

Health & Safety Policy for Offices and Staff

**Approved by the Unipol Board
June 2011**

unipol

the home of student housing

CONTENTS

- Part A : Introduction**
- Part B : Policy Arrangements**
- Part C : Policy Responsibilities**

Introduction

This health and safety policy applies to all of Unipol's Offices and Staff and codifies Unipol's commitment to provide and maintain a safe and healthy working environment for its staff and comply with the relevant health and safety regulatory requirements.

The policy also outlines where staff training and awareness is undertaken as part of creating an ongoing culture and awareness of good health and safety practices and attitudes.

Unipol employs approximately 55 staff, including many part time staff who are students and who are often being placed in a structured working environment for the first time. Unipol's offices contain areas which are open to the public (the Bureaux, reception areas and help desks for tenants) and the Leeds offices are also used as a central point for contractors and others visiting Unipol for meetings or to gain access to properties. A wide variety of occupants can therefore be found within the offices.

Unipol has its central office in Leeds on Woodhouse Lane and a number of smaller offices in Nottingham, Bradford, Bradford College together with a number of offices that service particular tenant groups located within developments at Mill Street, Carlton Hill and Grayson Heights.

The health and safety aspects of this policy affecting offices relates, unless otherwise stated, to those offices that Unipol has direct control over (the central office and the offices at the developments). The other offices in Nottingham, Bradford and Bradford College fit within the health and safety policies and regimes of that institution: in Nottingham this is the University of Nottingham, one office in Bradford is the responsibility of Bradford College and the other the University of Bradford. Unipol ensures that the health and safety regimes in the areas within which its staff work meet the necessary requirements. The Projects Co-ordinator writes to the Institutions to confirm this on an annual basis. All responses are kept by the Housing Manager.

Unipol's policies relating to staff relate to all staff, wherever they work. Some staff also undertake home working and home working issues are also addressed.

This is an operational policy and is reviewed annually by the Health and Safety Review Board and Unipol's Board reviews this policy annually.

Policy Arrangements

PART 1 - GENERAL

WORKPLACE, HEALTH AND SAFETY, WELFARE
RISK ASSESSMENT
INFORMATION AND INSTRUCTION
MONITORING AND VERIFICATION

PART 2 - SYSTEMS

FIRE PRECAUTIONS
EVACUATION PROCEDURES
DISABILITY, MOBILITY IMPAIRMENT AND EVACUATION
SAFETY SIGNS AND NOTICES
GAS SAFETY
ELECTRICAL SAFETY
WINDOWS
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
SECURITY, GENERAL AND PERSONAL
AIR CONDITIONING
LIFTS
WORK AT HEIGHTS
SAFE SYSTEMS, WORK PERMITS
WATER COOLERS
PERSONAL PROTECTIVE EQUIPMENT
FOOD SAFETY
BOMB THREATS / RISK OF ARSON
NOISE

PART 3 - STAFFING

HOMEWORKING
DISPLAY SCREEN EQUIPMENT
MANUAL HANDLING
SMOKING
STRESS
DRIVING AND VEHICLES USED FOR WORK
MACHINERY AND EQUIPMENT
FIRST AID
ACCIDENTS
WORKING TIME
LOOKING AFTER EMPLOYEES HEALTH
MOBILE PHONES

PART 4 - SPECIAL GROUPS

YOUNG PERSONS
EXPECTANT MOTHERS
DISABLED PERSONS
VISITORS

Part 1 General

WORKPLACE, HEALTH SAFETY AND WELFARE

Unipol provides a working environment that is comfortable and where recognisable risks have been minimised. In undertaking these obligations, the organisation provides good quality lighting, effective heating systems (avoiding extremes of temperature) adequate ventilation and sufficient space for efficient and safe working, all of which acknowledge that deficiencies in these areas are contributor factors to occupational health and accidents.

Unipol recognises its employees right to consultation on any matters affecting their health and safety at work under the Health and Safety (Consultation with Employees) Regulations 1996 and Unipol employees have the right to establish a Health and Safety Committee to provide a forum for communication and consultation if they wish.

The Development Manager has overall responsibility for *the Health and Safety Policy for Offices and Staff* and is assisted by the Projects Coordinator who has a central role in co-ordinating and verifying that all systems are being properly followed and recorded.

The Housing Manager chairs the Health and Safety Review Board that ensures that all policies are monitored and reviewed annually. The membership of that Review Board is, The Housing Manager (Chair), the Assistant Chief Executive - Housing Services, The Deputy Chief Executive, the Development Manager, the Housing Manager, the Projects Coordinator and the Housing Management and Procurement Officer. The Development Manager has a key role within that Review Board and will annually review:

- all operational aspects of the Health and Safety Policy for Offices and Staff
- raise any difficulties encountered in that operation
- suggest any improvements or changes that need to be made.

The Assistant Chief Executive - Housing Services has overall responsibility for *the Health and Safety Policy for Housing*, and is assisted by the Housing Manager who has a central role in co-ordinating and verifying that all those systems are being properly followed and recorded.

Compliance

The Workplace (Health, Safety & Welfare) Regulations 1992

RISK ASSESSMENT

In line with current legislative and policy development Unipol's approach to Health and Safety (whilst maintaining its statutory legal obligations) relies on a risk based health and safety method which identifies hazards, apportion risks to those hazard outcomes and seeks, wherever possible, to minimise those risks within the bounds of practicability.

Risk assessments of all the offices have been, and are, carried out by the Projects Co-ordinator and are reviewed annually by the Health and Safety Review Board. Records of all risk assessments, and the responses made to issues identified, are maintained by the Projects Co-ordinator and held in a central record maintained by the Housing Manager.

Staff are encouraged to identify and report any hazards they perceive to their line managers who, in turn, report these, for action, to the Development Manager and a note is maintained of the matter raised and the response made to it.

Compliance

Health & Safety at Work Act 1974

The Management of Health & Safety at Work Regulations 1999

INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

Staff are given basic Health and Safety training at commencement of employment and are walked through the building to familiarise them with fire escape procedure. All staff complete the University of Leeds 'Complywise' on-line instruction and assessment in Fire Safety, Manual Handling and Use of Display Screen Equipment at the time of their induction.

Complywise refresher courses are undertaken by all staff, Fire Safety is undertaken annually and Manual Handling and Use of DSE, every two years. Records are kept by the Deputy Chief Executive, who will notify staff of refresher dates. Staff should complete Complywise training within two weeks of being notified.

Compliance

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

MONITORING AND VERIFICATION

Monitoring and verification are conducted as outlined in this document.

Compliance

The Management of Health & Safety at Work Regulations 1999

PART 2 - SYSTEMS

FIRE PRECAUTIONS

Fire Risk Assessments have been carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005

Woodhouse Lane, Leeds Office

The accommodation at 155/157 Woodhouse Lane is arranged over five floors; Basement, Ground, First, Second and Third. The office was refurbished in 2004 to meet current Building Regulations and a single storey extension was added to the Basement in 2008. Both comply with current Building Regulations including fire safety requirements therein.

The offices are designed and maintained to minimise the chance of a fire starting and if it did, to detect the fire as soon as possible and to prevent the spread of that fire to enable safe evacuation. In the event of a fire it is likely that the smoke detection system in the building will cause the fire alarm to be activated. In the event of the fire alarm not being automatically activated, staff may raise the alarm by breaking the glass of a Manual Call Point.

Fire safety equipment provided includes a hard wired automatic Fire Detection System to LD2 Grade A, which is monitored for activation by specialist contractor, Fire action notices, a system of Compartmentalisation and Fire extinguishers. Fire safety equipment is checked and tested in accordance with appropriate Regulations and records kept. In brief, this includes weekly activation test of the FDS and inspection of fire equipment such as doors and extinguishers and that escape routes are clear and final exits are unlocked. The FDS is serviced every six months. Emergency lighting is checked monthly and subject to a full discharge test annually by qualified electrical contractor. Fire extinguishers are inspected annually.

Weekly checks of the fire safety equipment are carried out by the Projects Co-ordinator who records the check and results. Any faults found are repaired as soon as possible and staff are notified of any extra precautions which may need to be taken in the meantime.

Servicing and testing is carried out by appropriate contractor and records kept by the Procurement Officer and Housing Manager.

Bradford College office, Bradford University hub and Nottingham University office.

The above offices are situated within buildings maintained by their respective universities and fire precautions are provided and maintained by them.

Compliance

Regulatory Reform (Fire Safety) Order 2005

Building Regulations BS 5839

BS 5266

EVACUATION PROCEDURES

Unipol recognises the importance of evacuating the building of all staff and visitors. In the event of fire the safety of life shall override all other considerations.

Each member of staff is given fire evacuation procedures and plans on induction and signs accordingly. Staff complete an on-line training course in Fire safety at their induction followed by an annual refresher, using the University of Leeds 'Complywise' system. Fire Action Notices give on the spot instructions.

Woodhouse Lane, Leeds, Office

When the alarm sounds as part of the fire evacuation procedure staff are trained to leave the building and convene at notified points. A member of staff working in the Bureau is designated to stand outside the Bureau front door to ensure no-one enters the building until the Fire and Rescue Service take over.

In the event of a fire, staff in the Accommodation Bureau are responsible for ensuring all visitors leave and in the event of a public event taking place in the Board Room the Conference and Visits Co-ordinator and the event Chair will ensure that all visitors leave the building in accordance with the Fire Action Notice displayed in the Board Room.

Planned evacuations take place annually. Records of these evacuations and any unplanned evacuations together with follow up action are recorded by the Projects Co-ordinator. Fire evacuation procedures are located next to the Manual Call Points in each building and show the escape route and assembly point where staff should await further instructions.

DISABILITY, MOBILITY IMPAIRMENT AND EVACUATION

Evacuation is swifter and easier from the basement and ground floor areas of the building as these have level or ramped access. In the event of a fire those with a disability or mobility impairment could leave the building in the normal way as part of the evacuation procedure.

There is also lift access between the basement, ground, first and second floors. In the early stages of a fire those with a disability or mobility impairment can use the lift to leave the building as part of the normal evacuation procedure. In the event that the lift could not be used then the affected person/s would stay put on the lobby on their current level and would need rescuing by the fire and rescue authorities attending the incident.

The third floor of the building has no lift or ramped access and both access and evacuation to that level of the building is difficult. No member of staff with a disability or mobility impairment should be present on the third floor of the building. The building contains sufficient facilities on other floors to allow access to all the amenities and facilities needed by staff and visitors without having to visit the third floor.

At present Unipol does not employ any staff with a disability or mobility impairment that would in any way hamper them from leaving or moving about the building. In the event that such a person was employed, a personal risk assessment would be carried out in co-operation with the University of Leeds that would identify any special procedures or equipment needed to minimise risk.

Bradford College office, Bradford University hub and Nottingham University office.

The above offices are situated within buildings maintained by their respective universities and fire evacuation procedures are provided and maintained by them.

Mill Street, Grayson Heights and Carlton Hill

Evacuation is in accordance with the procedure for the development.

Compliance

Fire Precautions Workplace Regulations 1997

Management of Health & Safety at Work Regulations 1999

SAFETY SIGNS AND NOTICES

The Projects Co-ordinator ensures that all relevant safety signs and notices are placed in all buildings as applicable. Wherever possible Staff Information will be placed on a staff notice board or made available if no space for a notice board within each office, upon which the following information will be displayed.

Health & Safety Law poster – what you should know.

Local Fire Evacuation Procedures

Employers Liability Insurance certificate

Details of First Aider and location of First Aid box.

The Projects Co-ordinator ensures that all requisite safety signage and notices are displayed in the correct locations throughout the workplace.

Compliance

The Health & Safety (Safety Signs and Signals) Regulations 1996

GAS SAFETY

The annual testing and approving of all gas appliances and installations (cookers, gas heaters, gas fires, hot water and heating boilers and associated pipe work) is set out within a regulatory framework. All such equipment is tested annually for gas safety purposes in accordance with the Gas Safety (Installation and Use) Regulations 1994.

Following satisfactory inspection, the pass certificates are returned to Unipol where they are kept on file.

Each gas safety certificate is completed and signed by a Gas Safe registered engineer and the certificate displays the Gas Safe Register logo and registration number of the engineer clearly.

Certification details are logged in a Health and Safety Database to ensure that all relevant properties comply with these requirements.

Unipol does not allow the use of portable gas appliances.

Compliance

Gas Safety (Installation and Use) Regulations 1994

ELECTRICAL SAFETY

The predominant regulations affecting electrical safety and standards are the current Institution for Electrical Engineers Wiring Regulations, BS7671: 2008 (as updated), the Electricity at Work Regulations 1989 and the Health & Safety at Work Act 1974.

Electrical installation and testing has to be carried out by a Part 'P' registered Competent Person.

There is a statutory requirement that offices must have their mains installation inspected at intervals no greater than five years by a person qualified to undertake such inspection and testing and a certificate provided by that person specifying the results of the test.

Unipol ensures that it meets the regulatory requirements for electrical safety in a number of ways:

a) All new electrical installations are undertaken in compliance with the 17th Edition of the IEE Wiring Regulations (BS 7671:2008) which came into effect on the 1st July 2008 and by NICEIC registered contractor and an Electrical Installation Certificate (compliant with BS 7671) is handed over by the contractor within 12 weeks of any work being completed. The certificates are kept in the Unipol central office.

b) Periodic Inspection and Testing takes place every five years and updated certification obtained (unless a Report recommends a shorter interval in which case the recommended interval is used for the next inspection). The certificates are kept in the Unipol central office.

c) Following certain alterations to existing electrical wiring within the offices a Minor Works Certificate to BS 7671 is obtained and filed in the Unipol central office.

d) Unipol also assesses electrical safety as part of carrying out its inspection routine of its offices. Staff use the inspections to check the following:

- visual evidence of cracking, damage, scorching etc to socket outlets and switches
- visual evidence of any damage to light fittings and free standing lamps
- evidence of unsafe practices by staff

Staff discovering damage to the wiring installation report to the Projects Co-ordinator who will arrange prompt repair. Staff are informed that they must not tamper with or try to fix an electrical appliance.

Unipol's offices have Residual Current Devices (RCDs) on power circuits. These trip out when damage, deterioration or use of an unsafe appliance result in a short circuit and are re-settable once the problem has been resolved. RCD's protect against electric shock to users and damage to the building by fire.

All electrical certification is filed and maintained by the Procurement Officer.

Portable Appliance Testing (PAT)

Unipol undertakes portable appliance testing on all electrical equipment that requires this every two years. The Projects Co-ordinator maintains a list of testable equipment. Where PAT is required certification details are logged in a Health and Safety Database.

Visual checks on all electrical appliances are undertaken systematically on an annual basis by the Projects Co-ordinator, a log is maintained of the visual inspection and any concerns or issues are noted and acted upon.

Components and Appliances

All appliances are installed in accordance with the manufacturers' instructions and function in accordance with manufacturers' operational limits and are capable of being operated in a safe manner. Appliances are regularly visually inspected for wear and tear and any defects remedied

Unipol does not purchase reconditioned or second hand appliances, although appliances can be relocated within the portfolio for reuse. When replacing fridge/freezers those appliances meet the A or B rating on the EU Energy Label system which primarily shows energy efficiency.

Compliance

The Electricity at Work Regulations 1989

WINDOWS

When replacing windows and doors, Unipol complies with current thermal performance standards and ensure a certificate is obtained from FENSA or Local Authority Building Control. FENSA enables companies that install replacement windows and doors to self-certify compliance under these Building Regulations without the need for a separate assessment from Building Control.

In order to comply with this obligation, Unipol will only use FENSA registered window fitters where window replacement is undertaken. Where full property refurbishment takes place, applications are likely to be made with Building Control and as such FENSA certification is not essential.

The FENSA scheme does not cover the following and work should be notified to the local authority:

- New build dwellings
- New domestic extensions
- Any glazing work in commercial and industrial buildings
- Listed buildings or those in conservation areas
- Doors with less than 50% glazing
- Room conversions e.g. bathroom converted into bedroom, new loft conversions
- Communal areas for flats

For the sake of clarity these requirements are not applicable when repairing existing windows, for example. repairing handles, replacing broken or damaged glazing or fitting or adjusting hinges.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) are designed to protect workers against the risks arising from exposure to substances hazardous to health. A substance is hazardous if it has a potential cause of harm and may be Chemical or Biological. Unipol ensures that exposure of employees to substances hazardous to health is either prevented or adequately controlled.

Products which can be bought for home use and which are not marked as being Hazardous may be used without restriction.

Safety data Sheets are obtained as appropriate. Where approved, the product is being stored and used in accordance with the safety data sheet. The Housing Manager maintains a file of Safety Data Sheets.

Broken glass is a non-chemical hazardous substance. It is disposed of by sealing into a container which is strong enough to resist being cut by the glass or crushed in transit, thereby reducing the chance of injury through casual handling.

Compliance

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

Control of Asbestos at Work Regulations 2002

SECURITY, GENERAL AND PERSONAL

Unipol takes reasonable steps to reduce the likelihood of injury to staff and theft or malicious damage to both Company property and personal possessions.

Staff who work outside the office are issued with mobile phones and white boards to record visit details.

Woodhouse Lane, Leeds, Office

The Public areas are separated from the private areas and a door entry system is in place.

The office is equipped with CCTV. The systems are checked weekly by the Accommodation Bureau Manager to ensure that cameras are operating properly. Technical staff check all systems monthly to ensure that all technical systems, including recording devices, are functioning correctly.

In order to increase awareness of CCTV coverage and to encourage faults to be reported as soon as possible flat screens are positioned in key areas showing the signals from all CCTV camera, thus raising awareness of this facility and encouraging the early identification of non working cameras. Security shutters or grilles are fitted to external doors and all windows accessible without the use of access equipment, Window grilles remain closed when accommodation is unoccupied and it is the responsibility of the user of an area to ensure grilles and shutters are secure. Shutters on external doors are kept open during office hours and can be opened from the inside, with the exception of the ground floor front door shutter, which is only closed when the building is unoccupied.

An intruder alarm is fitted and is serviced every six months. The alarm is split into two sections, Main Office and Boardroom, enabling an unoccupied area to be alarmed whilst the other remains occupied. A panic button is incorporated.

Bradford College office, Bradford University hub and Nottingham University office.

Panic buttons are fitted in the public areas in Leeds and Nottingham Offices. The Bradford office is situated close to the Bradford university security centre, which is manned 24 hours a day

Mill Street, Grayson Heights, Carlton Hill

Offices are covered by CCTV. An intruder alarm is installed at Carlton Hill.

Staff are allowed to work outside regular office hours, which may result in them working alone. The above measures provide adequate security for this.

Compliance

Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health & Safety at Work Regulations 1999

AIR CONDITIONING

Health and Safety risks associated with Air Conditioning include spread of legionella bacteria and release of ozone depleting Fluorinated Greenhouse (F) Gas.

The Woodhouse Lane office has four air conditioning units; two in the Boardroom (2009), one in the first floor meeting room (2010) and one in the second floor server room (2008).

Unipol ensures that no Air Conditioning equipment contains F gas.

Unipol ensures that that air conditioning units are serviced and cleaned six monthly to maintain the unit's efficiency and air quality and to minimise the risk of Legionella Bacteria being produced and spread. The Projects Coordinator is responsible for commissioning this work. Maintenance certification is stored by the Housing Manager.

Compliance

Health & Safety at Work Act 1974

The Control of Substances Hazardous to Health Regulations 199 (COSHH)

Legionnaires' disease: The control of legionella bacteria in water systems. Approved Code of Practice and guidance L8 (Third edition) HSE Books 2000 ISBN 978 0 7176 1772 2

LIFTS

Unipol's main office has a lift and it is maintained on contract with the manufacturer.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) contains the requirements for the safe provision and use of lifting equipment. Regulation 9 of LOLER requires that all lifts provided for use in work activities are thoroughly examined by a competent person at regular intervals. In the case of Unipol's lifts, all of whom carry people, the requirement is that the lifts are examined at least twice a year. As the duty holder of the lifts Unipol is legally responsible for ensuring that the lift is safe to use and that it is thoroughly examined. These responsibilities include:

maintaining the lift so that it is safe to use

selecting and instructing the competent person;

ensuring that the lift is examined at statutory intervals (every 6 or months) by a competent person;

keeping the competent person informed of any changes in the lift operating conditions which may affect the risk assessment

making relevant documentation available to the competent person, e.g. manufacturer's instructions and maintenance records

acting promptly to remedy any defects;

ensuring that all documentation complies with the Regulations

record keeping.

It is important that the thorough examination is sufficiently independent and impartial to allow an objective assessment of the lift to be made. It is therefore important that the same company who performs routine maintenance is *not* used to carry out the thorough examination because they would then be responsible for assessing their own work.

Unipol uses an external Company (accreditation by the United Kingdom Accreditation Service to the relevant standard BS EN 45004) to carry out the twice yearly examination. The examination is carried out in the presence of the Projects Officer, who ensures that such an examination takes place as well as overseeing the maintenance contracts for those lifts.

After each examination a report is produced which is delivered to the Projects Officer who takes action, as directed by the report, and records that action on a report response. It is a legal requirement that reports of thorough examination are kept available for consideration by health and safety inspectors for at least two years. Unipol keeps all of its reports to provide a history of each lift's operation in any event and the reports are kept by the Housing Manager.

It is a condition of Unipol's insurers that they receive a copy of the reports and this is undertaken by the Financial Controller.

ComplianceLifting Operations and Lifting Equipment Regulations 1998 and amendments, 2002.

WORKING AT HEIGHT

A number of staff undertake work at height as part of their regular duties. In particular, this would include Housing Management staff who change light bulbs and Development staff who may need to inspect repair works at height.

Unipol is aware of its duty to train all staff that use ladders or access equipment for their work purposes. A competent person should carry out any such training and records will be kept on employee's personnel records. Training is carried out by the Projects Co-ordinator.

Kick stools and ladders are provided and maintained for staff use. Damage to these are reported to the Projects Co-ordinator for repair or replacement.

Working at heights greater than 3m would generally be considered a task for a contractor with specialist equipment.

Staff must not access roofs without training and must wear harness and lanyard if appropriate. Anchor points and harnesses are certified prior to use.

Compliance

Provision and Use of Work Equipment Regulations (PUWER) 1998

The Management of Health & Safety at Work Regulations 1999

Work at Height Regulations 2005

SAFE SYSTEMS OF WORK / WORK PERMITS

Unipol recognises its duty to ensure that in instructing repair and maintenance works to its properties, no person, be that staff or contractor is exposed to unnecessary risk by those works. Contractors remain responsible for their own safety.

In order to minimise the risk, the Projects Co-ordinator maintains a list of Approved Contractors. Contractors must complete an agreed procedure before being added to the list, including provision of adequate insurance cover and demonstrations of competence.

Staff normally use Approved Contractors for their day to day repairs. Repairs of a more specialised nature may require the employment of a contractor who is not a member of the list, in such instances, the Projects Co-ordinator and Development Manager will agree their use subject to satisfactory references and liability insurance and with a greater degree of control during works.

All contractors carry identification.

Where repairs are to be undertaken which involve structural repair, work at height, exposure to dangerous substances or high voltages, contractors are required to prepare and submit risk assessments and method statements to the Projects Co-ordinator for approval before works can commence.

Where specialist safety equipment is required, contractors must provide that and be able to demonstrate it is in safe condition by submitting appropriate certification.

Contractors are asked to sign-in prior to commencement of work at offices and when hot work is anticipated, they must complete a Hot Work Permit in agreement with the Projects Co-ordinator.

Compliance

The Management of Health & Safety at Work Regulations 1999
Health & Safety at Work Act 1974

WATER COOLERS

Where coolers are provided they are installed by the supplier and maintained by appropriately qualified contractor via an annual service contract which includes six monthly filter changes and sanitation of the cooler.

Water coolers are installed at Woodhouse Lane and Mill Street. Coolers are plumbed - in type which reduces risk by removing a) a manual handling task and b) the possibility of using out-of-date water.

Any cooler which is turned off for more than 48 hours is drained, sterilised and refilled. Spilt water is not allowed to accumulate in drip trays. The Projects Co-ordinator monitors drip trays weekly and will arrange the cleaning and sterilising of any found to be wet or dirty.

Compliance

Water supply (Water Fittings) Regulations 1999
Water regulations Advisory Scheme

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Unipol will provide personal protective equipment (PPE) when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the Company to secure the health and safety of employees, who work with PPE.

Unipol acknowledges that Health and Safety hazards will have been identified if this equipment is used. It is the intention of the Company to ensure through the proper use of this equipment, that any risks are reduced to a minimum.

The implementation of this policy requires the full co-operation of all members of management and staff.

Compliance

The Personal Protective Equipment at Work Regulations 1992

FOOD SAFETY

Office areas

Unipol does not provide food or facilities for the preparation of hot food for staff. Fridges are provided for the storage of cold food.

Board Room

Hot food is served to staff and visitors at training or conference events.

Unipol has a comprehensive 'Food Safety Document' which details all aspects and related risks. The Food Safety Document is available from the Housing Manager.

Compliance

Food Safety Act 1990

General Food Regulations 2004

BOMB THREATS / RISK OF ARSON

Unipol's existing security and access control arrangements minimise the risk of attack.

Should information be received that the threat of malicious action is increased, Unipol will act on advice as appropriate. This will be done by the Development Manager in consultation with whichever authority advises of the risk and these will remain in place until such time as Unipol is advised of removal of the threat.

Compliance

The Management of Health & Safety at Work Regulations 1999

NOISE

The vast majority of staff will not be exposed to excessive noise levels during their working day. Where the daily personal noise exposure levels are 80dB(A) (Lower Exposure Level) and 85dB(A) (Upper Exposure Levels) or above, noise assessments will be carried out in order to comply with the Noise at Work Regulations 1989.

Management have the responsibility for controlling noise and where necessary requesting a Noise Assessment to be carried out.

Compliance

The Control of Noise at Work Regulations 2005

Noise at Work regulations 2006

PART 3 - STAFFING

HOMEWORKING

Home working is where staff agree, as part of their hours of work within their contract of employment to undertake a certain part of their work or some of their working hours, at home. All staff who work at home in this capacity carry out a risk assessment of their home working conditions and this is assessed by the Projects Coordinator who undertakes any required action. The assessment and the action is retained on a central file.

Some staff choose to work at home, from time to time and this is a matter for them.

Compliance

Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health & Safety at Work Regulations 1999

DISPLAY SCREEN EQUIPMENT

All staff are given instruction in use of Display Screen Equipment at commencement of employment and complete the Complywise training mentioned above.

Employers are obliged to provide eye tests for staff who are defined as regular users, under the Health and safety (Display Screen Equipment) regulations 1992, ie, those who use DSE for more than one hour continuously per day.

Unipol meets its obligations by ensuring staff have initial and refresher training. Staff requesting an eye test first have a work station risk assessment carried out by the Projects Co-ordinator, which is passed to the Deputy Chief Executive for approval. Eye Tests are then undertaken by ophthalmic opticians.

Compliance

The Health & Safety (Display Screen Equipment) Regulations 1992 as amended to include the Miscellaneous Amendments Regulations 2002

MANUAL HANDLING

Regulations require Unipol to carry out a suitable and sufficient assessment of all activities, which involve manual handling to determine the level of risk. The Regulations also require a company to avoid the need for hazardous handling activities, as far as reasonably practicable.

Unipol endeavours to eliminate or reduce manual handling hazards as far as reasonably practicable through design of workplace, staff training and provision of mechanical handling aids.

All staff are given instruction in manual handling at commencement of employment and complete the Complywise training mentioned above.

Compliance

The Manual Handling Operations Regulations 1992

SMOKING

Unipol is committed to the health, safety and well being of its staff, students and visitors. It recognises that it has both a moral and legal duty to ensure, that staff and visitors to its offices have the right to work, study or visit without being exposed to tobacco smoke. The issues involved concern the comfort, health and safety of all those working, studying or visiting Unipol. Unipol's obligations are further enhanced by the Health Act 2006, which effectively bans smoking in workplaces and enclosed public places.

Unipol aims to:

- protect staff and visitors from the harmful effects of second hand tobacco smoke
- ensure that Unipol complies with legislation
- provide help and support to those who want to give up smoking
- Smoking is strictly prohibited within all Unipol offices, at entrances to buildings, including doorways and covered walkways and in vehicles owned, leased or otherwise operated by Unipol or where personal transport is being used by others connected with business use.
- An external smoking area has been established near the Board Room for visitors and staff as a place where smoking can be undertaken and cigarette bins and seating is provided at that point.
- No Smoking' signs are clearly displayed at entrances to and within premises and in Unipol vehicles.
- Failure to adhere to this policy potentially puts Unipol in breach of legislation and staff who repeatedly flout the policy may therefore be subject to disciplinary action.
- Unipol accommodation becomes the workplace for both members of staff and contractors during inspection and maintenance visits. For this reason, access letters to tenants include a paragraph advising tenants of the law and requesting they do not smoke whilst staff or contractors are in their home.

Help to give up smoking

Unipol has an arrangement with the University of Leeds and help is available to encourage staff to give up smoking wherever possible.

Responsibility and Enforcement

In addition to the signage throughout the buildings, the Development Manager ensures that staff and visitors are made aware of this policy and that they comply with its requirements.

Compliance

The Management of Health & Safety at Work Regulations 1999

The Health Act 2006 (and associated Smoke-free Regulations in particular The Smoke-free (Exemptions and Vehicles) Regulations 2007)

STRESS

Unipol takes reasonable steps to reduce work related stress. Return to work interviews are carried out with staff on their return to work. Staff are encouraged to speak to their manager or the HR department regarding any stress related issues.

Compliance

The Management of Health & Safety at Work Regulations 1999

DRIVING AND VEHICLES USED FOR WORK

Unipol recognises that a number of staff require the use of a vehicle to carry out their work and provides a vehicle (or vehicles) for staff use as appropriate to the task, which may be transport of staff, equipment or members of the public between its offices and properties. The Financial Controller will insure Unipol provided vehicles and the Projects Co-ordinator will ensure they are maintained to established standards of roadworthiness.

In addition, weekly checks are undertaken to identify damage or faults as they may arise. Staff are instructed to report any damage or faults they may identify to the Projects Co-ordinator who will arrange repairs. Records of checks are kept by the Projects Co-ordinator.

The Financial Controller maintains a list of drivers insured to use Unipol vehicles and ensures staff have appropriate qualification and driving license. Staff are not allowed to drive Unipol vehicles until these arrangements are in place.

At times demand for transport means staff use their own vehicles. Those likely to do so are advised to insure for business use.

Compliance

The Management of Health & Safety at Work Regulations 1999

Health & Safety at Work Act 1974

See "The Highway Code" for further regulations

MACHINERY AND EQUIPMENT

All equipment provided by Unipol for staff use is maintained as appropriate to its use and age and according to manufacturers recommendations. Where possible service agreements with the manufacturer are entered into.

It is the duty of every employee to report any defective work equipment immediately to his / her manager and /or Projects Co-ordinator, who will take appropriate action.

Compliance

Provision and Use of Work Equipment Regulations (PUWER) 1998

The Management of Health & Safety at Work Regulations 1999

FIRST AID

Unipol follows HSE recommendations regarding the provision of first Aid Facilities, in both First Aid trained staff and equipment. The recommendation from the HSE for 25-50 staff at any one location is for at least one first aider trained at Emergency First Aid at Work level. Unipol will maintain this level of provision as a minimum and currently has four members of staff trained in First Aid, to meet the basic Emergency First Aid at Work (one day) course or exceed by attending the First Aid at Work (three day) course. Certification lasts three years and records of training and expiry dates are maintained by the Projects Co-ordinator and a central record is maintained by the Deputy Chief Executive.

Details of qualified First Aiders are displayed on the Staff Notice Boards and in First Aid Kits. First Aid kits are provided at Woodhouse Lane, Mill Street, Grayson Heights and Carlton Hill.

Bradford College office, Bradford University hub and Nottingham University office.

Offices at Bradford and Nottingham utilise the First Aid resources of the host university and the arrangement is confirmed annually by the Projects Co-ordinator.

A First Aid Risk Assessment is stored by the Housing Manager and is reviewed annually by the Health and Safety Review Board.

Compliance

Health & Safety (First Aid at Work) Regulations 1981
Management of Health & Safety at Work Regulations 1999

ACCIDENTS

Unipol recognizes the importance of gathering information on all causes of work accidents and near misses to assist in risk assessment and future accident prevention. Advice regarding safe working practises and contact information for the Enforcing Authority, Medical Advisory Service and Responsible Person is passed to staff through display of approved posters.

A numbered accident book is provided with each first aid kit and is completed in the presence of the injured person. The Accident Report sheet is then passed to the Projects Co-ordinator who takes any action required and reports this where appropriate to the University of Leeds or the Health and Safety Executive. They also confirm what action has been taken to the injured person and the Deputy Chief Executive and keep the report on file for three years.

Unipol complies with a statutory requirement to report serious accidents at work to the Enforcing Authorities. Reportable incidents or occurrences include Death or Major injury, Injury resulting in incapacity of at least three days or contraction of a communicable Disease, Information on serious accidents will be reported to the University of Leeds who jointly employ all Unipol staff. The Projects Co-ordinator reports incidents at each meeting of the Health and Safety Review Board so that any resulting actions can be discussed and if appropriate, investigated.

Compliance

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).
Health & Safety (First Aid) Regulations 1981.
Health and Safety (Information for Employees) Regulations 1989

WORKING TIME

Staff are subject to the Working Time Regulations which defines an average of 48 hours a week taken over a span of time as reasonable.

Compliance

The Management of Health & Safety at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992
The Working Time Regulations 1998

LOOKING AFTER EMPLOYEES HEALTH

Unipol has a general duty of care towards its employees and will identify any concerns in the work place in health-related areas. Unipol has access to the occupational health facilities and experts within the University of Leeds who advise on matters where health may be affecting capability or where illness or recuperation may require a short term change in duties.

No consumption of alcohol by staff is allowed on the office premises . In the case of a reception or event that specifically includes alcohol the organiser and staff servicing the events cannot consume alcohol on these occasions.

Some staff drive regularly in the course of their duties and their driving skills, and the absence of restrictions caused by poor driving is important to Unipol as part of assessing their suitability to fulfil the contractual aspects of their employment.

Compliance

The Health & Safety at Work etc Act 1974
Workplace (Health, Safety and Welfare) Regulations 1992

MOBILE PHONES

Staff who regularly visit Unipol properties or who may need to be contacted out-of-hours are issued with mobile phones.

Staff are instructed not to use their phone whilst driving which may result in prosecution or invalidate the car insurance in case of an accident.

Compliance

The Management of Health & Safety at Work Regulations 1999

PART 4 - SPECIAL GROUPS

YOUNG PERSONS

It is the Unipol policy that no one under the age of 16 years shall be employed or given work experience.

Should young people (between the ages of 16 and 18) be engaged in any capacity, their duties will not involve risk greater than those of other staff as detailed in this policy.

Compliance

The Management of Health & Safety at Work Regulations 1999

EXPECTANT MOTHERS

Pregnancy may alter the role the member of staff concerned is expected or able to undertake through a reduction in manual activity or increases sensitivity to potentially harmful substances and as such, staff should inform the Deputy Chief Executive of a pregnancy as early as possible. Unipol takes the advice of the University of Leeds in these matters and this may involve an individual risk assessment for the member of staff.

Further information and advice can be found on the University Health and Safety Policy website (details on P11).

Compliance

The Management of Health & Safety at Work Regulations 1999

The Sex Discrimination Act 1995

DISABLED PERSONS

Unipol recognises that disabled persons may have cause to visit the offices and endeavours to comply with the Disability Discrimination Act 1995, within the constraints of the building layout.

Level access at the rear of the building (basement) and ramped access at the front (ground floor) allow unaided entry and exit by disabled persons. A lift gives access to the basement, ground, first and second floors. The third floor of the building has no lift or ramped access and both access and evacuation to that level of the building is difficult. No member of staff with a disability or mobility impairment should be present on the third floor of the building. The building contains sufficient facilities on other floors to allow access to all the amenities and facilities needed by staff and visitors without having to visit the third floor.

Unipol does not currently employ any staff with a disability or mobility impairment that would in any way hamper them from leaving or moving about the building. In the event that such a person was employed, a personal risk assessment would be carried out in co-operation with the University of Leeds that would identify any special procedures or equipment needed to minimise risk.

Emergency evacuation of disabled persons is dealt with under the heading FIRE PRECAUTIONS AND EVACUATION PROCEDURES.

Compliance

The Health & Safety at Work Etc Act 1974

Disability Discrimination Act 1995

VISITORS

Unipol has a duty of care to visitors to the premises, and takes all reasonably practicable steps to ensure their safety. Where visitors may be exposed to risk, adequate information on the risk is provided.

This policy applies to all staff responsible for inviting visitors onto the premises, escorting them at different times or of maintaining parts of the premises in order that visitors are safe.

Compliance

The Management of Health & Safety at Work Regulations 1999

Part 3 Policy Responsibilities

Unipol Health and Safety Policies and Responsibilities

Unipol has two main Health and Safety Policies, the Health and Safety Policy for Housing and the Health and Safety Policy for Offices and Staff. These are at the centre of the organisation's health and safety regime and detail the commitments and operational requirements in this area across the whole organisation. Overall responsibility for both policies is with the Chief Executive who reviews those policies annually in a formal Health and Safety Review Board. The Board of Unipol is responsible for monitoring and approving any changes to the policies and the policies will be presented to the Board annually for reaffirmation.

The lines of operational responsibility then divide into the Housing policy, under the Assistant Chief Executive - Housing Services and Offices and Staff Policy, under the Development Manager.

The membership of the Review Board is, the Housing Manager (Chair), the Deputy Chief Executive, the Assistant Chief Executive - Housing Services, the Development Manager, the Projects Co-ordinator and the Housing Management and Procurement Officer. The Housing Manager has the key role within that Review Board and will convene meetings, decide agendas and report back to the Chief Executive on conclusions reached.

Health and Safety Responsibilities in Job Descriptions

All Senior Managers have a responsibility for the effective implementation of the Health and Safety policy and for proactive health and safety management and some other members of staff have specific responsibilities.

Relevant extracts of job descriptions:

Chief Executive

The Chief Executive of Unipol has ultimate responsibility for the running and development of the organisation, which includes certain legal responsibilities under both Company and Charity law and the Memorandum of Association which governs the Charity. The Chief Executive is responsible to the Board for the day to day management of the Charity. The Chief Executive ensures that the Charity operates within the relevant legislation and that trustees are kept up to date as to their own obligations as trustees.

The Chief Executive has responsibility for all staff working within Unipol.

The Chief executive consults on a regular basis with Unipol staff who themselves have first line responsibilities and in doing so determines areas of responsibility between these staff and ensures these staff act within the authority given to them.

Development Manager

The Development Manager has first line responsibilities for health and safety throughout the organisation, ensuring that legislative, regulatory and voluntary standards are met in respect of the *Health and Safety Policy for Offices and Staff*.

The Development Manager ensures that the *Health and Safety Policy for Offices and Staff* is followed in respect of all staff (with the assistance of the Projects Co-ordinator who has day to day responsibilities in this area) and will establish, review and maintain whatever monitoring and verification systems are required to achieve this, ensuring that an annual external check is commissioned from consultants not less than annually in respect of Unipol's health and safety policies.

In the event of a major incident involving a health and safety related matter (such as fire, flood, serious accident or suicide) the Development Manager will attend the incident if at all possible and will act as the central point of co-ordination for all health and safety-related enquiries or investigations and will manage this process to external bodies. They will also prepare an internal report on any major incident and ensure that this is provided to the Chief Executive as soon as possible after any major incident.

The Development Manager:

- liaises with the Projects Co-ordinator in respect of the operation of the *Health and Safety Policy for Offices and Staff* and reacts to any operational difficulties or improvements suggested

- ensures that up to date copies of relevant health and safety policies are publicly available in the relevant sections on Unipol's website
- reports on any organisational impact of new legislation in the area to the Chief Executive

Deputy Chief Executive

The Deputy Chief Executive has responsibility for human resource matters including training and maintaining staff records. Particular attention should be paid to ensuring:

- that all line managers have received appropriate training in health and safety matters
- the dissemination of information on health and safety issues is taking place properly within Unipol
- that new members of Unipol, including temporary staff, volunteers and consultants on the premises, are made aware of Health and Safety policy and standards, assisted by the Projects Co-Coordinator who will deliver the training

Housing Manager

The Housing Manager is the Chair of Unipol's Health and Safety Review Board. The Housing Manager ensures the Review Board meets not less than three times a year, convenes meetings, decides agendas and reports back to the Chief Executive on conclusions reached. The Housing Manager:

maintains an up-to-date operational knowledge of Unipol's *Health and Safety Policy for Offices and Staff* and ensures that the policy is applied and followed within the housing management team and that proper verification documentation is available and properly filed as part of those procedures. The Housing Manager draws to the attention of the Development Manager any operational difficulties and recommends any improvements that could be made in the *Policy*.

acts as the first line of co-ordination by checking testing logs and certification as often as necessary to ensure that testing is in accordance with the *Policy* bringing any shortcomings to the attention of the Development Manager (in respect of the offices and staff) and the Deputy Chief Executive (in respect of implications for human resources).

reports to the Projects Co-ordinator any concerns or issues relating to staff safety or the operation of any policy and ensures the Development Manager is kept informed of those communications.

Projects Co-ordinator

Has first line responsibility for overseeing the operation of the *Health and Safety Policy for Offices and Staff* and will draw to the attention of the Development Manager any operational difficulties that occur in administering the policy. In order to operate the *Health and Safety Policy for Offices and Staff* the Projects Co-ordinator takes responsibility for, and fulfils, a number of specific duties as listed:

reviews the *Policy* annually.

works with the Development Manager, and other consultants as required, to ensure that health and safety risk assessments are made and kept up to date in an easily accessible manner in respect of Unipol's offices and its buildings.

ensures the ongoing dissemination of information on matters raised in the health and safety policy to all staff within Unipol and for building a strong culture of health and safety awareness and compliance.

maintains a working knowledge of relevant legislation.

liaises with the University of Leeds in respect of any necessary aspects of the *Health and Safety Policy for Offices and Staff*

ensures that staff receive training (including induction and refresher training), to be commissioned from others if necessary, so that staff are informed about and understand the *Policy*, the obligations it places on them and what they must do as a result of the *Policy*.

receives feedback and evaluation from staff that have undertaken training as a basis for improving future training methods and content.

maintains a record of staff training (in co-ordination with the Deputy Chief Executive who oversees matters relating to human resources)

ensuring that the health and safety content on Unipol's website is correct and up to date (receiving assistance from the Communications Officer in this respect who has maintains the website content and co-ordination).

ensures that Unipol has an adequate number of staff trained in:

- first aid procedures
- fire wardens and fire procedures, fire testing and fire evacuation procedures
- the operation of the lift and the release of persons who may be trapped in it

undertakes a programme of planned safety inspections (both general and specialist) of the offices and ensuring that auditable records of these inspections exist and that any problems or remedial actions are identified and reported to the Development Manager for rectification.

undertakes and updates the fire risk assessments for Unipol's offices (taking external specialist advice if required).

ensures that a risk assessment of necessary activities, processes, and use of equipment has been carried out and is readily accessible and current.

ensures that gas appliances, fire extinguishers, fire alarms and emergency lighting and intruder alarms are serviced as required and that a file of relevant certificates is maintained providing proof of this which is well ordered and readily accessible to all staff.

ensures that inspections of fixed wiring and portable appliance testing is carried out at appropriate intervals and that certificates are kept in a central Health and Safety file which is well ordered and readily accessible to all staff

ensures a high standards of housekeeping within the offices buildings, including enforcing good practice in the storage of equipment and consumables and reporting any difficulties in this area to the Development Manager.

ensures that adequate and suitable protective clothing and equipment is available for use by staff and visitors.

operates Unipol's procedures if an accident to staff or visitors should occur including:

- arranging for the prompt reporting of accidents, in accordance with Unipol and the University of Leeds procedures
- investigating accidents and in the case of any serious accidents to jointly investigate these with the Development Manager.
- Investigating and reporting on any "near miss" incidents
- reporting all significant issues arising from accidents and incidents to the Development Manager.

In order to operate the Health and Safety Policy for Offices and Staff the Projects Co-ordinator takes responsibility for, and fulfil, a number of specific duties including:

- checking the first aid boxes regularly and keeping supplies kept up to date and ahead of their "use by" dates"
- undertaking the certification of electrical appliances (including portable appliance testing), ensuring that certification is up to date and verification records are kept readily accessible at all times
- ensuring that all fire extinguishers are maintained and serviced in the offices
- undertaking fire alarm testing, completing fire testing logs with exactitude, ensuring fire alarms are serviced and maintaining records of that servicing, rectifying any problems experienced in fire testing and servicing.

takes first line and operational responsibility for controlling any identified risk from Legionella as the nominated "responsible person" for the organisation and ensuring compliance with the Health and Safety Executive Approved Code of Practice and Guidance (ACOP)

have first line responsibility for liaison with the Fire and Rescue Services, either when seeking their advice or following up any incident involving them

Housing Management and Procurement Officer

The Housing Management and Procurement Officer assists the Housing Manager in respect of a number of important health and safety matters and routines, both in their administration and in raising and dealing with any concerns or issues relating specifically to staff safety or property safety. The Housing Management and Procurement Officer, under the direction of the Housing Manager and Projects Co-ordinator, arranges safety checks of gas equipment and fire extinguishers at Unipol offices.

Accommodation Bureaux Manager - Bradford College Office, Bradford University Hub and Nottingham University office

The Accommodation Bureau Manager ensures that:

bureau staff adhere to Health and Safety procedures.

any concerns regarding health and safety matters in their respective offices are brought to the attention of the development manager without delay.

Assistant Chief Executive - Housing Services, Financial Controller, Communications and IT Manager, and Bureau Managers

Each of these senior positions assists in the administration of the *Health and Safety Policy for Offices and Staff* by ensuring it is followed by their respective staff.

Ends.

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Registered Office: 155-157 Woodhouse Lane, Leeds LS2 3ED