

**THE UNIVERSITY OF BOLTON  
HEALTH AND SAFETY POLICY**

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## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

### SECTION 1

#### INTRODUCTION

The Health and Safety at Work 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.**

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**SECTION 2**

**VICE CHANCELLOR'S STATEMENT**

I believe the health and safety of the University's staff, students and other persons directly or indirectly involved with the University to be an issue of fundamental importance. I believe that the University's management see it to be an integral part of their responsibility to show leadership in achieving the University's vision and strategy for health and safety, as set out in the introduction to this policy, by rigorously putting in place and observing the various measures and structures described in the body of the policy. It is my expectation that staff, students and visitors to the University also accept their individual and mutual responsibilities for creating and maintaining a safe and healthy environment in the University.

As Vice Chancellor of the University, I recognise my responsibility for ensuring that:

- 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 I have 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.

Signed: .....  
**Vice Chancellor**

Date .....

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### SECTION 3

#### STATEMENT OF INTENT

The Board of Governors recognises and accepts its 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 Governors will take such reasonable steps within their power to meet this responsibility, paying particular attention to the provision and maintenance of:

- 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

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

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

### SECTION 4

#### SPECIFIC RESPONSIBILITIES

#### 4. Key Specific Responsibilities

##### 4.1 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.

##### 4.2 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 Assistant Vice Chancellor (Academic) will assume responsibility.

##### 4.3a Heads of School/Division and Directors

Heads of School/Division 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

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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 comply with University procedures.

### 4.3b All Managers and Supervisors

For the purpose of this section, managers/supervisors are defined as any member of staff who is the appointed head of department, 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

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Committee Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

### 4.4 The Vice Chancellors Group

The Vice Chancellors Group 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 Specialist Services & 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 Specialist Services & 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 Specialist Services & Safety Manager and responding to advice given.

### 4.5 The Chair of the Health and Safety Committee

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

- Ensuring the Vice Chancellor is made aware of the financial implications of implementing the policy.
- Pro-actively championing the case for health and safety and, promoting that health and safety is integrated into the University's planning strategies.

## **THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY**

- Providing secretarial support for the Health and Safety Committee.
- ensuring that the Board, the Vice Chancellor's Group and the Vice Chancellor are made aware of any issues raised by the safety committee.

### **4.6 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.

### **4.7 The Head of Facilities**

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

- The role of "Duty Holder" & "Responsible Person" under the requirements of legislation including: the Regulatory Reform Fire Safety Order; Asbestos Regulations; Legionella Regulations & any such similar facility & estate related legislation and Codes of Practice to ensure 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 estates 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.

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

- 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.

### **4.8 In addition to the above, the Assistant Vice Chancellor has responsibility for ensuring:**

- 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.
- Adequate financial resources are available in order for the University to comply with these statutory requirements.
- Consultation with the Trade Union Safety representatives prior to and during any significant building project.

### **4.9 The Specialist Services & Safety Manager**

The Specialist Services & 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/Division, 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.

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In respect of training, the Specialist Services & 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 Specialist Services & 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 Specialist Services & 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.
- Liaising with the University's Radiation Protection Advisor.
- Following a programme of Continuous Professional Development so that a standard of professional expertise is sustained.

### 4.10 The University's Radiation Protection Advisor

This is an external appointment on a consultancy basis working via the University's Specialist Services & Safety Manager. The aim of the Radiation Protection Advisor is to provide advice and support to the University to enable it to comply with legislative requirements concerning Radiation Protection.

To achieve this aim, the services include:

- Provision of advice on all aspects of the implementation of radiation protection legislation.

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

- Carrying out radiation monitoring of both staff and working environment.

In order to achieve these aims and objectives the Advisor will provide:

- Advice on the implementation of the Ionising Radiations Regulations, including:
  - Identification of and control of access to controlled and supervised areas.
  - Drawing up local rules, including written systems of work.
  - Hazard assessment and contingency planning.
  - The interpretation and significance of radiation exposures.
- Advice on the consequences of any future legislation in the field of radiation protection.
- Radiation monitoring of installations, including:
  - Environmental monitoring to check the adequacy of the shielding.
  - Monitoring of staff working conditions.
- Advice on compliance with the Radioactive Substances Act as required, and any other aspect of the use of radiation/radioactive material on the sites of the University.

### 4.11a 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 Safety Committee.

### 4.11b University Safety Representatives

University Safety Representatives are appointed by recognised Trades Unions. Their role is to represent members' 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.

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

- Participate in appropriate and relevant safety training programmes and to have paid leave to attend such courses.

### 4.11c Departmental Safety Representatives.

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

### 4.12 Principal First Aider

The Principal First Aider is responsible for:

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

### 4.13 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:

- Staff are required to co-operate fully in ensuring that the University's Health and Safety Policy is observed.
- 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.
- Staff are required to be fully conversant with the University's emergency procedures and to act in strict accordance with them.
- Registered students of the University are expected to co-operate fully in ensuring that the University's Health and Safety Policy is observed.

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

- All staff should observe safe standards of behaviour, and protective clothing as required.
- 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.

### 4.14 Responsibilities of visitors, contractors and students

All visitors, students and contactors 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.

### 4.15 The Arrangements for the Implementation of this Policy

- 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.

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

### SECTION 5

#### MANAGEMENT AND CONSULTATIVE ARRANGEMENTS FOR HEALTH AND SAFETY

##### 5.1 General

The consultative arrangements for health and safety within the University of Bolton consist of both formal and informal arrangements. The main form of the consultative arrangements is the University's Health and Safety Committee. The objective of this Committee is not to make policy but to act as a consultative proactive force in promoting a health and safety culture within the University of Bolton.

The main policy making committee for health and safety within the University is the Vice Chancellors Group.

##### 5.2 Membership of the Health and Safety Committee

The membership of the Committee can be determined only by agreement with recognised Trade Unions. To be effective the membership needs to be large enough to reflect different interests but at the same time small enough to be workable. Consequently the following membership has been agreed:

- Chair - Assistant Vice Chancellor, or as nominated by the Vice Chancellor
- Heads of School
- Director of Human Resources
- Library Manager
- Student Services Manager
- Head of Facilities
- Director of Research and Academic Development
- Staff or Independent Governor
- The University Registrar / Clerk to the Governors
- Two representatives of the Universities and Colleges Union
- Two representatives from Unison
- A Representative from the Students Union

The University's Specialist Services & Safety Manager will act as an Advisor to the Committee in an Ex-Officio role.

The statutory construction of the Health and Safety Committee does not allow for the membership of students. However, the President of the Students' Union and one other representative are invited to Committee meetings to participate in discussion on relevant issues. In certain circumstances, they may be asked to withdraw by the Chair at his/her discretion.

##### 5.3 Terms of Reference of the University Safety Committee

- Act as a standing committee to meet at least once a term.
- Provide reports for and make recommendations to the Vice Chancellors Group.
- Advise on safety rules and codes of practice for the University.
- Consider and evaluate major hazards and safety problems within the University.
- Report on safety activities.
- Make regular safety tours and inspections and examine safety audits and reports.

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

- Review the University's accident statistics and safety records.
- To consider any amendments to existing University Policy, codes of practice and health and safety arrangements.
- To consider when necessary any new policy proposals.

### 5.4. Local Committee Structures

Local Health and Safety Committees will be established in:

- Each of the Schools and the Off Campus Division
- The Centre for Material and Research Innovation
- Professional Services
- Facilities

The purpose of these committees is to act as oversight groups for the areas named, the main purpose being to drive and guide the implementation of the University's health and safety policy objective, vision and strategic goals.

### 5.5 The Health and Safety Oversight Management Group

The purpose of this group is to oversee the work of the Health and Safety Committee and ensure the necessary actions are being implemented into the University's day to day operational arrangements. This group shall comprise the following:

- University Registrar
- Assistant Vice Chancellor (Academic)
- The Chair of the Health and Safety Committee
- The Associate Director of Human Resources
- The Specialist Services & Safety Manager
- The Assistant Vice Chancellor (Resources)

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

### SECTION 6

#### ILL-HEALTH AND DISABILITIES

In line with the Government's strategy for revitalising health and safety, the University will ensure that health and safety is not used as a false excuse for not employing persons on grounds of disability or ill-health. This applies prior to employment and during employment. This will be achieved by the following controls:

- Risk assessments identifying potential health risks.
- Job specific pre-employment health checks.
- Return to work interviews and monitoring.
- Job task engineering and estates design controls.
- Ongoing health counselling and health monitoring.

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

### SECTION 7

#### THE STUDENTS' UNION

The University's general responsibilities for students are set out elsewhere in the policy. The specific responsibilities for the Students' Union are set out below:

##### **7.1 Building and Premises**

The structural safety of the premises occupied by the Students' Union but owned by the University shall fall within the responsibilities of the Facilities Manager as set out in section 4, paragraph 4.7. Likewise, he/she will be responsible for all other aspects of premises related safety, e.g. safe access/egress, emergency systems and equipment, consistent with his/her responsibilities for the remainder of the University as stated therein. However, the Students' Union will be responsible on a day to day basis for the safe operation of these premises and equipment and for ensuring that health and safety is not compromised in any way by the specific manner of their operation or the ways in which they conduct their activities in general.

##### **7.2. Staff, Officers and Visitors**

The Students' Union has the responsibility for the health and safety of any staff whom it employs, for its officers and for those who use its premises and take part in its functions or activities. Fundamental to this responsibility is the establishment of appropriate procedures and systems of safety management as required by legislation. These shall not be inferior in coverage, quality or content to those in operation in the remainder of the University. The University's Specialist Services & Safety Manager will provide advice to the Students' Union on the production of these policies and procedures and on other relevant issues such as safe systems of work, supervision and emergency procedures. He/she shall also be responsible for monitoring these policies and procedures and for drawing the attention of the Vice Chancellors Group and the Board of Governors, through the University Registrar and Secretary, to any aspects in which they are inadequate and/or put any student, employee of the Union or the University or any member of the public at risk. In such circumstances, the Students' Union may be required to promptly take such remedial action as is considered necessary.

## THE UNIVERSITY OF BOLTON HEALTH AND SAFETY POLICY

### APPENDIX 1

#### NAMES OF KEY PERSONNEL

|  |                         |
|--|-------------------------|
| The Chief Executive/Vice Chancellor                      | Prof George E Holmes    |
| Registrar  | Mrs Sue Duncan          |
| Assistant Vice Chancellor (Academic)                     | Dr Kondal Reddy Kandadi |
| Assistant Vice Chancellor (Resources)                    | Mr Tony Unsworth        |
| Assistant Vice Chancellor (Quality)                      | Mr Patrick McGhee       |
| Provost - Research and Academic Development              | Prof Elias Siores       |
| Students' Union President                                | Mr Arthur Kaddu         |
| Executive Dean of the Research & Graduate School         | Mr Andy Graham          |
| Provost UTC  | Mr Zubair Hanslot       |
| Director of Marketing, PR Communications and Development | Mr Aris F Mattheou      |
| Head of Facilities                                       | Mr Derek Rout           |
| Head of School, The School of Arts                       | Ms Sam Johnson          |
| Head of School, School of Creative Technologies          | Mr Simon Wiggins        |
| Head of School, School of Engineering                    | Mr Andy Smith           |
| Head of School, School of Sport & Biomedical Sciences    | Mrs Anna Fitzpatrick    |
| Head of School, Bolton Business School                   | Professor Jim Snaith    |
| Head of School, Law School                               | Professor Stephen Hardy |
| Head of School, School of Education & Psychology         | Mrs Gill Waugh          |
| Head of School, School of Health & Human Studies         | Mrs Jane Howarth        |
| Student Services Manager                                 | Mrs Beverly Knights     |
| Library Manager  | Mr Trevor Hodgson       |
| Director of Human Resources                              | Mr Chris McClelland     |
| Head of Information Systems and Technology               | Mr Patrick O'Reilly     |
| Specialist Services & Safety Manager                     | Mr Graham Kearsley      |