

The Archway Campus

*Joint Health and Safety Arrangements*¹

Foreword

The intention of this document is to describe the organisation and arrangements for safety agreed between University College London and Middlesex University for their joint collaboration at the complex of buildings known as “the Archway Campus” (the Campus)².

The Campus comprises a group of buildings at 2 – 10 Highgate Hill London N19 5LW jointly owned and managed by University College London and Middlesex University. Principally academic departments from the two universities working either independently or in collaboration occupy the buildings. In addition to this, part of the site is leased to tenants who may work independently or in partnership with either of the two universities.

The universities remain separate employers. Each operates under its respective statement of safety policy, organisation and the arrangements for safety within constituent departments operates in the same way that it does at other locations.

Work at the Campus is supported by the provision of overall estates, facilities and building services jointly managed by University College London and Middlesex University. This provision covers both the areas occupied by university departments and tenants and the non-aligned space³. This policy document describes (below) the organisation and arrangements by which the two universities co-operate for safety on the Campus and by which they ensure adequate consultation with, and involvement of staff in safety issues.

Statement of Intent

In recognition of their duties under the Health and Safety at Work Act 1974 and its associated regulations, both the Council of University College London and the Board of Governors of Middlesex University have affirmed their commitment to pursuing health and safety objectives in their respective Statements of Safety Policy.

University College London “is committed to excellence in teaching and research; the management of health and safety is integral to these activities and so the same commitment to excellence shall apply to the manner in which the College discharges its responsibilities for the health and safety of its staff, students, visitors and all those who may be affected by all its activities. This commitment is recognition that its staff and students are its key resource.”

¹ Drafted by Jeremy White, UCL Deputy Head of Safety; Vincent King, MU Health and Safety Manager; Anthony Tyrrell Site Manager Archway Campus

² In compliance with The Management of Health and Safety at Work Regulations 1999 (reg. 11)

³ This includes all internal and external circulation spaces, plant rooms, service ducts and non-specialist teaching facilities that are outside of defined departmental boundaries.

Middlesex University aims to be a global university committed to meeting the needs and ambitions of a culturally and internationally diverse range of students by providing challenging academic programmes underpinned by innovative research and scholarship and professional practice.

The University will aim to, through effective governance, management and leadership, reduce risk and provide a safe, healthy and supportive environment for its employees, students and other users in accordance with the standards set out in HSG65 and the (Universities' and Colleges' Employers Association (UCEA) Safety Management Code of Best Practice. These respective commitments are not in conflict and apply fully to work at the Campus. They are set out in full in the universities' own documents.

Site plan showing areas of occupancy

Floor plans are available from the Site Manager's Office that show which areas of the Campus are occupied by whom and thus, who's constituent department or Tenants health and safety arrangements apply.

Organisation for safety on the Campus

Organograms follow that show levels down to, but not beyond departmental level -whose functions are covered by individual departmental arrangements for health and safety in line with the respective Universities Health and Safety Policy, (or equivalent). These diagrams indicate paths for consultation and co-operation between units of the two main parties in accordance with the Management Regulations 1999 (reg. 11) and the Consultation Regulations 1996.

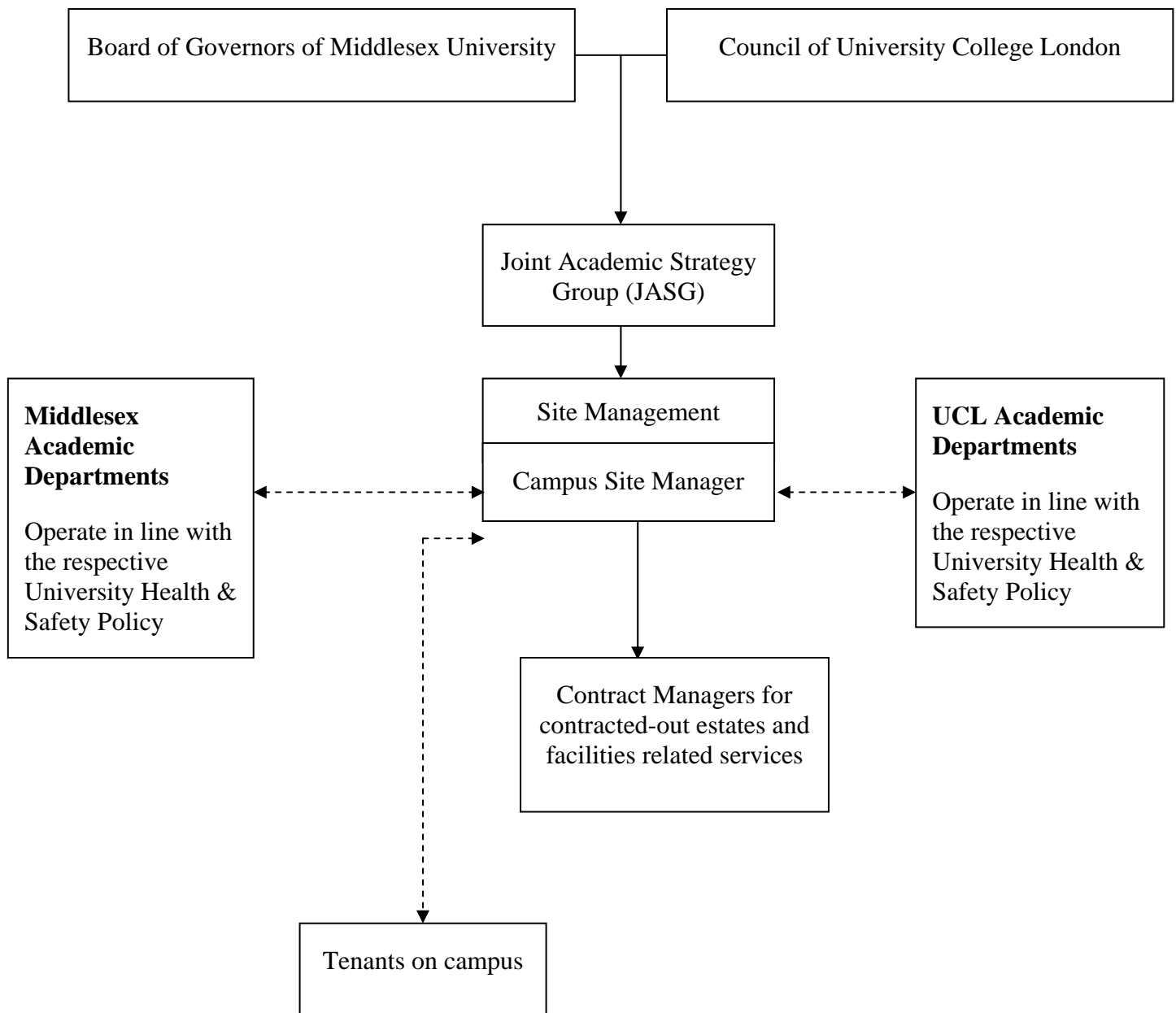
Joint Strategy Group

The Joint Academic Strategy Group (JASG) is appointed by the Council of UCL and the Board of Governors of Middlesex University and contains up to four members of each university. It has a strategic role in promoting co-operation between the constituent occupants of the site. It discharges its duty through the creation and development of **joint safety arrangements for the Campus**, normally having received recommendations from the Site Management Committee (SMC) (below) and through promoting safety⁴ in academic collaboration between the Campus occupants.

Additionally, the JSG reports to the governing bodies of the respective universities any problems it encounters with the implementation of safety policy on the Campus which cannot be resolved through the local procedures for safety management.

⁴ This is achieved through the operation of the Site Management Committee and other committees or groups set up to facilitate joint collaboration and working on the Campus.

Organisation for safety management⁵



Key

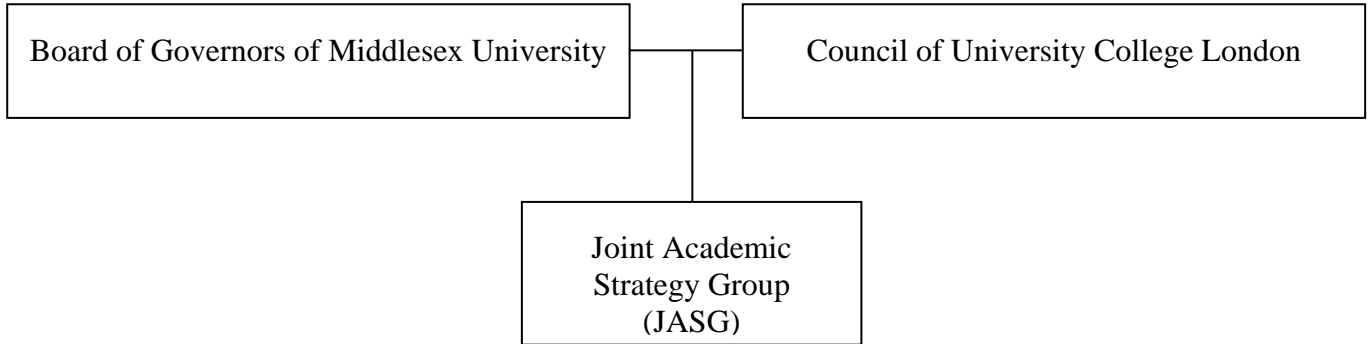
—————> Line management

←-----> Accountability for occupancy

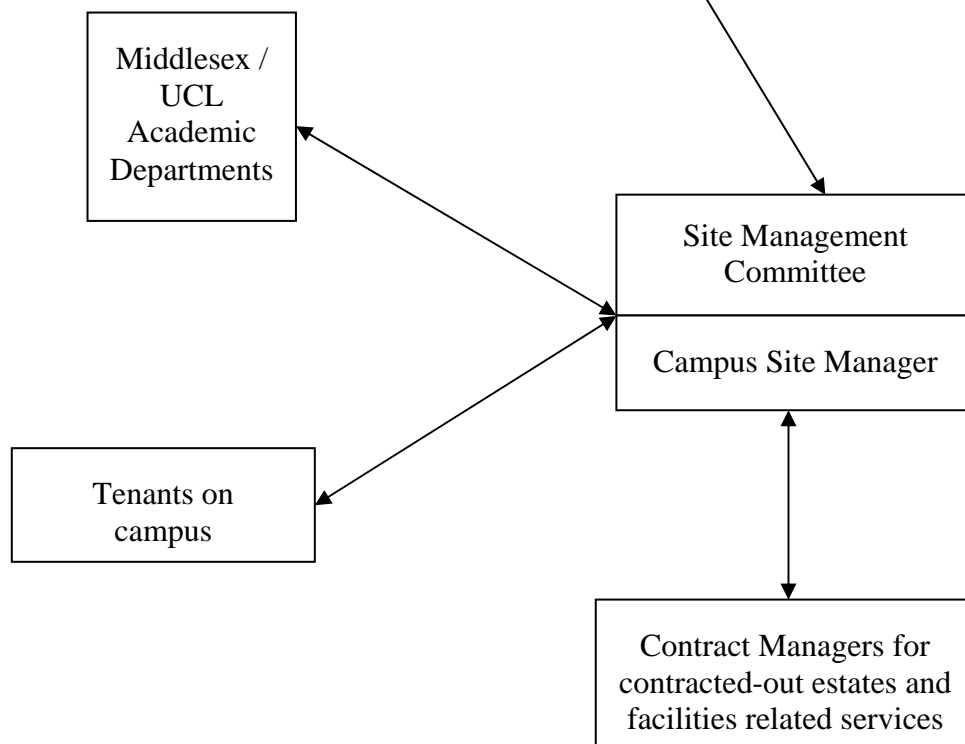
⁵ Based on Appendix 2 JSG 98/1/2 and Appendix 3 JSG 98/1/3

Organisation for co-operation and co-ordination of activities

OVERSIGHT:

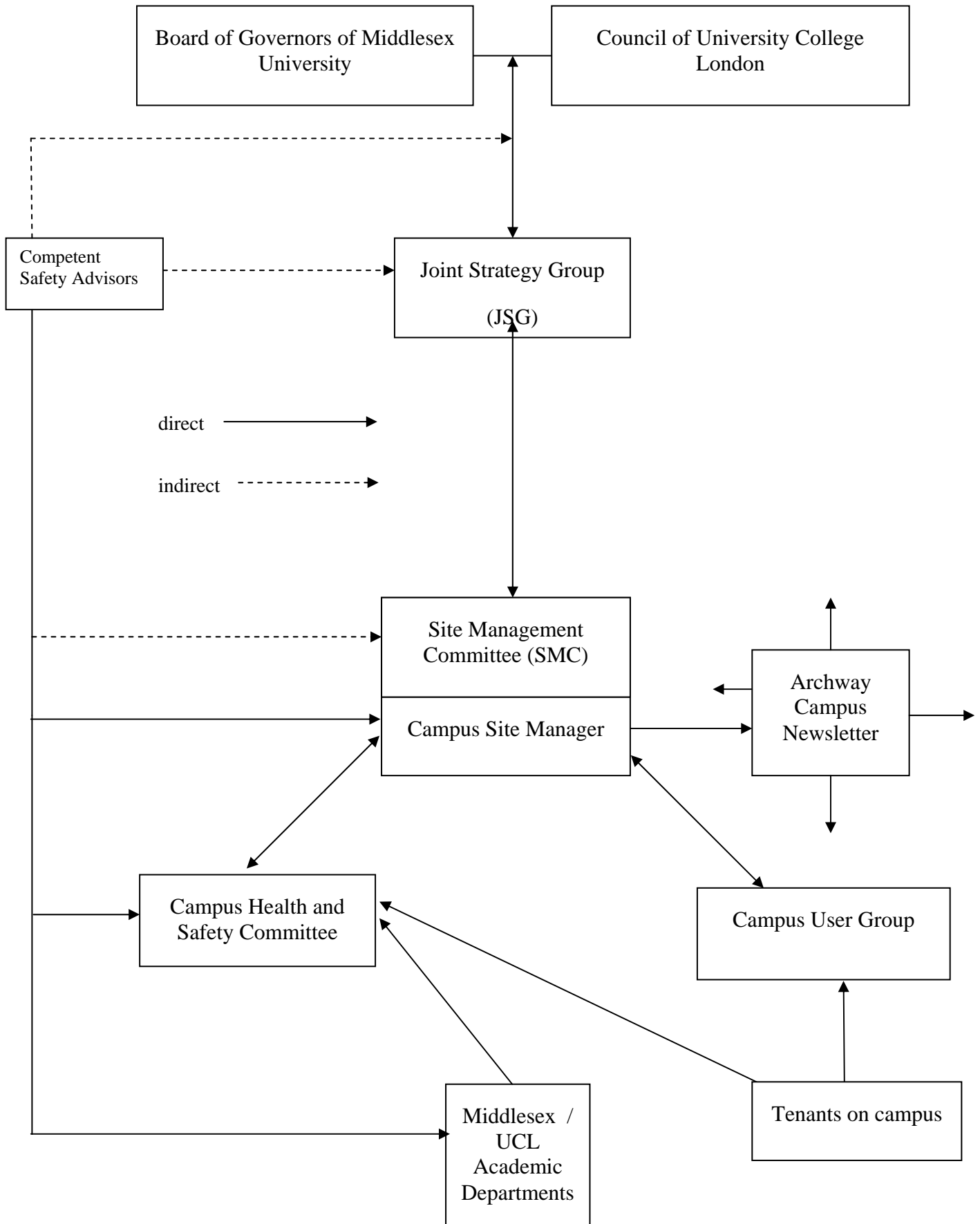


ACTION:



interactions ←————→

Organisation for safety consultation, advice and monitoring



Site Management Committee

The Site Management Committee (SMC) is charged by the JASG with oversight of the day-to-day matters relating to the management of the Campus (see Appendix 2). This includes overseeing and managing all matters relating to estates and facilities i.e. security, cleaning, maintenance, refurbishments etc.

Specifically, the SMC is responsible for the allocation of space within the campus to the universities and approving safety arrangements for common areas. It is also responsible for resolving any conflict between the activities of the occupants or between them and the safe management of the Campus.

The SMC acts within a remit from the JASG to make the necessary contractual arrangements for the provision of joint Campus services.

Archway Campus Site Manager

The Archway Campus Site Manager is responsible for the day-to-day management of the Campus estate and facilities and has been appointed as the Campus Safety Officer with respect to activity in and maintenance of all non-aligned space. They also acts as the point of contact for all occupants of the campus on safety matters. The Site Manager will report to the Site Management Committee any difficulties in implementation of the **Joint Health and Safety Arrangements for the campus**.

Provision of advice on occupational safety and health

In accordance with regulation 7 of the Management Regulations 1999, advice on occupational safety is provided by the competent safety advisors of University College London and Middlesex University, advice on Campus fire safety by the UCL Fire Officer and advice on Occupational Health issues by the UCL Occupational Health Service.

Co-ordination of advice from the two university safety advisors is achieved through regular meetings between the advisors and the Site Manager. Additionally, both safety advisors are *ex-officio* members of the Campus Health and Safety Committee.

Co-ordination, co-operation and consultation within the Campus

Archway Campus Health and Safety Committee

Co-operation between university departments of the Campus is achieved formally through representation on the Campus Health and Safety Committee in compliance with regulation 11 of The Management of Health and Safety at Work Regulations 1999. The role of the Committee is to monitor and review the operation of site services in so far as they affect the safety of the staff, students and visitors to the Campus and to report deficiencies to the Site Management Committee.

The work of the Safety Committee covers such matters as to receive reports of accidents from both within departments and in non-aligned space and investigate significant incidents and possible trends. The Committee will examine complaints or incidents where the activities of one department might adversely affect others. The Campus Safety Officer (Site Manager) will collate reports from the Safety Committee for presentation to the Site Management Committee.

NOTE: The responsibility for safe management of departmental activity lies with the departments themselves, under the Safety Policies of each university. However they have a clear duty to manage their activities so as to be of no detriment to their neighbours (see below).

Archway Campus User Group

Employers have a statutory duty to consult with and involve their employees in decision-making processes, which affect their safety under the Employee Consultation Regulations 1996. In addition to, and not in conflict with the terms of reference of the Archway Campus Health and Safety Committee, the Site Manager convenes the Campus Users Group. The Campus Users Group contains representatives of all the occupant departments and Tenants based on the campus to act as a forum for the mutual exchange of information and experience of the operation of the campus.

Archway Campus Newsletter

Further to the work of the Health and Safety Committee and the Archway Users Group the Site Manager prepares a newsletter to inform those present on the Campus of progress with projects and any future developments. The frequency of the Newsletter is dependent on the pace of development.

Departments, Tenants and Contractors

Departments

The academic departments on the campus assess and control the risks of their activities in accordance with the requirements of the safety policies of the respective universities.

All academic and university service departments shall co-operate and co-ordinate their activities through the Campus organisation as described above, in compliance with regulation 11 of the Management Regulations 1999. This interaction will extend to tenants, to whom the universities have duties under regulation 11.

Tenants

As separate employers, Tenants have equivalent statutory duties under the Health and Safety at Work Act 1974 and dependent legislation. They shall prepare their own policies for safety. They are required to co-ordinate their activities with those of the other occupants of the Campus and safety representatives of Tenants are members of the Archway Health and Safety Committee.

Contractors

As separate employers, contractors have equivalent statutory duties under the Health and Safety at Work Act 1974 and dependant legislation. They shall prepare their own polices for safety and control the risks of their activities in accordance with the requirements of the safety policies of their organisation. They are required to co-ordinate their activities with those of the Campus and thus, are responsible to the Site Manger for the safe running and adequate supervision of all their activities at all times accordance with all legislation and local Campus arrangements.

Appendix 1

Archway Campus Health and Safety Committee

Terms of Reference

General

Middlesex University and University College London believes in the promotion of consultation between management and its recognised Trade Unions Representatives in instigating, developing and carrying out measures to measure the Health, Safety and Welfare at work of all its employees.

The Archway Health and Safety Committee is designed to provide a meaningful consultation forum that encourages an atmosphere of positive co-operation in promoting and adopting best practice.

Objectives

The Health & Safety Committee shall consider the health, safety and welfare of all employees affected by the Archway Campus activities and shall submit advice and recommendations regarding the above to appropriate Committee/ Department.

The Committee functions include consideration of the following:

1. Accident / disease statistical trends for the campus
2. Examination of safety inspection reports
3. Monitoring of local safety rules and systems of work.
4. Effectiveness of local health & safety communication
5. Provision of information relative to changes in the workplace.
6. Providing a report to the respective Universities Health & Safety Committee on the Committee's activities

The Chair shall decide how best to submit advice and recommendations to the appropriate university Departments and / or forum.

The Health and Safety Committee may, on occasions, consider it appropriate to carry out independent health & safety inspections from time to time.

Membership

Chair:

Middlesex University Campus Dean of Students / UCL equivalent

Secretary / Convenor :

Archway Campus Site Manager

Elected Safety Representatives:

Middlesex	Unison / UCU
UCL	Unison / UCU / Unite

Other Management representatives as agreed by the Chair:

(At least one member from Management of the respective Universities. The representative selected shall be best positioned to provide adequate information on the agenda).

Respective Universities Health and Safety personnel – ex officio

Vacant Position:

To acknowledge the Health & Safety (Consultation with Employees) Regulations 1996.

Departmental and Tenant Health and Safety Representatives

The following persons shall also be invited to embrace the spirit of a positive co-operation in promoting and adopting best practice

Representative of the MUSU

Representative of the UCLSU

Meetings

- Range between two and three per year.
- Formal agendas will be prepared for each meeting and proposed agenda items and supporting documentation should be forwarded to and discussed with the Campus Chair. This shall enable appropriate Management Representatives to be present.
- It is recognised by all that proper preparation for such meetings will enable a more meaningful agenda to be produced and a more constructive meeting to take place.
- Minutes of each meeting will be circulated to all parties of the group, within 21 days of the last meeting.
- The agenda and supporting documentation will be circulated within 14 days of the next meeting, and will be subject to ratification at that meeting of the group.

Quorum

Meetings of the Archway Health and Safety Committee will be held and valid when nine members comprising those noted below are available to be in attendance:

Chair

Secretary / Convenor

One Elected Safety Representative from each university

Five Departmental Health and Safety Representatives

Appendix 2

Archway Campus Site Management Committee

Terms of Reference

Remit of the Archway Campus Site Management Committee as January 2004

1. UCL and Middlesex University shall each appoint up to four representatives to form the Site Management Committee.
 2. A Chair will be agreed by both parties. The Chair will alternate on a yearly basis between UCL and Middlesex University.
 3. The Site Management Committee shall be responsible for:
 - a. all day to day matters relating to the management of the site and adjacent facilities.
 - b. the allocation of space within the site premises to the site occupants.
 4. The Site Management Committee will be responsible for establishing the standards to be met by:
 - a. Internal and external supply of service.
 - b. Standards for external maintenance of the site and adjacent facilities.
 5. The Site Management Committee should appoint a site manager and such support staff as the Site Management Committee think necessary subject to the normal budget approval processes at both Institutions (such staff will be employed by UCL, on behalf of UCL and Middlesex University).
 6. The Site Manager will act as a point of contact for all site occupants of the site and adjacent facilities and will oversee and manage any contractors.
 7. The Site Manager will report to the Chair of the Site Management Committee and be responsible to the Deputy Director Estates (Property Maintenance and Facilities Management) UCL.
 8. The Site Management Committee can invite a representative of the Whittington Trust and/or the Mental Health and Social Care Trust and/or Primary Care Trusts, for items of relevance to the Trust(s).
- The reporting arrangements of the Site Management Committee will be as follows:
- i. For matters relating to space allocation, potential leasing to third parties and for capital projects, to the Bio-Medicine Sub-Committee of the Estates Management Committee and UCL and Facilities Development Committee at Middlesex University.

- ii. The Estates and Facilities Division of UCL and the Facilities Management Services of Middlesex University are already part of the Site Management Committee and thereby are kept informed and alerted to, and are party to any solution of problems with the annual budget.