



3.3	Reporting Structures: Health and Safety Committees	11
3.3.1	Safety Committee	11
	Animal Handling and Clinical Activity Safety Committee.....	



3.10.14	Safe Systems of Work.....	16
3.10.15	Document	



2.3 Safety Objectives

To ensure that there is sufficient planning and resource in place to meet the Health and Safety objectives set out in the policy, progress will be reviewed by the RVC Safety Committee on a quarterly basis. The analysis will be collated from a number of sources including but not limited to:

- Setting and reviewing Key Performance Indicators (KPIs)
- Review of operational safety risk register for the organisation
- Incident and accident management reports (including action closure and root cause analysis)



The operational risk register for health and safety risks along with other identified Departmental risks feeds into the strategic RVC wide risk register. The health and safety risk profile is reviewed and updated on a quarterly basis at the RVC Safety Committee and should include future risks to the organisation.

2.5 Emergency Preparedness

I q i i g D p e D

The arrangements for emergency response and business continuity (including but not limited to fire, flood, power failure, security breaches, outbreaks of infectious disease are detailed in the business continuity plans.

They identify key emergency situations, address the associated risks and include information on the following:



HSD

3.1 Organisation, Roles and Responsibilities

S i i D



- ensuring sufficient information, supervision, instruction and training is provided to staff and students to ensure that they operate in a manner which safeguards their health and that of others affected by their activities;
- ensuring in conjunction with their DSS that areas over which they have control are inspected at least annually and monitored frequently to ensure operational compliance;
- reporting accidents, near misses and hazardous incidents promptly via the College's accident/incident reporting procedure;
- ensuring sufficient resources are available to implement this Health & Safety Policy and bringing to the attention of the College Principal any part of the Health &



acting as the RVC's first point of contact with all statutory and other external agencies dealing with health and safety matters and reporting to such agencies as legally required.

G x egx vD

All contractors working on College premises are expected to take reasonable care for their own health and safety and others who may be affected by their activities and follow any instruction relating to their health and safety. All contractors are expected to complete RVC induction training (including refresher training) and to submit risk assessments and method statements for contractor activities undertaken. They are expected to co-operated with RVC staff to ensure the continued safety of all parties.

H vefpi Di w vD

Staff, students or visitors who are disabled or mobility impaired (even when it is a temporary condition) should ensure that Heads of Department, DSS, ASS, the Corporate Health and Safety Team or other responsible persons are aware of their condition, as far as it is relevant to their emergency planning or escape, for example, their escape from a building in the event of a



preparing contingency plans for action following accidents and incidents involving biological agents

advising and assisting with investigations following accidents and incidents involving biological agents

carrying out periodic inspections of containment facilities

assisting in assessing training needs for those working with biological agents

He i vK vW ix E w DHKVE D

A person, who has obtained the national vocational qualification, is appointed to;

advise on the transport of dangerous goods and to monitor practice, training and procedures for the transport of dangerous goods.

ensure an annual report is prepared on the scope of the College activities

investigate serious incidents and accidents involving dangerous goods

monitor the College security plan for dangerous goods

The DGSA should as a minimum hold a vocational qualification that permits them to act as a DGSA. The RVC must be satisfied of the competence and experience of the DGSA and the post holder should be appointed in writing.

Ve ex IT xigx E w DVTE D

The RPA is a statutory appointment to assist the College comply with the Ionising Radiations Regulations 2017 (IRR17). They are also responsible for advising on all other matters of radiation protection including;

The implications of other relevant statutory provisions

Radiation risk assessments and project approval

Design and commissioning of new or modified radiation facilities

The safe use of radioactive substances in veterinary practice and research

The restriction of staff exposure to







F v e i x D e e i q i x D

The management of biological safety with respect to importation, handling, transportation and disposal is met through adherence to the Biosafety Policy SD 4044. This policy also advises on the use of genetically modified organisms (GMO) and their contained use at the College. The process for risk assessment and approval for wild type and GMO work is defined in the Biosafety Policy and advice is available from the DSSs, the Chair of the GMSC, the BSO and the Chair of Infection Control Group to ensure the process for approval is co-ordinated and in proportion to the level of risk. The highest biological hazard work at the College are contained within the Containment Level 3 suites at the Hawkshead campus, where work with ACDP HG 3, GM Class 3 and SAPO 3 organisms is carried out. As the regulatory requirements are higher for these organisms, there are higher standards required for



T i w w ǝ Diwǝpǝ

The responsibility for maintenance and inspection of pressure vessels is dependent on the ownership of the equipment. This responsibility also includes the requirement to co-ordinate statutory inspections for insurance purposes by a competent person (a written scheme of examination). Records of statutory tests are retained on a portal managed by the current insurers and access to this portal is available on request to ISD.

It is the responsibility of the Head of Departments to ensure there are procedures in place to identify pressurised vessels, to ensure compliance with maintenance and inspection requirements and that there are procedures in place to ensure that vessels are fit-for-purpose and are only used by appropriately trained staff and students.

G w g x D e e i q i xǝ ǝ x e g x ǝ x pǝ

The management of construction projects and the control of contractors is documented in the Management of contractors Policy SD 9062 to ensure compliance with Construction and Design Management Regulations (2015). Although ISD have key roles in the management of contractors at the College, any employee bringing contractors onto site to carry out works that fall under the scope of this policy have a duty for their safety and to ensure that contractor works do not adversely affect the safety of others.

Where there are higher hazard activities such as working in confined spaces, hot works, work at height, etc. these are controlled by the permit to work process managed by the ISD.

W e i D o pǝgi D e e i q i xǝ

Where College buildings are occupied by a third party for business purposes, there is a requirement to have in place a shared workplace checklist / agreement to ensure that ownership for key safety responsibilities are identified and met (SD 9067).

W e i ǝpǝgi D D o D

ISD are responsible for providing the College with buildings of sound construction, for safe access and egress routes, for building maintenance and co-ordination of refurbishment. They also have responsibility for the maintenance of the roads and pathways (except where these are public roadways). Employees and students have a responsibility to bring any defects in these areas to the attention of the ISD **through use of the online Service Desk Portal**0.31 0.506 0.737 RG{.024 11(o)4(yee)-3(s a)mW*ñBT/F1



H g q i x D e e i q i x D

The document control and management of Safety documentation is met through adherence to the



E epDÉ i x DVi xD IEL W B IÉ g pD

The annual report to Council provides an overview on safety performance, continuous improvement review, summary of accident and incidents and impact of changes in legislation.

Pie IPi ww vÉ IÉ x vDq i q i xD

The review process and actions should feed into the continuous improvement cycle for the management system as a whole and should include the review and integration of the following:

- Review of Health and Safety objectives for the College
- Results of performance measurements (e.g. KPI review, risk register)



E i gi vD



D

Appendix 2 Departmental Safety Supervisors

Departmental Safety Supervisors are appointed by Heads of Departments/Directors in consultation with the Corporate Health & Safety Team. Departmental Safety Supervisors assist the Head of Department/Director to discharge their health and safety responsibilities.

The duties and responsibilities are;

- a. in conjunction with the Head of Department, to advise on the appointment of Radiation Protection Supervisors;
- b. to assist in the preparation of a Departmental Safety Manual detailing operational procedures and local rules and risk assessments









We Deliver Difficult

- a. To evidence, develop and recommend health & wellbeing strategies to enhance and maintain staff wellbeing.
- b. To recommend to Safety Committee and then CEC an annual programme of actions (plans) to support health & wellbeing strategies for staff.
- c. To ensure that plans support the delivery of the Corporate strategy and its sub-strategies as well as the daily operations and legal, regulatory, and moral obligations of the College;
- d. To ensure that the plans deliver value for money.
- e. To ensure that proposed strategies or plans are measurable in terms of the delivery and impact.
- f. To ensure that any proposed strategy or plan is harmonised with student health & wellbeing initiatives, concepts and frameworks or vice versa as appropriate.
- g. To receive regular reports, updates and recommendations from its membership, and from appropriate staff or student representatives on the operational delivery of the College's health & wellbeing strategies and supporting plans;