

HEALTH & SAFETY POLICY

1.0 Introduction

1.1 Purpose

The purpose of this Health and Safety Policy is to enable the Institution to operate effectively and allow its staff, students and visitors to undertake their activities without detriment to their health, safety and wellbeing.

Scope

This policy applies to all staff, students, contractors and visitors.

1.3 Definitions

Occupational Health and Safety can be defined as “the regulations, procedures and actions designed to prevent and protect persons from accident or injury or ill health in the workplace.”

1.3.1 Competence, Training and Briefing

Competence is based upon training and is used to equip students (and others where the Institution has a duty-of-care) with relevant skills and knowledge to deal appropriately with a given health and safety situation.

1.3.2 Accessibility The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the Institution has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.

2 Policy

2.1 Principles

2.1.1 Commitment Statement The health and safety of staff, students and visitors is of paramount importance to the Institution. Our Health and Safety Policy enables the Institution to operate effectively and allow its staff, students and visitors to undertake their activities without detriment to their health, safety and wellbeing.

We embrace the ‘Towards Zero Harm’ programme as it recognises that our goal is to ensure that our activities do not result in harm, injury or ill health to staff, contractors or others. ‘Towards Zero Harm’ is a goal that we can and must achieve so our performance matches leading organisations that have successfully risen to this challenge. This is about leadership and management establishing a culture that focuses on safe working practices and behaviours encouraging everyone to deliver the health and safety performance to match a leading organisation.

Our Vision is to allow the Institution to operate effectively and allow our staff, students and visitors to undertake their activities without detriment to health, safety and wellbeing. This vision is supported by the following ambitions:

to have a strong health and safety culture and matching management systems

- to attain and maintain a leading health and safety performance within the sector
- to work towards the attainment of zero harm for both work related injuries and ill-health
- to continue to improve our level of performance over time in everything we do.

We can encourage all those we work with to be more mindful of health and safety in everything we do. Together we can work ‘Towards Zero Harm’.

2.1.2 Policy Statement

The Institution is committed to excellence in health and safety performance and to meeting its responsibilities for the health, safety and wellbeing of its staff and students, as well as others, including visitors, who may be affected by Institution activities. This can only be achieved through the application of good practice in health and safety and positive actions by its managers and staff. The Institution is committed to achieving effective control of risk by working to the health and safety management performance standards contained within this policy. These relate to:

- leadership, resource allocation, and consideration of health and safety implications arising from business decisions
- effective risk control measures and systems

- competence of those involved in making decisions on health and safety
- continuous and planned improvement
- taking corrective and preventative action based on monitoring, auditing and investigating activities
- clear definition of arrangements
- encouraging ownership through communication and consultation

This policy applies to every aspect of the Institution's business, including all educational, research, commercial, residential accommodation, recreational and management activities. It applies to Institution owned companies. Further to this the Institution recognises its relationship with the Students' Union and will encourage the Union to adopt this policy where applicable.

2.2 Roles and Responsibilities

2.2.1 Council

Ultimate responsibility for health and safety within the Institution rests with the Institution's governing body, the Institution Council. Council set and monitor progress against the Institution's Health and Safety Strategy Council appoint an independent Chair of the Health and Safety Committee who has accountability for seeking assurance on health and safety performance on behalf of Council. Council receive reports on health and safety performance at each meeting and an Annual Report from the Institution's Health and Safety Committee.

2.2.2 Vice-Chancellor

The Vice-Chancellor is accountable to Council for health and safety performance and has executive authority for setting policy for the management of health and safety. The Vice-Chancellor has delegated authority for the day-to-day management of the Institution's Health and Safety function to the Vice-President Human Resources. The Vice-Chancellor chairs the Executive Board and is a member of Council.

2.2.3 Executive Board

The activities and operation of the Institution are directed and controlled through the Executive Board and its line management structures. The Executive Board is the forum where changes in policy, including health and safety policy, are approved. The Executive Board aim to identify and resolve health and safety implications arising from strategic and operational decisions made by the Board. The Executive Board have health and safety as a standing agenda item at each of their Board meetings. The Executive Board receive regular reports on health and safety performance and an Annual Report from the Institution Health and Safety Committee.

2.2.4 Health and Safety Committee

The Health and Safety Committee is chaired by an independent person appointed by Council and is supported by the Director of Health and Safety. The Committee also advises the Vice President Human Resources. The Committee monitors the health and safety performance of the Institution, reviews incidents and provides a forum for obtaining input from management and health and safety professionals on the development and direction of health and safety at the Institution. The Chair of the Committee will seek assurance from Executive Board members that health and safety is managed appropriately through the Annual Health and Safety Assurance Statement and through an annual meeting with those Executive Board members with high health and safety risks.

2.2.5 Consultation and the Health and Safety Consultative Committee

The Institution consults with and involves staff and student representatives on health and safety issues. It achieves this formally through the Health and Safety Consultative Committee. The Health and Safety Consultative Committee is a sub-committee reporting to the Health and Safety Committee and is chaired by the Director of Health and Safety.

2.2.6 Director of Health and Safety

The Director of Health and Safety is accountable to the President and Vice-Chancellor for ensuring that the Institution has appropriate professional advice on health and safety issues. The Director of Health and Safety has authority from the Vice-Chancellor to stop activities that put people at imminent risk of harm. The

Director of Health and Safety reports to the Vice President Human Resources. The Director of Health and Safety undertakes the following:

develops the Health and Safety Policy and Standards

- defines core knowledge and skills (competence) for key groups of staff, students, contractors, and academic visitors
- maintains a resource of information and guidance on the Institution's Health and Safety website
- administers the incident reporting system and reviews incident data to identify incident trends and any lessons that can be learned
- takes responsibility for investigating significant incidents and for RIDDOR reporting on behalf of the Institution
- is the custodian of the Institution Health and Safety Risk Register and associated Risk Management processes.

2.2.7 Heads of Schools/Directorates/Departments

* Heads of Schools/Directorates/Departments* and other persons with management roles are accountable for the management of health and safety within their areas. They must be aware of health and safety issues within their areas of responsibility and the necessary risk control measures and ensure that these measures are effectively implemented. They must establish a body to monitor and review the following :

- setting and reviewing health and safety performance and objectives
- effective means of consulting with the workforce
- health and safety risk register and the appropriateness of control measures
- that appointments are made for all professional and key health and safety roles (in collaboration with the Director of Health and Safety)
- setting and monitoring competency standards (this includes both staff and students)
- health and safety arrangements and information systems

2.2.8 Supervisors

Staff in a supervisory position, including faculty members responsible for students, are accountable for the health and safety of the people, activities, and

projects that they supervise. They must be aware of the health and safety issues and control measures relevant to their activities and projects. They must comply with the Institution's Health and Safety Policy and any other relevant arrangements within their area or activity.

2.2.9 Staff, Students, Visitors and Contractors

Every individual member of staff, student, visitor or contractor has a responsibility to take care of their own health and safety, take due consideration for the health and safety of others, and not interfere with or misuse facilities that are there in the interests of health and safety. Each individual must comply with the Institution's policies and standards, and the relevant arrangements for the area or activity.

2.2.10 Student Health and Safety

The Executive Board is accountable for student health and safety. Services in support of student health and wellbeing are overseen by the Vice-Provost Education. The Student Support Services Department provides a range of services for students including: the Student Services Centre (practical, administrative, financial and general information, advice and guidance); the Student Health Centre (providing a full service standard NHS general practitioner surgery) the Centre for Wellbeing (providing counselling and psychotherapy, general health and mental health information and advice, and enhanced coordination of support for the most vulnerable students); the Chaplaincy (providing religious, spiritual and pastoral support); and Wardens and Mentors (providing pastoral, welfare, disciplinary and social support in the residencies). The Lead Nurse Adviser (the lead nurse in the Health section of the Centre for Wellbeing) also advises the Institution on issues relating to Public Health. Training and written guidance on health, safety, fire safety, welfare and security is made available to all new students. This training covers the range of common hazards that students are likely to come across at the Institution including fire safety, electrical safety and use of computers. Students in Institution residences receive additional information specific to issues associated with accommodation including fire safety and self-catering.

The Institution includes a Professional Training element in most of its undergraduate courses. This process and its funding are co-ordinated by the Professional Training Committee which reports to Senate. The Equality and Diversity Committee addresses issues of disability within the Equality and Diversity Action Plan and Impact Indicators. The Action Plan sets out its approach to promoting disability equality for staff, students, and visitors. Institution policies relating to staff and disabilities are held on the Institution Policy Website. Each Faculty has a Faculty Disabilities Representative and departments have a tutor responsible for liaison with Additional Learning Support (ALS). Student applicants are encouraged to disclose to the Department Admissions Tutor or Additional Learning Support, in advance of their application, if they require adaptations or personal care to support their study. Students who develop disabilities after admission are encouraged to inform their lecturers / tutors of any aspect likely to affect their studies or health and safety at the Institution. Issues can then be referred to Additional Learning Support who will assess the student's needs and report back to their Faculty Disabilities Representative. Where appropriate a Learning Support Adjustment (LSA) will be developed and implemented for the student. The Institution has guidelines concerning children, young persons and vulnerable adults. These guidelines cover students who are under 18 years of age and children of staff, students, or visitors where the children are involved in Institution activities or on Institution property.

2.2.11 Insurance

The Institution holds a range of insurances, including employers and public liability, professional negligence, personal accident and overseas travel, as well as insurance for its buildings and assets. Its insurers are also responsible for statutory inspections of its plant. The Institution insurers have an interest in how the Institution manages health and safety risks. They carry out periodic surveys of the campus and may issue recommendations for improvements, both in terms of the physical construction of the premises and how they are operated, and the activities undertaken at the Institution.

3 Governance Requirements

3.1 Implementation / Communication Plan

3.1.1 The policy is communicated to all staff as part of the Institution Policy website – and through induction training. Relevant information is also published on the Institution Health.

3.2 Legislative context

3.2.1 This Policy complies with the requirements of the Health and Safety at Work Act 1974 (and other associated legislation). This policy sets out to comply with the required ‘duty of care’ placed upon the University. Under Health and Safety Law a ‘duty of care’ is generated between organisations and individuals when carrying out activities that could foreseeably cause harm. The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation. This duty of care cannot be delegated away; instead the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback. The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity. In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff and visitors.