



# SD 00105b

Policy		Organisation-wide	
Code of Practice			
Guideline		Local	
Procedure			

Review Due Date:	April 2026
Name or title of reviewer	CHST

Report of the Health and Safety Committee for the year 2025

- 1.2 Plan-Do-Check- Act – addition of section to provide context
- 2.5.3 First Aid Response removed the RPA and RWA Emergency First Aid roles externally appointed roles.
  - 3.2.7 RPS & 3.2.8 LSS Clarification of training requirements and method of

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# 1 Introduction to the RVC Health and Safety Management System

The Royal Veterinary College (hereinafter referred to as RVC) recognises its statutory duty under the Health and Safety at Work etc. Act (1974) to ensure, so far as reasonably practicable, the health, safety, and welfare of its employees and to protect others who may be affected by its activities.

The RVC health and safety management system is based on the HSE model, HSG 65<sup>1</sup> that applies the 'Plan-Do-Check-Act' principle. This arrangement treats health and safety as an integral part of good business practice rather than a standalone system within an organisation. The model underpins ownership for activities where the people responsible for creating the risk are responsible for managing the risk. With this ethos in mind, the arrangements are focused on developing and training people and processes to allow them to meet their safety responsibilities and legal requirements.

## 1.1 Scope of the arrangements

The scope of the arrangements covers the education, research, healthcare training, and study activities carried out by staff, students, and visitors at the RVC on the Hawkshead campus, Camden campus and Boltons Park Farm.

The scope also is designed to cover operations both on-site and off-site where they are managed by the RVC employees

## 1.2 Plan-Do-Check-Act

### 1.2.1 *Plan*

- Define acceptable performance and resources needed
- Communicate acceptable performance and resources needed

### 1.2.2 *Do*

- Identify and assess risk
- Identify controls
- Record and maintain process safety knowledge
- Implement and manage control measures

### 1.2.3 *Check and Act*

- Measure performance
- Review performance
- Learn from measurements and finding from investigations

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<sup>1</sup> <https://www.hse.gov.uk/pubns/priced/hsg65.pdf>

## 2 PLAN

### 2.1 Safety Policy

The statement of intent is contained in the associated document (Appendix 1) entitled 'Health and Safety Policy'.

The Policy will be renewed annually and signed by the Principal of the RVC and the Student Union President. The policy document states the health and safety objectives of the RVC and has been approved by the RVC Safety Committee (a committee that reports to the RVC Council) and the Council. The policy demonstrates clear commitment to a positive safety culture at the RVC. The current version of the Policy statement and arrangements will be made available on the Health and Safety Intranet site.

### 2.2 Safety Structure at the RVC

The diagram below (Figure 1) gives the overview of 4 (f)10.tf 4 .6 ( )10.4 (()2..htThep(i)13.25 5 (i)13.7 .5 (e)-2



the effectiveness of the fire safety systems. They offer the opportunity to identify gaps in fire safety training and to ensure compliance with fire safety requirements.

The mechanisms to support and manage fire safety at the RVC are identified in the Fire Safety Policy

and the Fire Safety Plan. The mechanisms to support and manage fire safety at the RVC are identified in the Fire Safety Policy and the Fire Safety Plan.

Safety Committee, which is a committee of Council.

It will also receive an annual report from the Safety Committee on the RVCs health and safety performance. RVC Council will also arrange for the review of organisation and arrangements for health and safety, as may be necessary, in light of new legal requirements and guidance.

### ***3.1.3 The Principal***

The RVC Principal is responsible for:

- The management of health and safety (including provision of sufficient resources) and the implementation of the RVC Health & Safety Policy, codes of practice and guidance.
- Reporting to the RVC Council issues relating to the management of the health, safety, and welfare of the RVC
- Delegating responsibility for the discharge of his duties to the members of the RVC

agreements.

- Developing effective channels of co-operation and communication to ensure that staff, students, and their safety representatives are aware and informed of developments in health, safety, and welfare in their department and/or Directorate.
- Ensuring sufficient information, supervision, instruction, and training is provided to staff and students to ensure that they operate in a manner with 10.6 (sub 0.5.4 (a) 1 0.00 Tw 5.) [TJ 0, r1 trn 0, e to y]



- Monitoring, auditing, and enhancing safety standards throughout the RVC
- Provision of advice on safety training requirements for RVC activities.
- Working closely with the Health & Safety personnel of the RVC (Specialist safety advisers, Departmental Safety Supervisors (DSS) Area Safety Supervisor (ASS) First Aiders and Fire Marshals).
- Reporting to Safety Committee and associated Committees on the health and safety performance of the RVC
- 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.

### 3.1.8 Contractors

All contractors working on RVC 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-operate with RVC staff to ensure the continued safety of all parties.

### 3.1.9 Disabled Persons

Staff, students or visitors who are disabled or other impairment (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 fire. The RVC can only discharge its duty of care and make reasonable adjustments if they are made aware of any relevant conditions.

## 3.2 Specialist Safety Roles

### 3.2.1 Biological Safety Officer (BSO)

The RVC shall appoint a Biological Safety Officer to provide guidance and advice on all aspects of biological safety (including genetically modified organisms) and to ensure compliance with all relevant legislation.

All contact and liaison with the licensing and enforcing authorities on matters relating to biological safety should be through the Biological Safety Officer. The BSO will undertake statutory notifications for work with wild type pathogens and for work with genetic modified organisms.

The BSO should have experience in working with biological agents within a containment laboratory and a working knowledge of the assessment of risks for work with genetically modified organisms. The BSO must be conversant with legislation for work with biological agents.

The BSO should as a minimum hold a biosafety qualification that qualifies them to act as a Biosafety Practitioner.

The RVC must be satisfied of the competence and experience of the BSO, and the post holder should be appointed in writing.

The duties of the BSO may be (d)-1(u)7.7 (a.3 (e d)-9MCID 32 >>BDC 0.0hBDC 0.0h)Tj 9329.152 829.1, 33 >>

- Ensuring that consent as required by the relevant legislation is obtained from the Health and Safety Executive for all work proposed with Class 2 and above projects with genetically modified organisms
- Ensuring that licences as required by the relevant legislation (Specified Animal Pathogen Order) are obtained from the proper authorities for work proposed with specified animal pathogens
- Ensuring, with the other members of the local GMSQ that all notifications of work with genetically modified organisms are made at the appropriate times
- Advising on risk assessments for proposed work with biological agents and the development and implementation of codes of practice
- Advising on waste disposal policy and arrangements
- Provision of advice on disinfection policy
- Advising on the

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radiations

- The RPA should as a minimum hold the qualifications that permits them to act as RPA

The RVC must be satisfied of the competence and experience of the RPA and the post holder should be appointed in writing.

#### **3.2.4 Radiation Waste Adviser (RWA)**

The RWA is a specialist in radioactive waste disposal and environmental protection who has demonstrated competence in the RWA syllabus. As the RVC has a permit under the Environmental Permitting Regulations (2010) to accumulate and dispose of radioactive waste it is legally required to appoint an RWA. RWAs are externally appointed.

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

#### **3.2.5 Departmental Safety Supervisors (DSS)**

Departmental Safety Supervisors are appointed by Heads of Departments (HoD) in consultation with the Corporate Health & Safety Team (CHST).

DSSs assist the Head of Department/ Director in the discharge of their responsibilities and perform a range of duties outlined in Appendix 2.

The training required to carry out their role is commensurate with the level of risk in their department.

#### **3.2.6 Area Safety Supervisors (ASS)**

ASSs are appointed by DSSs, in consultation with the HoD and Corporate Health and Safety to support the DSS by supervising all activities within a defined area, for example, a workshop, a suite of offices, a laboratory, or a small group of laboratories.

It is essential that the person appointed works in, and is entirely familiar with, all activities taking place within the area of supervision.

They perform a range of duties outlined in Appendix 3.

#### **3.2.7 Radiation Protection Supervisors (RPS)**

RPSs are appointed by HoD in consultation with the Corporate Health & Safety Team for defined areas.

### 3.2.9 First Aid Officer

A First Aid Officer is appointed to coordinate the first aid training provision for the RVQ, to provide the stocks and equipment required, to inspect the stocks on a regular basis and to ensure the requirements of the First Aids Needs assessment (SD 9066) are met.

## 3.3 Reporting Structures: Health and Safety Committees

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### 3.3.1 Safety Committee

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The Safety Committee has been established by the Council and this Committee is responsible for monitoring the effectiveness of the Health & Safety Management System and for improving health and safety performance.

All Terms of Reference are detailed in Appendix 4. There are a number of associated sub-groups that feed into the Safety Committee as outlined in Figure 1.

All sub-groups are chaired by a member of the CEC (unless a chair with specialist knowledge is appropriate) who also attend the Safety Committee.

The description of the subgroups are as follows:

Animal Handling and Clinical Activity  
Safety Group

To advise and promote safe interactions between  
livestock, staff, students, ,

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review of assessments when new buildings are in place, or when activities substantially change in the area.

The CHST will coordinate the assessment programme and will review the actions with all relevant parties e.g. ISD, DSS, local managers.

The management of fire safety at the RVCs is detailed in the Fire Safety Policy SD 6002.

### **3.6.3 Risk Registers**

Strategic and other



As the regulatory requirements are higher for these organisms, there are higher standards required for security, storage, and use, in addition to a higher level of training for staff working with these pathogens.

### **3.10.3 Radiation Safety**

The safe use of ionising and non-ionising radiation is managed in conjunction with the RPA, the RWA, the CHST and the RPSs as defined in the Management of Work with Radiation SD 2000 to ensure compliance with legislation including Ionising Radiation Regulations 2017 and Environmental Permit Regulations 2010.

The use and disposal of radioactive material are recorded in the RVC database system and the annual Pollution Inventory returns are made to the Environment Agency by the CHST.

Disposal of radioactive waste is managed locally by the RPS.

### **3.10.4 Chemical Safety**

It is the responsibility of each Head of Department to ensure that the risks associated with the storage, use, handling, and disposal of chemicals has been evaluated and controlled using the RVC COSHH assessment form (SD 3002) and associated Guidance document (SD 3001).

### **3.10.5 Asbestos**

All RVC buildings undergo assessment for the presence of asbestos containing material with the purpose to prevent exposure and to manage materials in accordance with their risk to health.

A nominated person has specific responsibility for the management of asbestos containing materials at the RVC in accordance with the Policy on the Management of Asbestos (SD 3200).

### **3.10.6 Electrical Safety (Fixed wiring testing and portable appliance testing)**

ISD is responsible for the routine maintenance and checking of the fixed wiring throughout the RVC. It is also responsible for the routine testing of portable appliance testing (see SD 0601 for further information).

### **3.10.7 Legionella**

The RVC has nominated a Legionella Responsible Contractor who, liaising with a nominated ISD representative, is responsible for statutory requirements regarding the control of Legionella. ISD are responsible for the management of controls relating to this risk within the water supply network throughout the RVC.

A regime of testing temperature monitoring and flushing is in place in accordance with the risk assessment for each building. The testing is carried out by a competent contractor and the regime of flushing is carried out by ISD in accordance with the Legionella risk assessment requirements.

### **3.10.8 Lifting Gear**

ISD have overarching responsibility for organising the statutory testing of lifting gear throughout the RVC to ensure compliance with the Lifting Operations and Lifting Equipment Regulations ((g)-2.1d ( )Tj -0.014



of the equipment. This responsibility also includes the requirement to coordinate 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 competent 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 used, 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.

Prior to procurement, end users should communicate with ISD and notify of their intent to purchase pressure systems or pressure vessels. This will ensure that they are subject to the statutory





captured at an appropriate level.

Under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) (2013) the RVO has a statutory obligation to report certain types of incidents and accidents associated with their activities, to the HSE. These may include fatalities, specific serious injuries, injuries resulting in an over 7 day absence from work, certain diseases and other dangerous occurrences that may not have resulted in injury but may have the potential to cause significant harm.

All reports to the HSE are made by the CHST.

## 5 ACT

### 5.1 Reporting and Review of Performance

#### 5.1.1 *Departmental Safety Reports*

Departmental reports are presented on a rotational basis to the Safety Committee and include information on inspections, incident statistics, safety training, identification of three highest risks, lessons learned, safety improvements and actions closure (for incidents and inspection findings).

#### 5.1.2 *Safety Subgroup Reports to Safety Committee*

Reports on the activities of the Safety sub committees as identified in Appendix 4 are submitted on







### 6.3 Appendix 3 Area Safety Supervisors

Area Safety Supervisors (ASS) will be appointed by their DSSs, in consultation with the HoD and the CHST, to supervise all activities within a defined area, for example, a workshop, suite of offices, a laboratory, or a small group of laboratories. It is essential that the person appointed works in, and is entirely familiar with, all activity taking place within the area of supervision.

Their duties and responsibilities are

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## 6.4 Appendix 4 Terms of Reference:

### 6.4.1 Safety Committee

- a) To promote cooperation and a culture of personal responsibility between management and staff in initiating, developing, and carrying out measures to ensure the health, safety, and welfare of persons at work and all other persons on the premises.
- b) To keep under review measures taken to ensure health, safety, and welfare of staff and to recommend any improvements to these.
- c) To consider reports provided by the Safety Consultants, the Inspectorate of the Health and Safety Executive and any other regulatory body and recommend actions in response to these.
- d) To consider any matters submitted by the Corporate Health and Safety Team, Safety Consultants, Radiation Protection Advisers and Safety Representatives and recommend actions in response to these.
- e) To keep under review safety training and communications within the VC.
- f) To monitor the effectiveness of the Health & Safety Policy.
- g) To monitor statistics of accidents and other untoward occurrences provided by the Corporate Health and Safety Team and to recommend any preventative measures that mitigate the most important risks.
- h) To recommend to the VC Executive Committee priorities for expenditure on measures to improve health, safety, and welfare.
- i) To invite such persons as are necessary to attend Safety Committee meetings give specialist/expert advice on particular topics.

- e) To advise on and where applicable to provide safety training requirements for work involving genetic modification.
- f) To monitor the effectiveness of the Safety Policy in respect of genetic modification by receiving and analysing accident reports where appropriate, and by periodic safety audits and inspections of the workplace in accordance with the level of risk.
- g) To advise on the drawing up of local rules to cover work involving genetic modification.
- h) To prepare and maintain a searchable data base of projects.
- i) To provide reports to the Health and Safety Committee as requested by the committee.
- j) To invite such persons as are necessary to attend the Genetic Modification Safety Committee meetings to give specialist/expert advice on particular topics

#### 6.4.3 *Infrastructure Services Committee*

- a) To comment on proposed safety policies, Guidance or other documents in relation to the operation of the RVC Infrastructure and the use of premises by all departments.
- b) To monitor and review the application of safety policies in relation to the operation of the RVC and the use of premises



