 Date of Issue

School/Directorate

[*Specific function/department/location, if applicable*]

Local Health and Safety Code

*Guidance text is in italic.*

*Induction material previously included in this template has been removed and is available separately from HSS.*

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# Introduction

This Local H&S Code establishes health and safety arrangements for [*School/Directorate*], located in [*buildings*] at [*campus*].

Our aims:

* Risks to the health and safety of staff, students, contractors and visitors are identified and reduced, as far as reasonably practicable
* Staff and students are trained and competent to work safely
* Risk management is integrated into normal operations
* High standards of health and safety are promoted
* Regulations, local rules and safe working procedures are observed

This Local H&S Code is supported by local rules and safe working procedures, available at …..

The University’s corporate H&S arrangements are set out in the University Health and Safety Policy and Safety Codes of Practice, available on the [Health and Safety Services web site](https://www.reading.ac.uk/health-safety-services/).

# Hazard Profile

***Preferred option****: Refer to S/D’s Hazard Log (if developed)*

***Alternative option****: Identify which of these hazards, environments or work activities are relevant to this S/D: laboratories, workshops, glasshouses, livestock, UK study trips, international study trips, UK fieldwork, international fieldwork, clinical contact with patients, research involving human subjects, research involving food or other allergens, pressure systems, lifting equipment, manual handling, display screen equipment, hand-held vibrating equipment, repetitive movements, noise, driving of University-owned/leased or hired vehicles, nanomaterials, biological hazards, genetic modification, radiation or radioactive materials, lasers, 3D printers, local exhaust ventilation systems, exposure to extreme heat or cold, chemical stores. Add other specialist hazards where applicable, but exclude sensitive information from this document*

# Risk Profile

***Preferred option****: Refer to S/D’s Risk Assessment Log (if developed); and explain the management arrangements to ensure work activities are risk assessed before being undertaken, detailing who within the S/D is required to review and approve risk assessments; and explain how risk assessments will be stored and labelled/titled, to allow retrieval and unique identification.*

***Alternative option****: List the main categories of the S/D’s work activitie which require separate risk assessment (eg “UK and international travel, lectures, teaching practicals, study trips in UK, research activities in UoR labs, international fieldwork”); and explain how the S/D is working towards demonstrating work activities are suitably and sufficiently risk assessed.*

# Improvement Objectives & Priorities

***Preferred option****: Describe how the S/D determines its H&S objectives, including its 3 top H&S improvement priorities, and how the S/D integrates these objectives into wider management arrangements, and monitors progress on them.*

***Alternative option****: list the S/D’s current 3TP (3 Top H&S Improvement Priorities)*

# Management Arrangements

*Inserting an organogram here may be helpful.*

***Preferred option****: Describe management arrangements to ensure H&S competencies are identified for roles, and new students and staff receive adequate induction and training; explain how many HSCs are required and how they will be nominated (eg, is the HSC role included in job descriptions or filled by volunteers?); explain how many fire wardens, evac officers, and evac chair/mat operators are required and who is responsible for ensuring adequate coverage; explain who is responsible for ensuring completion and periodic review of the S/D’s First Aid Needs Assessment(s).*

***Alternative option****: List current inductors and/or append the S/D’s induction checklist(s); and list HSCs, fire role holders and FANA reviewer(s)*

# Local H&S Committee

***Preferred option****: Explain how the S/D is covered by a local H&S committee compliant with Safety Note 79 ( ie by a dedicated S/D committee or by participation in a joint building committee); explain the local arrangements for chairing and providing secretariat support to the local H&S committee and ensuring worker (and student, if applicable) representation on the H&S committee; explain how the committee escalates issues to senior managers within the S/D and outside the S/D if necessary.*

***Alternative option****: Include the current Local H&S Committee Terms of Reference and membership list*

# Higher Hazard Environments & Equipment

***Preferred option****: List any areas designated Containment Level 2 laboratories, radiation laboratories, workshops, welding areas, hazardous materials stores, hearing protection zones, areas requiring a DSEAR assessment, and any other special designations of areas based on hazards present; explain who is responsible for the above spaces (as a minimum this must include designation of: 1. Laboratory Manager and Laboratory Co-ordinator for each laboratory; 2. Workshop Manager and Workshop Co-ordinator for each workshop; 3. Responsible person for each hazardous waste store); identify a person or persons responsible for maintenance, servicing, calibration, and retention of records for the following: 1. Any water system not directly managed by Estates, which poses a legionella hazard (see CoP 58); 2. Any high pressure or vacuum system not directly managed by Estates, to which PSSR applies (see CoP 46, Part 2); 3. Any lifting equipment not directly managed by Estates, to which LOLER applies (see CoP 41); 4. Any S/D-owned or leased vehicle (See CoP 52); 5. Any portable equipment capable of generating an X-ray or electro-magnetic field relevant to the EMF Regs (consult HSS if in doubt).*

***Alternative Option****: Confirm the S/D does not manage higher hazard environments or equipment.*

# Emergency Arrangements

***Preferred option****: Explain how the S/D’s emergency arrangements are defined, trained-out and periodically exercised and reviewed.*

***Alternative option****: Refer to S/D’s emergency procedure document.*

# Disabled Persons

***Preferred option****: Explain how disabled staff and students are encouraged to declare their disability and signposted to the process for generating a Personal Emergency Evacuation Plan, if needed; explain any other arrangements for identifying the particular H&S needs of disabled people.*

***Alternative Option****: List any GEEPs (General Emergency Evacuation Plans), refuges, evac chairs or mats, disabled toilets with alarms and any associated procedures relevant to S/D workspaces.*

# Change Management

***Preferred option****: Describe the arrangements for managing major changes in S/D operations, use of spaces or equipment; include arrangements to ensure the S/D does not enter international or UK partnerships without adequate H&S due diligence and authorisation.*

***Alternative option****: List major changes and new partnerships expected in the coming year.*

# Inspections

***Preferred option****: Explain arrangements for periodic H&S inspection of all spaces under S/D control, including buildings, stores, temporary structures, vehicles and outdoor areas under S/D control, and any process(es) for feeding back observations and closing-out inspection recommendations*

***Alternative option****: List persons responsible for undertaking inspections, the areas to be inspected and the expected frequency of inspections.*

Version control of template

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| --- | --- | --- | --- |
| Version | Keeper | Approved by | Approval date |
| 6 | H&S | M Simpson | July 2016 |
| 7 | HSS | J McGrother | March 2023 |
| 8 | HSS | J McGrother | May 2024 |