT**

### **2.1 General Statement of Intent**

- 2.1.1 King's is committed to providing a healthy, safe and supportive environment for staff, students and others affected by King's activities. A Statement of Intent setting out this commitment is published on Governance Zone.
- 2.1.2 King's is committed to providing a healthy, safe and supportive environment that provides the education, research and service as outlined in Vision 2029.
- 2.1.3 The Council has overall responsibility for the health, safety, fire safety and welfare of all King's staff, students and others affected by the university's activities. As Vice-Chancellor & President the executive authority is delegated to me and my senior team by the Council. We all recognise the importance of considering health, safety, fire safety and welfare in everything we do, and are committed to not only complying with statutory requirements but exceeding these when appropriate.
- 2.1.4 The basis of the university's health and safety management system is the Policy which is supported by a strategic health and safety plan, key objectives and performance measures against which we audit.

### **2.2 Health, Safety & Welfare Statement of Intent**

- 2.2.1 We commit to:

- ensuring that enough time and resources are made available for the planning, development, implementation, review of effective arrangements and the provision of competent advice and assistance.

- ensuring our staff and students have the necessary competencies to carry out the tasks expected of them through appropriate and adequate information, instruction and training.
- expecting our managers at all levels to comply with our safety management system, ensure risk management controls are implemented and be responsible for their health and safety performance.
- systematically identifying, eliminate and reduce potential risks through implementation of appropriate controls, to endeavour to prevent and reduce the risk of injury and ill-health to our colleagues, students and others affected by our activities.
- Investigating all work-related incidents (near-misses, injuries, ill-health, and damage) to identify root causes and act to prevent reoccurrence.
- carrying out inspections and audits of our operational implementation of health and safety risk management arrangements to monitor compliance and identify opportunities for continual improvement.
- ensuring there are sufficient arrangements for cooperation and coordination with other employers where we share spaces, employ contractors, or collaborate in our research or teaching activities.

**2.2.2** We expect our colleagues, students, contractors and visitors to:

- take responsibility for the health and safety of themselves and others,
- comply with the university's arrangements,
- report health and safety hazards and/or unsafe work practices.

We aspire to promoting a positive health and safety culture where we are all empowered to comment

**2.2.3** and to promote continuous improvement, communicating and consulting as necessary.

### **2.3 Fire Safety Statement of Intent**

**2.3.1** In the event of fire, all persons should be able to safely and comfortably leave the building and to meet our legal obligations we commit to: -

- ensuring that the risks from fire are minimised and that our legal obligations are implemented fully.
- safeguard all relevant persons from death, injury and ill health as a result of fire and smoke
- minimising the risk of fire and limit the spread of fire and smoke if it occurs
- a responsible stewardship of our assets, financial, material and heritage. This will usually involve specific measures and controls in addition to those required for life safety.
- minimising the effects of fire on the university's business and on the environment.
- Implement a process of review to maintain the standard of fire safety management and enable, where practicable, to continually improve upon it.

- complying with the requirements of legislation relating to fire and fire safety
- ensuring our staff and students have the necessary competencies to carry out the tasks expected of them through appropriate and adequate information, instruction and training.
- ensuring there are sufficient arrangements for cooperation and coordination with other employers where we share spaces.

2.3.2 We expect our colleagues, students, contractors and visitors to:

- fulfil their legal obligations, as persons whose actions may influence the risk from fire on King's premises, by cooperating and complying fully with the university's arrangements.
- report fire safety and fire hazards and/or unsafe working practices that could lead to fire.
- take responsibility for themselves and others by reacting without delay in the event of a fire alarm (drill or emergency evacuation) and leaving the building by the safest route and assembling at a place of safety.

2.3.3 Where third-party and partnership properties do not fall under University control, this policy does not apply to the owners/managers of those properties. However, the University expects assurance from the management of these properties that similar or better fire safety standards are maintained.

## **3.0 PART 2: RESPONSIBILITIES FOR IMPLEMENTING THE POLICY**

3.1 This part of the Health, Safety & Welfare Policy sets out the specific responsibilities of managers, staff, students, visitors and committees for the effective governance and management of health, safety (including fire safety) and welfare at King's College London. It addresses the various levels of management at King's and managers with specific additional organisational responsibilities.

### **3.2 Governance, Strategy and Assurance Responsibilities**

#### **Council**

3.2.1 Council<sup>1</sup> is King's College London's Governing Body with ultimate responsibility for strategic oversight of all matters related to health, safety and fire safety risk. Council seeks assurance that effective arrangements are in place and are working via Audit, Risk & Compliance Committee.

3.2.2 Council has responsibility for ensuring that:

- Health, safety and fire safety arrangements are adequately resourced.
- Health, safety and fire safety implications of strategic decisions are considered.
- there is oversight of the significant health, safety and fire safety risks to the organisation.
- they receive assurance that health and safety management arrangements are suitable and effective

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<sup>1</sup> [College Council Function and Membership](#)

### **Audit, Risk & Compliance Committee**

- 3.2.3 Audit Risk & Compliance Committee<sup>2</sup> receives an Annual Report on Health, Safety and Fire Safety Management, via the Health & Safety Management Group, which is based on the Plan, Do, Check, Review model of continuous improvement:

#### **PLAN**

- Health & Safety Management System
- Leadership

#### **DO**

- Risk Management
- Regulatory Matters
- Consultation and Communication

#### **CHECK**

- Active Monitoring
- Reactive Monitoring

#### **REVIEW**

- Faculty and Directorate Self-Assessment Assurance Reporting
- Continual Improvement

### **Vice-Chancellor & President's senior team and University Executive**

- 3.2.4 The Vice-Chancellor & President, their senior team and the University Executive<sup>3</sup> will demonstrate the same leadership qualities in health, safety and fire safety as they do in their academic/professional field. They will ensure that there is sufficient resource (both financial and personnel) such that staff, students, visitors and contractors are provided with a safe work and study environment.
- 3.2.5 Operational aspects of health, safety and fire safety management may be delegated to others, but accountability will rest with the Vice-Chancellor & President and his leadership/executive team.
- 3.2.6 The Vice-Chancellor & President, their senior team and the University Executive will collectively sign-up to and visibly demonstrate ownership of the Health, Safety, Welfare and Fire Safety Statements of Intent, promoting this to Executive Deans and Heads of Directorate to embed a positive health and

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<sup>2</sup> [Audit, Risk & Compliance Committee Membership and Terms of Reference](#)

<sup>3</sup> [Decision making structures | King's College London \(kcl.ac.uk\)](#)

safety culture where staff and students are empowered to comment and promote continuous improvement, communicating and consulting as necessary.

- 3.2.7 The Vice-Chancellor & President, their senior team and University Executive will seek assurances, through the Health & Safety Management Group and Safety Champion that these responsibilities are being fulfilled.

#### **Health & Safety Management Group (HSMG)**

- 3.2.8 Advises the Vice-Chancellor & President on the management standards and systems to deliver agreed policies and objectives and ensure that these systems are being effectively applied. It shall review health, safety and fire safety performance and improvement on, at least, an annual basis to determine progress and effectiveness in delivering planned management objectives within the university. It shall review Business Plans to ensure the identification and deployment of adequate resources to control health, safety and fire safety risks in accordance with legal obligations and the university's risk management policy.
- 3.2.9 The Health & Safety Management Group is the forum for consulting with Health & Safety Representatives from the university's recognised trade unions and KCLSU to ensure and promote an open and transparent relationship with regards to health safety and fire safety management.
- 3.2.10 The Health & Safety Management Group reviews and approves new and revised arrangements for the Health and Safety Management System (which includes fire safety arrangements).
- 3.2.11 The Terms of Reference for Health & Safety Management Group is at Appendix B.

#### **Health & Safety Champion**

- 3.2.12 The Vice-Chancellor & President has nominated the Senior Vice President Operations (as Chair of the HSMG) to be the "Health & Safety Champion". They are responsible for ensuring the implementation of this policy and promoting the establishment and implementation of a positive safety culture throughout King's, ensuring that health and safety implications are considered when developing strategy and necessary resource. They are also responsible for ensuring reasonably practicable resource of the Health & Safety Function and associated contracts at King's.

### **3.3 Management and Operational Responsibilities**

- 3.3.1 In addition to the specific responsibilities set out below, all managers are expected to ensure:

- Their staff and students have sufficient information, instruction and training to ensure they are competent to carry out their work/study activities safely and any specific roles assigned to them to assist with implementation of this policy
- Activities for which they have management responsibility are suitably and sufficiently assessed to evaluate the risks and determine appropriate control measures to reduce the risks so far as is reasonably practicable.
- Sufficient resource (time and money) is allocated to implement the above.

- Respond appropriately to fire alarms sounding, or any instruction or alarms related to life safety, ensuring that they do so promptly and without question and inform their staff to do so.

### **Senior Managers: Executive Deans and Heads of Directorates**

- 3.3.2 Executive Deans (supported by their Faculty Director of Operations) are responsible for ensuring that there is sufficient resource and local arrangements to implement King's health and safety management system<sup>4</sup> and manage risks to protect staff, students, visitors and contractors working in their faculty/directorate.
- 3.3.3 Senior managers should have a clear understanding and oversight of the operations and activities undertaken in their Faculty/Directorate and ensure integration of health, safety and fire safety management with the overall strategic direction of the Faculty/Directorate.
- 3.3.4 Senior Managers should ensure that there is an effective mechanism for consultation (including union H&S Representatives) and communication regarding health, safety and fire safety management in their Faculty/Directorate. It is expected that this will be achieved via a formal Health & Safety Committee or a standing agenda item on an existing regular meeting, as appropriate.

### **Line Managers**

- 3.3.5 Line managers (Heads of Department, Principal Investigators etc) are expected to implement their Faculty/Directorate's health, safety and fire safety management arrangements, and to monitor and check their effectiveness.

### **Supervisory Staff**

- 3.3.6 Staff with supervisory responsibility (such as Academic Supervisors, Team Leaders etc) in a Faculty/Directorate are expected to monitor and check that the local arrangements and rules are being followed.
- 3.3.7 A critical aspect of this role is to ensure that any concerns with the effectiveness of local health, safety and fire safety arrangements are escalated to the appropriate management level to ensure continual improvement.

### **Staff**

- 3.3.8 Staff are expected to: -
- cooperate with their Faculty/Directorate local arrangements and the King's Health and Safety Management System.
  - take reasonable care of the health, safety and fire safety of themselves and others who may be affected by their activities or omissions.

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<sup>4</sup> The health and safety management system includes arrangements for managing fire safety risk.

- not misuse anything provided for their safety.
- Respond appropriately to fire alarms sounding or any instruction or alarms related to life safety, ensuring that they do so promptly and without question.

### **Postgraduate Research Students**

3.3.9 For the purposes of this policy, postgraduate research students are treated as staff.

### **Taught Students and Visitors**

3.3.10 Taught Students and visitors are expected to: -

- cooperate with the host Faculty/Directorate local arrangements and the King's Health and Safety Management System by following all instructions given to them and not misusing anything provided for their safety.
- Respond appropriately to fire alarms sounding or any instruction or alarms related to life safety, ensuring that they do so promptly and without question

### **Contractors**

3.3.11 Contractors are expected to: -

- perform in such a manner to follow the requirements of the King's Safety Management System and to not put themselves, or others who may be affected by their activities, at risk.
- Respond appropriately to fire alarms sounding or any instruction or alarms related to life safety, ensuring that they do so promptly and without question

## **3.4 Managers with additional specific organisational responsibilities**

### **Director of Estates & Facilities**

3.4.1 The Director of Estates & Facilities is accountable for providing a healthy and safe university premises including the building structure, fabric and services, the safety of staff engaged in maintenance work and members of the public. Works to alter, repair, maintain or demolish any building or part thereof, including general plant and building services, must be carried out with due regard to the university's health and safety management arrangements and any specific planning, building control, fire safety or other legal requirements.

- Projects – new builds and refurbishments of the estate and infrastructure
- Construction Design and Management (CDM)
- Asbestos
- Legionella
- Statutory examination and testing of safety critical plant and equipment (lifts, pressure systems and vessels, air handling systems (HVAC and LEV))

- Maintenance and testing to ensure
- Fire Safety – fire risk assessment, passive and active fire safety systems (detection, alarms, suppression systems, hydrants and risers, compartmentation, signs and symbols, building emergency evacuation procedures (BEEPs) etc.)
- cleaning and pest control
- waste management and disposal

### **Director of Human Resources**

3.4.2 Director of Human Resources is accountable for ensuring human resource management and administrative systems are in place for:

- sickness absence reporting and monitoring
- identifying the need for employment checks, e.g. pre-employment health assessment and security vetting via the Job Pack template
- occupational health management referral support and advice
- mental health and wellbeing promotion
- contributing to the periodic review and revision of the technical specification for occupational health services to staff to ensure the contract remains suitable and sufficient
- Promotion of the staff Employee Assistance Programme for “in the moment” and structured independent advice and support on both work and home related concerns.

### **Director of Students & Education**

3.4.3 Director of Students & Education is accountable for ensuring appropriate and effective administrative systems and resource are in place for:

- Student health and welfare including mental health and wellbeing promotion and crisis support
- Facilitating occupational health pre-commencement health assessment and advice where required by the programme or needs of the student
- Contributing to the periodic review and revision of the technical specification for occupational health services to students to ensure the contract meets the needs of King’s taught programmes

### **Operations Director - Research and Researchers**

3.4.4 Operations Director of Research and Researchers is responsible for suitable and sufficient operational health and safety risk management of research and development activities, including specialist research facilities, under the remit of the Research Management & Innovation Directorate.

### **Chief Financial Officer and VP Finance**

3.4.5 The CFO and VP Finance is accountable for:

- advising and ensuring appropriate resource for the effective management of health, safety and fire safety at King's within the context of King's process for annual resource planning (Integrated Planning Process and Quarterly Resource Review).
- Procurement of appropriate insurance services to address King's estate and activities, for example:
  - buildings and contents
  - employer's liability,
  - public liability,
  - business travel,
  - professional liability
- suitable and sufficient 3rd party competent statutory inspection contracted services: lifting equipment, pressure vessels and systems, other safety critical plant and equipment as necessary.
- ensuring procurement of work equipment meets the relevant health & safety legislation and to ensure it is safe and presents no risk to health when introduced to the workplace including consideration of life cycle to enable safe disposal.
- ensuring include health and safety as an integral part of contract tender processes to procure goods and services and for construction projects.

### **Director of Health & Safety Services**

3.4.6 Supported by a team of specialist and generalist advisers, as the legally designated competent person, the Director of Health & Safety Services is accountable for the following:

- To ensure sufficient competent advice in the university's central Health & Safety Services team and advise faculties and directorates on local health and safety competent resource. Competent advice should reflect the university's activities and will include:
  - Fire Safety
  - Ionising and non-ionising radiation
  - Biological Safety and Genetic Modification
  - Work-related health risks and occupational health processes
  - Hazardous substances
  - Equipment and premises
  - General health and safety at work

- 3.4.7 To manage contracts and ensure sufficient provision, as necessary, for:
- Occupational Health Services for staff and students
  - Radiation Protection Adviser and Radiation Waste Adviser<sup>5</sup>
  - Magnetic Resonance Imaging<sup>6</sup> and EMF safety advice
  - Laser Protection Adviser service
  - Dangerous Goods Safety Adviser services<sup>7</sup>
  - Eye care sight tests and spectacle provision related to Display Screen Equipment legislation
- 3.4.8 To ensure the university establishes and maintains a suitable and sufficient framework of policy, arrangements, standards and processes necessary to effectively prevent and manage health, safety and fire safety risks arising from King's activities both on and off campus. Advising on the implications of any new legislation as it applies to King's.
- 3.4.9 In partnership with key stakeholders across the university, to ensure there is a suitable and sufficient contract for provision of occupational health services to staff and students. This includes systems and processes for pre-placement health assessment, management referral advice, health surveillance and travel health advice.
- 3.4.10 To work in partnership with key stakeholders across the university to establish a culture of continuous improvement and promote high standards of health, safety and fire safety risk management which is integrated with other business risk management practices.
- 3.4.11 To develop a strategic, risk-based health and safety plan focusing on continuous improvement
- 3.4.12 To ensure that the university has effective reactive and proactive health and safety management assurance processes
- 3.4.13 To provide assurance reports to Council, through the relevant committee and governance frameworks, that provide details of health and safety performance against the university's risk management framework and strategic plan.
- 3.4.14 To work with Human Resources to ensure there are adequate arrangements for the vetting of staff and students in compliance with Schedule 5 of the Anti-terrorism, Crime and Security Act.
- 3.4.15 To be the primary liaison with the university's enforcing authorities (such as: Health & Safety Executive, Environment Agency, Fire Brigade, etc) including making or coordinating all statutory notifications and returns (including those required by RIDDOR).

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<sup>5</sup> Ionising Radiations Regulations 2017, Environmental Permitting (England & Wales) Permitting Regulations 2016, Radiation (Emergency Preparedness and Public Information) Regulations 2019

<sup>6</sup> Medicines & Healthcare Products Regulatory Agency "Safety Guidelines for Magnetic Resonance Imaging Equipment in Clinical Use"

<sup>7</sup> Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009

3.4.16 To advise on appropriate health, safety and fire safety training provision, including e-learning and in-person training.

## **4.0 ROLES SUPPORTING THE POLICY AT KING'S COLLEGE LONDON**

### **4.1 Safety Officers and Safety Managers**

#### **Faculty/Directorate Health & Safety Manager/Adviser**

4.1.1 This role is held by a professionally qualified health and safety adviser who provides a focus and lead to the faculty/directorate on the development of suitable arrangements for the management of health, safety and fire risks arising from its activities. It is relevant to those areas of the university whose activities are more complex in nature and extend beyond desk-based activities. The role holder will provide advice and support to Local Safety Officers and will liaise with the university's Health & Safety Services to ensure synergy between the function's health and safety plan and arrangements and the university's strategy and management system.

4.1.2 A Health & Safety Manager/Adviser should have a NEBOSH National General Certificate (or equivalent) qualification as a minimum.

4.1.3 Primary functions within their faculty or directorate should include:

- Liaison with the university's Health & Safety Services central team and peer Health & Safety Managers/Advisers to ensure alignment with university policy and procedures and sharing best practice.
- Advice on interpretation of health and safety legislation and best practice, and development of local health and safety arrangements
- Facilitate and advise on the development of a local health & safety risk register and risk profile
- Attendance and advice at local health and safety committee(s) or other meetings where health and safety issues are discussed and resolved
- Communications about significant events, changes to legal requirements of relevance to the faculty/directorate.
- Analysis of incidents for reporting purposes. Advising on incident investigation, and coordinating local response to serious/RIDDOR investigations and acting as primary contact with Health & Safety Services
- In consultation with Local Safety Officers draw up and maintain a local training needs analysis.
- Monitoring of health and safety training attendance (in-house and external). In consultation with Health & Safety Services, advising on suitability of external training providers. Provision of internal training and content of Click to choose Function. on-line information.
- To collate and draft the local Annual Health & Safety Self-Assurance Report

- To develop a risk based local inspection and audit programme. Periodic reporting to Health & Safety Committee of performance outcomes and provision of advice as necessary.
- Provide advice and support to Local Safety Officers

### **Health & Safety Co-ordinator**

- 4.1.4 A Health & Safety Co-ordinator is a secondary role appointed by a Head of Directorate or Executive Dean. This role is more relevant to lower risk faculties and directorates whose activities are primarily desk-based. When appointing a Health & Safety Coordinator, there should be a discussion with the new role holder regarding their responsibilities, remit and authority and to ensure that the individual has sufficient time to carry out this additional role.
- 4.1.5 A Health & Safety Co-ordinator should have as a minimum an IOSH Managing Safely qualification.
- 4.1.6 This role provides a focus for health and safety management, and coordinates arrangements across the faculty/directorate. Primary functions should include:
- Liaison with the university's Health & Safety Services central team to ensure alignment with university policy and procedures.
  - To monitor and advise on compliance with university safety management system and local arrangements
  - Administrative support of the local health and safety management system
  - Facilitate and advise on the development of a health and safety risk register and risk profile
  - Administrative support to the Health & Safety Champion and Health & Safety Committee or other meetings
  - Communications about significant events, changes to legal requirements of relevance to the Faculty/Directorate.
  - Emphasising that accident/incidents are reported and investigated on the university's reporting system and to provide reports on completion rate, trend analysis and significant adverse events.
  - In consultation with Local Safety Officers draw up and maintain a Faculty/Directorate training matrix
  - To provide Faculty/Directorate level reports on e-learning compliance
  - Draft the Faculty/Directorate Annual Health & Safety Report including returns of KPIs
  - Develop the Faculty/Directorate internal inspection and audit programme and periodic reporting of performance outcomes.
  - Provide advice and support to Local Safety Officers to encourage continuity in arrangements across the Faculty/Directorate.

### **Local Safety Officer**

4.1.7 Local Safety Officer role is a secondary role appointed by the Head of Department/Division. When appointing a Local Safety Officer, the Head of Department/Division should discuss with the new role holder their responsibilities, remit and authority and ensure that the individual has sufficient time to carry out this additional role.

4.1.8 The Local Safety Officer shall:

- Cascade information on health and safety legislation and best practice as it applies to local activities
- Communicate about significant events, changes to legal requirements from the Faculty/Directorate Health & Safety Adviser/Manager or Health & Safety Services to their local managers
- Represent their area at local health and safety committees or other meetings where health and safety is discussed
- Cascade information on lessons learned from accidents and incidents occurring in the Faculty/Directorate
- Analyse local accidents and incidents for trends and significant findings and providing a short report to the Health & Safety Committee
- Provide support to local managers on investigating incidents and health & safety issues and assist with the production of action plans and recommendations
- Cooperate with the Faculty/Directorate Health & Safety Adviser/Manager or Health & Safety Services with the investigation of serious/RIDDOR incidents
- Participate in discussions to resolve local health and safety issues and
- Advise on, or deliver, local induction appropriate to departmental activities and location.
- Contribute to the Faculty/Directorate Annual Health & Safety Report by providing returns of Key Performance Indicators (KPIs).
- Carry out local inspections with local managers in accordance with the Faculty/Directorate programme and cooperate with any Faculty/Directorate or Health & Safety Services audit.

## **4.2 Other secondary health and safety roles**

### **Display Screen Equipment Assessors**

4.2.1 DSE Assessor is a secondary role. They are appointed by Heads of Department/Division to assist managers with the implementation of the university's arrangements for managing the risks associated with habitual work with Display Screen Equipment. Assessors review completed self-assessment workstation checklists and advise on any recommended remedial measures with support, when necessary, from Health & Safety Services. DSE Assessors will raise with their Head of Department/Division any noticeable trends arising from changes in activity/software (such as

musculoskeletal pain and discomfort arising from highly repetitive tasks) or inappropriate/faulty furniture and equipment.

- 4.2.2 DSE Assessors are required to attend a certificated course organised by Health & Safety Services. DSE Assessors should also attend periodic workshops to maintain their competence.

### **Manual Handling Assessors**

- 4.2.3 Manual Handling Assessors is a secondary role. They are appointed by Heads of Department/Division to assist with identifying hazardous manual handling activities, undertaking manual handling risk assessments recommending suitable risk reduction measures. Manual Handling Assessors are required to attend a certificated course organised by Health & Safety Services.

### **Radiation Protection Supervisors**

- 4.2.4 Radiation Protection Supervisor (RPS) is a secondary role. They are appointed by Heads of Department/School. Their main duty is to monitor and supervise work with radioactive substances in accordance with the university's arrangements. RPSs are expected to be more knowledgeable and experienced in their areas than the average radiation worker. RPSs are therefore expected to additionally undertake RPS training and Risk Assessment training.
- 4.2.5 RPSs are required to attend a certified RPS course, relevant to the activities for which they are responsible, either supplied by the university's Radiation Protection Adviser service or by a training provider recommended by Health & Safety Services. RPSs are also expected to maintain their competence by attending RPS meetings and reviewing the RPS Update Notices.

### **Laser Protection Supervisors**

- 4.2.6 Laser Protection Supervisor (LPS) is a secondary role. They will be appointed in writing by the Head of Faculty/Division/Department and be suitably trained to perform their role. LPS oversee any work involving lasers in the area in which they have been appointed. The faculty will take advice from the university's Radiation Protection Officer on the appointment of LPSs who will preferably be in a line management position for the work they are supervising. They will be appointed in writing by the Head of Faculty/School/Department and be suitably trained to perform their role.

### **Biological Safety Supervisors**

- 4.2.7 Biological Safety Supervisor (BSS) is a secondary role. They should be appointed by Head of Department. BSS should be competent and be experienced in laboratory work with Genetically Modified Organisms (GMOs). It is desirable but not necessary for them to have experience of working with non-GM Biological Agents. They should know the relevant statutory requirements and university procedures that apply to the work that is done.
- 4.2.8 BSSs must have attended and passed an Institute of Safety in Technology & Research or Institute of Occupational Safety & Health (IOSH) accredited Biological Safety Officer training course. This may be after appointment but must be within 12 months of appointment. BSSs shall be provided with sufficient authority and have the ability to exercise a supervisory role.

4.2.9 BSSs will be appointed by the Head of Department/Division and notified to the university's Head of Biological Safety. BSSs will provide advice to managers, staff and students on implementation, and monitor compliance, with the university's arrangements for managing research work with biological agents and genetically modified organisms.

#### **First-Aid at Work and Emergency First-Aiders**

4.2.10 First aider (FAW) and Emergency First Aider (EFAW) are secondary roles. They provide varying levels of emergency first aid support for personnel in their building when called upon. First aiders (FAW) and Emergency First Aiders (EFAW) attend training (by providers who demonstrate that they satisfy HSE criteria for first aid at work) and are appointed by the university. The need for first-aid support is identified through the university's first aid needs assessment process.

#### **Evacuation Controller**

4.2.11 Evacuation Controller is a secondary role. They are appointed by Estates & Facilities from staff within Campus Operations or Security. Evacuation Controllers are operational during an emergency evacuation e.g. upon activation of a fire alarm resulting in building evacuation and receive information from Evacuation Marshals and liaise with the university's Bronze Command Lead and/or Fire Brigade as necessary. They will initiate re-entry of a building, with the help of the evacuation marshals and security, once it has been confirmed by the Fire Brigade that it is safe to do so.

#### **Evacuation Marshal**

4.2.12 Evacuation Marshal is a secondary role. They are appointed in designated areas and sweep their areas to ensure that the area is clear in the event of a fire or other emergency evacuation and report this to the building Evacuation Controller. They will also report any issues they find such as signs of smoke, fire, persons in refuge areas. During an evacuation they continue to help the Evacuation Controller, with crowd control and crowd safety until re-entry of the building has been successfully completed. In the absence of an appointed Evacuation Marshal, the most senior member of staff present will assume the role. All staff are trained (via their on-line fire training) in the fundamental role of an evacuation marshal to sweep lower risk areas if called upon to do so.

## **5.0 PART 3: ARRANGEMENTS FOR HEALTH, SAFETY AND FIRE SAFETY**

5.1 The King's Health & Safety Management System (SMS) holds all the information relating to King's policy, procedures, risk registers, audit reports risk assessments and accident and incident information all focussed on safety matters, including fire safety.

5.2 The Health & Safety Management system is structured in the following way:

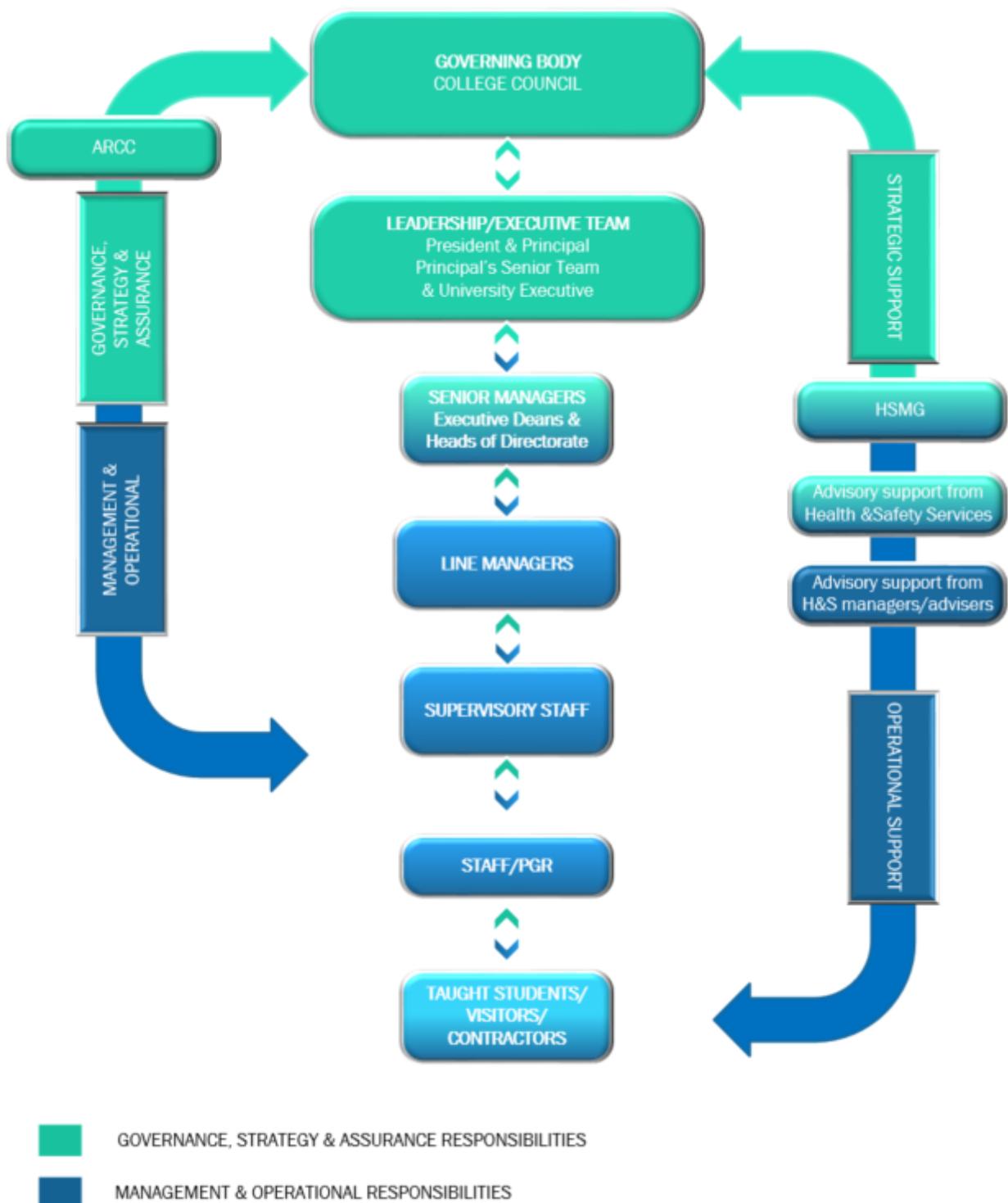
Aspect	Theme	Health & Safety		Fire Safety
<b>PLAN</b>	<b>Context</b>	<ul style="list-style-type: none"> <li>About King's College London</li> </ul>		
	<b>Leadership</b>	<ul style="list-style-type: none"> <li>King's Delegation Structure (including Health &amp; Safety Management Group)</li> <li>King's Governance Policies and Procedures</li> <li>Health, Safety &amp; Welfare Statement of Intent</li> <li>Health, Safety &amp; Welfare Policy</li> <li>Health, Safety and Fire Safety Strategy</li> </ul>		
	<b>Planning</b>	<ul style="list-style-type: none"> <li>Management Arrangements, guidance and information</li> <li>Risk Registers</li> </ul>		
	<b>Support</b>	<ul style="list-style-type: none"> <li>Networking Groups</li> <li>Health &amp; Safety Competent Advice</li> </ul>		
<b>DO</b>	<b>Operational Management</b>	<ul style="list-style-type: none"> <li>Information, instruction and training</li> </ul>		
		<ul style="list-style-type: none"> <li>Risk Assessment and Management</li> <li>First Aid</li> <li>Occupational Health</li> <li>Emergency Procedures and Incident Response</li> </ul>		<ul style="list-style-type: none"> <li>Fire Risk Assessment</li> <li>Evacuation procedures</li> <li>Personal Emergency Evacuation Plans</li> <li>Building Emergency Evacuation Plans</li> </ul>
	<b>Consultation and Communication</b>	<ul style="list-style-type: none"> <li>Health &amp; Safety Management Group (consultation function)</li> <li>Faculty/Directorate Health &amp; Safety Consultation</li> </ul>		
<b>CHECK</b>	<b>Performance Evaluation</b>	<ul style="list-style-type: none"> <li>Auditing and Monitoring</li> <li>Dashboards</li> <li>Accident Management &amp; Investigation</li> </ul>		
<b>REVIEW</b>	<b>Improvement</b>	<ul style="list-style-type: none"> <li>Annual Assurance Reporting: - university and Faculty/Directorate Self-Assessment</li> <li>Review of Health &amp; Safety Action Plans for continuous improvement</li> </ul>		

- 5.3 The university's health and safety management system is based upon the requirements of the Management of Health and Safety at Work Regulations 1999 (as amended), the health and Safety Executive publication "Successful Health and Safety Management (HSG65)", and the Universities and College's Employers Association (UCEA) leadership and management of health and safety in higher education institution (formally, Code of Best Practice "University Health and Safety Management"). All are based on the Plan-Do-Check-Act/review model as also advocated in the Institute of Directors/HSE publication "Leading Health and Safety at Work: actions for directors, board members, business owners and organisations of all sizes" (INDG417). It also integrates fire safety risk management into the system to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 as amended by the Fire Safety Act 2021.
- 5.4 The aim of the health and safety management system is, as HSG65 describes it, to achieve a balance between the systems and behavioural aspects of management, treating health and safety management as an integral part of good management generally, rather than as a stand-alone system. The documents within the system are written accordingly to meet this aim.

Appendix A

## UNIVERSITY RESPONSIBILITY ARRANGEMENTS

### A.1 Governance and Management Responsibilities



## A.2 Summary of Responsibilities

Vice Chancellor & President and University Executive	Faculties/Directorate Management	Staff/Students
<p><i>Sign up and give visible authority to King's Health, Safety, Fire Safety &amp; Welfare Policy and regularly review the Statement of Intent.</i></p>	<p><i>Ensuring faculty/directorate health and safety management arrangements comply with university policy and arrangements and are sufficient to manage risks arising from faculty/directorate activities.</i></p>	<p><i>Comply with the university's Health, Safety, Fire Safety &amp; Welfare Policy and local health and safety management arrangements. Do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.</i></p>
<p><i>Provide strategic direction and decision making on health, safety and fire safety, and agree the Plan through HSMG and University Executive.</i></p>	<p><i>Senior leadership teams to provide strategic direction in line with the university's strategy and safety management system.</i></p>	<p><i>To cooperate with plans for continuous improvement and report unsafe acts and conditions.</i></p>
<p><i>Consider health, safety and fire safety implications of strategic decisions (such as large projects and new initiatives) and allocate sufficient resource for the effective management of health, safety and fire safety risks</i></p>	<p><i>Allocate sufficient resources for the effective management of health, safety and fire safety risks arising from Faculty/Directorate activities.</i></p>	<p><i>Cooperate with managers and risk assessors to identify, through suitable and sufficient risk assessment of their activities, any resource necessary to ensure the safety, health and wellbeing of colleagues and fellow students.</i></p>
<p><i>Set up a Committee (HSMG) to review, consult upon and approve the Policy and supporting health and safety management system. Chaired by the SVP Operations</i></p>	<p><i>Set up a health and safety committee (or standing agenda item on a suitable existing meeting) to review, consult upon and approve local arrangements. Chaired by the Executive Dean/Head of Directorate or an appointed member of the senior leadership team.</i></p>	<p><i>Raise any health and safety concerns with the local committee representative when matters cannot be resolved locally.</i></p>
<p><i>Seek assurance of health, safety and fire safety management performance through an Annual Report to HSMG and ARCC.</i></p>	<p><i>Undertake an Annual Self-Assessment on health, safety and fire safety management performance, a summary of which will be submitted to HSMG and ARCC as part of the Annual Report.</i></p>	<p><i>Contribute to consultations and comply with university arrangements for health and safety</i></p>
<p><i>Ensure there is a suitable and sufficient risk assessment framework</i></p>	<p><i>Ensure risk assessments are carried out and kept up to date, and improvement actions are appropriately managed. Ensure there is effective communication of risk assessment outcomes to those who need to know.</i></p>	<p><i>Cooperate and contribute as necessary to the risk assessment process. Comply with the control measures that are identified.</i></p>
<p><i>Periodically review the health, safety and fire safety risk profile and university Risk Register. Ensure emergency planning arrangements are periodically reviewed.</i></p>	<p><i>Identify significant health, safety and fire safety risks associated with faculty/directorate activities/facilities, compile, and periodically review Faculty/Directorate Risk Register. Ensure there are adequate arrangements in place for foreseeable emergencies.</i></p>	<p><i>Contribute to risk assessment process and follow measures put in place.</i></p>
<p><i>Ensure there is a suitable and sufficient occupational health service provision for staff and students, and that there are appropriate OH related processes in place for the effective and compliant use of the service.</i></p>	<p><i>Ensure that roles and activities that require OH services have been identified through risk assessment and recruitment processes. That local induction addresses information about OH processes.</i></p>	<p><i>Comply with OH process requirements and attend appointments according to recommended timeframes.</i></p>
<p><i>Ensure access to competent health and safety, and fire safety advice according to the nature of the university's activities.</i></p>	<p><i>Ensure the faculty/directorate has sufficient competent persons appointed (see section 4 above) to advise and assist in health and safety risk management.</i></p>	<p><i>Complete mandatory e-learning modules, and other competency training as identified by the line manager or supervisor.</i></p>
<p><i>Ensure there are suitable and sufficient arrangements to maintain the health, safety and fire safety competence of staff, students, contractors etc.</i></p>	<p><i>Carry out a training needs analysis to identify health, safety and fire safety training and development needs and publish as a training matrix. Monitor through PDRs.</i></p>	<p><i>Those appointed to a secondary health and safety role, to cooperate, comply and undertake their roles as requested.</i></p>

<b>Vice Chancellor &amp; President and University Executive</b>	<b>Faculties/Directorate Management</b>	<b>Staff/Students</b>
<i>Monitoring injury, illness, near-miss and fire related incident trends and notifiable incidents. Seeking information and assurance regarding any enforcement agency activity arising from notifiable incidents.</i>	<i>Monitor incident trends and Investigate causes of incidents to identify remedial measures and lessons learned, with advice and support from appointed competent persons and, where appropriate, with advice from H&amp;SS.</i>	<i>Cooperate with management/safety officers as appropriate in investigation of accidents incidents</i>
<i>Reviewing health and safety, and fire safety, management and topic audit report executive summaries and monitoring progress against action plans.</i>	<i>Develop a risk-based programme of workplace inspections and take part on a regular basis, monitor findings and progress action plans.</i>	<i>Cooperate with audits and workplace inspections. Notify any unsafe conditions or unsafe acts through the online Accident Management System (AMS).</i>
<i>Reviewing progress against action plans authored in response to enforcement action.</i>	<i>Take part in audits of health and safety arrangements and implement recommendations.</i>	
<i>Seek assurance that H&amp;SS have effective arrangements for liaison with enforcement Authorities (HSE, EA, LFB etc).</i>	<i>Inform H&amp;SS of all contacts by enforcing authorities. Where practicable this should be beforehand.</i>	<i>Inform H&amp;SS and Faculty/Directorate health and safety leads of all contacts by enforcing authorities.</i>
<i>Ensure there is suitable and sufficient insurance cover for King's premises, employer and public liability, and other business activities.</i>	<i>Notify the Insurance Manager without delay of any claims received. Cooperate with claims or assurance assessment processes.</i>	<i>Be aware of insurance arrangements as these apply to their activities and comply with the insurance process.</i>

## APPENDIX B      TERMS OF REFERENCE FOR HEALTH & SAFETY MANAGEMENT

### GROUP (HSMG)

The Terms of Reference (ToR) of the Health & Safety Management Group outline the scope and limitations of this advisory group which provides strategic direction and leadership, and seeks assurance to ensure the university's Health, Safety & Welfare Policy & Safety Statement of Intent and supporting Occupational Health & Safety Management System (based on the Plan, Do Check Review approach) is effectively implemented.

The ToR for the HSMG is published and available [via this link](#).



The Plan, Do, Check, Review approach to continual improvement