

**H&S Policy and Manual**  
**STATEMENT OF INTENT**

The Board of Governors and Vice Chancellor recognise and accept their responsibilities to ensure as far as is reasonably practicable the health, safety and welfare at work of all staff, students and other persons within those premises for which the University is responsible, as well as all vehicles under the control of the University.

The Vice Chancellor, as the accountable officer, will take such reasonable steps for ensuring that:

- Plant equipment and systems of work that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees and students to avoid hazards and contribute positively to their own health and safety at work.
- A safe place of work and safe access to and egress from it.
- A healthy working environment.
- Appropriate welfare arrangements within the scope of the Health and Safety at Work Act.
- Policies, procedures and systems in place to help protect the environment
- Appropriate resources are provided.
- Performance standards are set and monitored.
- Policy and practice are developed and regularly reviewed with the aim of progressive improvement.
- Effective systems of consultation and communication are maintained.

The responsibilities, which the Vice Chancellor has delegated to individual staff for the delivery of the above, are set out in the policy. Success in the achievement of these responsibilities will be measured as part of the process of institutional planning and review and through the individual objective setting and monitoring mechanisms of appraisal and professional development plans.

The Board of Governors will review such arrangements annually and make any recommendations accordingly.

Signed:

**Professor G Holmes DL**  
**President & Vice Chancellor**

Date .....

## INTRODUCTION

The Health and Safety at Work etc. Act 1974 extended health and safety legislation to all areas of work, including higher educational establishments. The Act also imposed duties on all persons involved in the activities of such institutions, accepting that the primary duty rests with the employer or controller of the premises.

It is a legal requirement that the University should provide a safe working environment and ensure that all safe working practices are followed. Equally, everyone connected to the University has similar responsibilities.

The University fully accepts its responsibilities to strive to achieve excellence in all its operations, including health and safety.

To underpin this objective, the University subscribes to the following vision:

- To develop a culture and system of management which ensures that the health, safety and welfare of all who use the University premises or services is integral to the planning and operations within the University and which demonstrates a commitment to go beyond simple adherence to its legal requirements.

To underpin this vision, the University has the following strategic goals:

- Within the resources available to the University to create the healthiest and safest environment for all the University's stakeholders or persons affected by any activities undertaken on behalf of the University;
- To ensure that issues affecting the health, safety and welfare of all involved with the University are fully appreciated and integrated into the management culture of the University;
- To ensure that appropriate consideration is given to the inclusion of academically relevant health and safety issues and associated activities within the curriculum;
- To involve staff, students and other appropriate parties in attaining these goals, thus ensuring full commitment to the vision.

This policy statement sets out the means for achieving these goals.

It will be reviewed on an annual basis by the Health and Safety Committee, the Executive Board and the Board of Governors.

In order to ensure that there are specific arrangements in place for the implementation of this policy the University has prepared specific policies, codes of practice and guidance notes to manage the specific risks of the University's activities. **These form the Health and Safety Manual.**

## **SPECIFIC RESPONSIBILITIES**

### **1. Key Specific Responsibilities**

#### **1.1 The Board of Governors**

The Board of Governors have overall responsibility for ensuring the effective management of health and safety in the University and for requiring such information and regular reporting as would put it in a position to effect this responsibility.

#### **1.2 The Chief Executive (Vice Chancellor)**

The Vice Chancellor has overall responsibility to the Board of Governors for health and safety within the University. However, he/she may delegate key personnel with duties and authority to act on his/her behalf in the designated area devolved to that person.

One of the main responsibilities will be to ensure the provision of sufficient resources in order that the University meets its statutory requirements.

In the absence of the Vice Chancellor, the Pro Vice Chancellor (Academic) will assume responsibility.

#### **1.3a Heads of School; Heads of Departments and Directors**

Heads of School (HoS), Heads of Departments and Directors have overall responsibility for the Health and Safety within their area of operation as delegated by the Vice Chancellor. This includes:

- Ensuring the health, safety and welfare of all persons under their control.
- Ensuring that all new members of staff are inducted into the necessary systems and procedures under Health and Safety, relevant to their work in the University.
- Ensuring that investigations into all accidents in the areas under their control are carried out competently.
- Ensuring that all members of staff under their control are made fully aware of any statutory regulations, codes of practice etc. to which they must conform. In particular they will ensure that all staff are made aware of:
  - The contents of this Policy Document.
  - Any relevant codes of practice, policy statements, and guidance notes etc. appended to this policy.
  - Any procedures, rules or policies that apply to a local situation and which are complementary to this policy.
- Ensuring that all equipment purchased under their authority complies with the relevant regulations and standards.
- Ensuring that risk assessments are carried out and effected under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, and any other such risk

assessments as required by other regulations, including COSHH (Control of Substances Hazardous to Health Regulations 2002), DSE (Display Screen Equipment Regulations 2002), the Manual Handling Operations Regulations 2002, PUWER (Provision and Use of Work Equipment Regulations 1998) etc.. and are regularly reviewed

- Ensuring that adequate consultation with Safety Representatives takes place in accordance with the University's Health and Safety Consultation procedure, the Safety Representatives and Safety Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).
- Ensuring that all local emergency procedures within their areas of control that comply with University procedures.

### **1.3b All Managers and Supervisors**

For the purpose of this section, managers/supervisors are defined as any member of staff who is responsible for a group of staff or an area, whether or not this involves the direct management of staff, and any member of staff who has been delegated the responsibility for the management and supervision of staff or any defined operation as part of his/her job description. They shall be responsible for:

- Ensuring the health, safety and welfare of all persons under their control.
- Reporting all accidents and incidents and, where appropriate, investigating all minor accidents in areas under their control.
- Ensuring that all members of staff under their control are made fully aware of any statutory regulations, codes of practice etc. to which they must conform. In particular they will ensure that all staff are made aware of:
  - The contents of this policy
  - Any relevant codes of practice, policy statements, and guidance notes etc. appended to policy.
  - Any procedures, rules or policies that apply to a local situation and which are complementary to this policy.
- Ensuring that all equipment purchased and used complies with the relevant regulations and standards.
- Ensuring that risk assessments are carried out and effected under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, and any other such risk assessments as required by other regulations, including COSHH (Control of Substances Hazardous to Health Regulations 2002), DSE (Display Screen Equipment Regulations 2002), the Manual Handling Operations Regulations 2002, PUWER (Provision and Use of Work Equipment Regulations 1998) etc.. and are regularly reviewed

- Devising and implementing local emergency procedures within their areas of control that comply with University procedures, and which have been approved by the appropriate senior manager.
- Ensuring that adequate consultation with Safety Representatives takes place in accordance with the University's Health and Safety Consultation procedure, the Safety Representatives and Safety Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

#### **1.4 The Vice Chancellor's Executive Board**

The Executive Board will be responsible for:

- Agreeing Health and Safety Policy for the University.
- Considering the Annual Health and Safety Report prior to its presentation to the Board of Governors.
- Agreeing the means for implementing the Health and Safety Policy, including codes of practice, policy statements, and guidance notes etc. prepared by the University's University Health & Safety Manager and submitted by the University's Health and Safety Committee.
- Considering any recommendations in the minutes of the University's Health and Safety Committee.
- Considering any resource implications necessary to ensure that the University meets its statutory requirements.
- Undertaking, with the assistance of the University's Group Health & Safety Manager, an annual review of health and safety and all associated arrangements within the University.

In addition to the above, each member will be responsible for ensuring in their own specific areas of responsibility that the contents of this policy and subsidiary policies, codes of practice etc. are complied with as follows:

- By having in place sufficient health and safety arrangements to meet the requirements of section 3 of the Management of Health, Safety and Welfare Regulations 1999 (MHSWR) and that they have suitable management structures and procedures to ensure compliance with Regulation 4 of the MHSWR.
- By ensuring, in liaison with the Assistant Vice Chancellor (Resources), that all areas of their operation or control have sufficient resources to meet all statutory and University requirements for health and safety.
- By consulting on a regular basis with the University's University Health & Safety Manager and responding to advice given.

#### **1.5 The Chair of the Health and Safety Committee**

The Chair of the Health and Safety Committee will be responsible for:

- (i) Ensuring the Vice Chancellor is made aware of the financial implications of implementing the policy.
- (ii) Pro-actively championing the case for health and safety and, promoting that health and safety is integrated into the University's planning strategies.
  - Providing secretarial support for the Health and Safety Committee.
  - Ensuring that the Board, the Executive Board and the Vice Chancellor are made aware of any issues raised by the safety committee.

## **1.6 The University Registrar**

The University Registrar will be responsible for advising the Board of Governors on any aspect of the University's operations affecting its specific responsibilities and its adherence to the Statement of Intent set out on page 4 of this policy.

## **1.7 The Facilities Director**

The Facilities Director will be responsible to the Assistant Vice Chancellor (Resources) for:

- The general safety of the University's estate.
- The maintenance of all building, plant and services as they affect health and safety e.g. all ventilation equipment, heating equipment, electrical plant, lifts etc., and a system of statutory and other appropriate records.
- Ensuring that all common accommodation and common corridors are free from any hazards.
- Ensuring that all emergency equipment and exits are kept free from obstructions and are functional.
- Ensuring that any maintenance, building and related ancillary work undertaken is carried out in such a manner as complies with health and safety legislation, codes of practice, guidance notes, etc.. He/she must ensure that the work is undertaken in such a manner as to ensure the health and safety of the persons undertaking it. Additionally, in consultation with managers and appointed Trade Union safety representatives, he/she must take such action as is necessary to prevent any risk to the health and safety of anybody else that may be affected by these works.
- Ensuring that all relevant building and fire regulations with respect to health and safety are met. Specifically, building risk assessments and fire risk assessments are undertaken including such assessments of minor building works being carried out and that the Facilities strategy incorporates the results of these assessments.
- The day to day management of all aspects of security, including responsibility for the application of the Security Policy and the associated Risk Assessment Strategy.

- The effective cleaning of the University's premises and the removal of waste/rubbish in such a way as minimises the risks to health and safety which might arise as a result of the accumulation of such or its disposal in an unsafe manner.
- The institution and operation of safe systems of work with respect to the above responsibilities, including proper risk assessment in connection with the use of substances and any processes involving manual handling.
- Provision of catering facilities that conform to all health and safety statutory requirements, ensuring that the catering contractors are competent and fulfil their health and safety legal requirements.
- Ensuring the adequacy and efficiency of all environmental controls.

**1.8 In addition to the above, the Assistant Vice Chancellor (Resources) has responsibility for ensuring:**

- A)** Compliance with all statutory health and safety requirements for major works, including ensuring that all personnel appointed are competent with respect to health and safety for the designated tasks, as required by the Construction (Design and Management) Regulations.
- B)** Adequate financial resources are available in order for the University to comply with these statutory requirements.
- C)** Consultation with the Trade Union Safety representatives prior to and during any significant building project.

**1.9 The University Health & Safety Manager**

The University Health & Safety Manager will be generally responsible for:

- Providing professional health and safety advice and guidance to the Vice Chancellors' Group and staff of the University, to ensure that the University complies with all statutory requirements.
- Contributing to and monitoring the effectiveness of the University's safety policy; to give advice on the implications and interpretation existing and new health and safety legislation, codes of practice and other information - to assist in the development of University procedures to comply with these.
- Developing and maintaining close working relationships with members of the Vice Chancellors Group, Heads of School, Heads of Departments, Directors, senior managers and departmental line managers, in order to achieve a ready acceptance of practices and procedures devised to improve health, safety and welfare.
- Ensuring that the Vice Chancellors Group is made aware of the contents of the Health and Safety Policy, in particular what specific responsibilities they have for implementing the policy.

- Carrying out audits of all University activities, both to ensure compliance with the Health and Safety at Work Act 1974 and any other legislation, statutory instruments and Codes of Practice that are applicable and to ensure there is a progressive improvement in Health and Safety Practices.
- Preparing and issuing reports to the Board of Governors, the Vice Chancellors Group and Heads of Departments or other senior managers, both on a periodic basis and as required, giving observations and recommendations for improvements where necessary.
- Researching and issuing appropriate advice to the Vice Chancellors Group on the health, safety and welfare implications of any proposed new workplaces, working methods or equipment.
- Acting as an Advisor to the University's Health and Safety Committee.

In respect of training, the University Health & Safety Manager will be responsible for:

- Assisting in the determination of training needs at all levels in relation to health and safety at work, and in the provision of training to meet those needs.
- Advising, training and assisting Safety Coordinators in the execution of their responsibilities for health, safety and welfare.

In respect of accidents, the University Health & Safety Manager will be responsible for:

- Collating and analysing University wide accident statistics.
- Investigating (as appropriate) accidents/incidents to employees, students and visitors.
- Preparing and submitting all statutory documentation relating to accidents and dangerous occurrences.
- Informing the recognised Trade Union Senior Safety Representatives as soon as is practicable of any major accidents or incidents that occur.

The University Health & Safety Manager will also be responsible for:

- Liaising with other external health, safety and welfare organisations.
- Liaising with the University's recognised Trade Union Safety representatives.
- Attending meetings, seminars, etc.. in connection with health, safety and welfare.
- In cases of imminent danger to the health and safety of employees or others as a result of dangers or defective premises, vehicles, machinery, plant supplies, methods, practices etc., to prohibit their further use until the danger has been removed, and has the authority to order the evacuation of hazardous areas or the suspension of dangerous activities.

- Liaising with the Health and Safety Executive, Fire Service, the Local Authority and any other enforcing agency as appropriate.
- Following a programme of Continuous Professional Development so that a standard of professional expertise is sustained.

### **1.10 Safety Coordinators**

The role of Safety Co-ordinator is to monitor on behalf of chairs of the local Health and Safety groups, the implementation and effectiveness of any University or local Health and Safety policies and Codes of Practice. Some of the duties may vary slightly depending on the individual requirements of specific areas. These duties should be identified in the area's own Health and Safety Policies. The appointment of Safety Co-ordinators is the responsibility of the appropriate Executive Team member.

### **1.11 University Safety Representatives**

University Safety Representatives are appointed by recognised Trades Unions. Their role is to represent all employees' interests and to channel information to the Health and Safety Committee. Particular functions given to Health and Safety Representatives under the statutory regulations e.g. the Safety Representative and Safety Committees Regulations 1977 include their right to:

- Investigate potential hazards, dangerous occurrences, and accidents in the workplace.
- Investigate complaints by employees relating to their health, safety and welfare at work.
- Make representations to management on matters arising from the above.
- Carry out regular inspections in schools and departments.
- Represent employees in consultations with Health and Safety Executive Inspectors.
- Attend meetings of the Health and Safety Committee.
- Assist by reporting any hazards, defects, inadequacies or dangers which they consider exist in the University.
- Participate in appropriate and relevant safety training programmes and to have paid leave to attend such courses.

### **1.12 Departmental Safety Representatives.**

Departmental Safety representatives are appointed by the local organisation to represent members within their own schools or departments.

### **1.13 Principal First Aider**

The Principal First Aider is responsible for:

- (a) Arranging first aid training.
- (b) Ensuring that there are sufficient trained First Aiders to conform to the requirement of the Health and Safety (First-Aid) Regulations 1981.
- (c) Ensuring controls are in place to monitor and ensure that adequate well-stocked first aid boxes are in place throughout the University.
- (d) Ensuring adequate notices are displayed informing staff of the availability and location of First Aiders
- (e) Obtaining first aid supplies as required and ensuring that all First Aiders are aware of their responsibility to maintain such supplies.
- (f) Liaising with the University's University Health & Safety Manager as appropriate on any matters relating to first aid within the University.

#### **1.14 Responsibilities of the Individual**

Notwithstanding that the primary duty rests with the employer, the Health and Safety at Work Act 1974 states that **EVERYONE** has a responsibility for safety. It is important that all persons appreciate the extent of that responsibility, which is summarised as follows:

- (a) Staff are required to co-operate fully in ensuring that the University's Health and Safety Policy is observed.
- (b) All staff have a responsibility to themselves, the university and their colleagues, to report any breach, or concern with regard to any Health and Safety issues or activities associated with the university. Such reports shall be acknowledged and details of action taken transmitted to the individual within a reasonable time frame.
- (c) Staff are required to be fully conversant with the University's emergency procedures and to act in strict accordance with them.
- (d) Registered students of the University are expected to co-operate fully in ensuring that the University's Health and Safety Policy is observed.
- (e) All staff should observe safe standards of behaviour, and protective clothing as required.
- (f) All staff should use (and not wilfully misuse, neglect or damage, nor interfere with) the apparatus, equipment and protective clothing provided for their health and safety.

#### **1.15 Responsibilities of visitors, contractors and students**

All visitors, students and contractors will be informed of the basic safety controls within the University as contained in the safety policy and be required to conform to all rules and regulations in force to comply with this policy and associated policies and codes of practice.

#### **1.16 The Arrangements for the Implementation of this Policy**

- a. To ensure that there are specific arrangements in place for the implementation of this policy, the university has prepared specific policies, procedures, utilising nationally accepted Codes of Practice and Guidance Notes, to manage all risks associated with the activities of the University. These arrangements will be found in the University Health and Safety Manual.
- These arrangements will be reviewed annually or when legislation or circumstance requires changes or updating.
  - Such changes will be introduced following the established procedures for dealing with such matters with the university.
  - The Health and Safety Manual will be held by all appropriate senior managers, senior Trade Union representatives, within school and department offices, Library and will be available on request to all employees of this University.