



Policy name	Health and Safety Policy
Subject	Management of Health and Safety
Approving authority	UEB via Health & Safety Committee
Accountable person	Vice-Chancellor
Responsible Team	Health & Safety Department
First approved	July 2019
Last updated	February 2025
Version number	4.0

1 Introductory Purpose & Background

The Health and Safety at Work etc. Act 1974 requires that all organisations have a policy for managing health and safety. The policy must be written and shared with employees and students.

2 Scope

This policy applies to all Faculties and Professional Service Departments at the University of Nottingham in the UK.

The policy applies to all staff at the University of Nottingham in the UK (including students who are also employed by the University) and all students (including apprentices). It applies to staff and students from The University of Nottingham Ningbo China (UNNC) and The University of Nottingham Malaysia (UNM) working, studying, or visiting the UK campuses. It also applies to third parties and contractors working for or on behalf of the University.

The UNNC and the UNM have a responsibility to comply with their respective health and safety legislation. They should use this policy as guidance and best practice.

3 Definitions

There are no terms requiring definition in this policy.

4 Policy

4.1 Statement of Intent

The University of Nottingham is committed to achieving the highest standards of health and safety management to maintain a safe and healthy environment.

The health, safety and wellbeing of our staff, students, and visitors, who collectively make up our University Community, are vitally important to us. The University is committed to continually improving standards and aims to achieve best practice in health and safety, as we understand that health and safety has a vital role in supporting and enabling world-leading research and learning.

The Vice-Chancellor and Chair of University Council are responsible for the implementation of this policy therefore ensuring the Health and Safety of all persons affected by the undertakings of the University.

To achieve this, the University will ensure effective management of its risk by setting, implementing, and reviewing a health and safety management system, through continual improvement and by allocating the resources necessary to attain these. It is the policy of the University of Nottingham, subject to the oversight of University Council, to:

- Ensure risk management systems are in place to prevent injury and ill health, which provide healthy working conditions and that eliminate hazards and risks as far as reasonably practicable.
- Provide all necessary information, instruction, training, and supervision, to ensure the health and safety of employees and students.
- Provide as appropriate and ensure the correct use of approved safety equipment and protective clothing.
- Encourage discussion and consultation between management, employees and students on health, safety and wellbeing matters and maintain a Health and Safety Committee structure for this purpose.
- Ensure the provision and maintenance of premises, plant, and equipment to a safe level.

The University Executive Board and University Council will review the Health and Safety Policy not less than once every two years.

Signed:



Jane Norman, Vice Chancellor

Signed:



**Sir Keith O'Nions, Chair of
University Council**

(The signed copy is held by the Director of Health and Safety)

4.2 Health and Safety Responsibilities

University Council

The University Council is responsible for the periodic review of the Health and Safety Policy, ensuring that it remains suitable for the undertakings of the University.

The University Council shall ensure that it receives sufficient information on the status of university health and safety management systems to satisfy itself that all statutory requirements are being met. To this end, it will commission an annual health and safety report from the Director of Health and Safety, to be submitted for its consideration.

Vice-Chancellor and Chair of University Council

The Vice-Chancellor and Chair of University Council are responsible for the implementation and monitoring of this health and safety policy within the University.

The Vice-Chancellor and Chair of University Council will achieve the objectives of the University's Health and Safety Policy by:

- Ensuring that staff know and undertake their individual responsibilities.
- Advising Council of the resources required to comply with statutory requirements.
- Ensuring adequate consultations prior to the introduction of any change which may affect the health and safety of staff and students.
- Ensuring the establishment and maintenance of a suitable health and safety committee and program.

University Executive Board (UEB)

The University Executive Board consists of members, including, the Vice Chancellor, Deputy Vice Chancellor, Faculty Pro-Vice-Chancellors, Registrar, Chief Financial Officer, Human Resources Director and Chief Digital Officer.

UEB, in conjunction with the University Council, is responsible for the periodic review of the Health and Safety Policy.

UEB has strategic oversight of all matters related to health and safety for the University and should seek assurance that effective arrangements are in place.

The UEB will implement this policy by:

- Ensuring local health and safety arrangements are applied effectively and are in accordance with the University health and safety management system.
- The allocation of resources ensuring that they are applied effectively in the interests of health and safety.

The Chief Financial Officer has a specific responsibility for ensuring that budgets are allocated to enable the University to implement its health and safety policy.

- Provision of competent health and safety advice across the University and ensuring staff who have been allocated specific health and safety responsibilities understand their duties.
- Provision of active monitoring to ensure a safe and healthy working environment.
- Ensuring the provision and maintenance of safe premises, plant, and equipment.
- Provision of Occupational Health services to prevent physical and mental ill health in staff that may occur as a result of the University undertakings.
- The Human Resources Director has a specific responsibility for occupational health management.
- Provision of health and safety training for members of staff.
- Ensuring all incidents are reported and investigated to determine the causes so to prevent reoccurrence.
- Ensuring fire prevention, firefighting arrangements, first aid arrangements are adequate in accordance with legislation.

Director of Estates and Professional Services

The Director of Estates has specific responsibility for the management of the University Estate and associated risks. This includes developing, managing, and maintaining the infrastructure, building fabric for the campuses, and providing key services.

The Directors of Estates and Professional Services shall implement this policy by:

- Ensuring local health and safety arrangements are applied effectively and are in accordance with the University health and safety management system.
- Management of risks to protect staff, students, contractors, and visitors working in their Business Units.
- The provision of access to competent health and safety advice through the appointment of a health and safety coordinator.
- The allocation of sufficient resources ensuring that they are applied effectively in the interests of health and safety.
- Ensuring staff under their management control, who have been allocated specific health and safety responsibilities, understand their duties.
- Provision of active monitoring to ensure a safe and healthy working environment.
- Ensuring the provision and maintenance of safe premises, plant, and equipment.

- Provision of health and safety training for all members of staff under their management control.
- Ensuring consultation takes place with Safety Representatives on Health and Safety matters which affect members of staff, students, contractors, or visitors.
- Ensuring all incidents are reported and investigated to determine the causes so to prevent reoccurrence.
- Ensuring fire prevention, firefighting arrangements and first aid arrangements are adequate in accordance with legislation.

Head of Business Unit/Senior Managers

Head of Business Units/Senior Managers shall implement this policy by:

- Implementing local health and safety arrangements in accordance with the University health and safety management system.
- Management of risks to protect staff, students, contractors, and visitors working in their Business Units.
- The provision of access to competent health and safety advice through the appointment of a health and safety coordinator.
- The provision of emergency arrangements with regards to fire, first aid and adequate emergency procedures.
- The provision of appropriate health and safety training for all staff, students, contractors, and visitors working in their Business Units.
- Ensuring incidents are adequately investigated to prevent reoccurrence.
- Monitoring health and safety performance through periodic health and safety meetings and the actioning of safety inspections and audits.
- Provision of regular consultation between staff and contractors to receive feedback on ways in which health and safety performance can be improved.

Supervisors, Managers and Principal Investigators

Supervisors, Managers and Principal Investigators, and those responsible for the health and safety of others, shall implement this policy by:

- Implementing local health and safety arrangements and to monitor and check their effectiveness.
- Management of risks to protect staff, students, contractors, and visitors working in their Business Units.
- Ensuring that all statutory registers and records are maintained and that all persons working are adequately trained to enable them to carry out their duties.
- Ensuring the necessary risk assessments have been carried out and recorded and that detailed safety operating procedures are used for any identified high-risk activities.

- Ensuring all incidents are investigated and reported in accordance with university requirements.
- Ensuring the reporting of any defects in work equipment, together with details of any unsafe practices or conditions.
- Provision of effective contractor management in accordance with university health and safety arrangements.

Health and Safety Director

The Director of Health and Safety is responsible for overseeing the University Health and Safety Management System.

The Director of Health and Safety will produce an annual health and safety report to be submitted to the University Council.

They also have the responsibility for the provision of competent health and safety advice through the appointment of qualified Health and Safety Advisors and Fire Safety Advisors who will reside in the Health and Safety Department.

Health and Safety Advisors

The Health and Safety Advisors will provide professional health and safety advice as needed to staff and students across the University.

The Health and Safety Advisors will:

- Provide support, coaching and guidance for local health and safety matters.
- Review Business Units health and safety arrangements to ensure they remain aligned with the University Health and Safety Management System.
- Proactively monitor Business Unit health and safety performance through systematic inspections and audits.
- Oversee the reporting and investigation of incidents.

Fire Safety Advisors

The Fire Safety Advisors will provide professional fire safety advice as needed to staff and students across the University.

Fire Safety Advisors will:

- Develop and implement the Fire Safety Policy in accordance with The Regulatory Reform (Fire Safety) Order 2005.
- Provide support, coaching and guidance for local fire safety matters.
- Review Business Unit local health and safety arrangements to ensure they remain aligned with the University Health and Safety Management System in relation to fire.
- Proactively monitor Business Unit fire safety performance through systematic inspections, audits, and fire drills.
- Oversee the reporting and investigation of fire-related incidents.

Health and Safety Coordinators

The Health and Safety Coordinator is appointed by the Head of Business Unit and acts as the primary point of contact for the Business Unit and liaises with the Health and Safety Department.

To assist the Business Unit with the implementation of the health and safety policy, the Health Safety Coordinator shall:

- Provide advice and support on local health and safety matters.
- Ensure suitable arrangements are in place for induction and health and safety training.
- Ensure suitable arrangements are in place for undertaking and recording risk assessments.
- Conduct and coordinate health and safety inspections and report on their findings to the Head of Business Unit/Senior Managers.
- Ensure plant, equipment and processes are being maintained in accordance with statutory requirements.
- Ensure all incidents are investigated and reported in accordance with university requirements.
- Review implementation of local health and safety arrangements to ensure they remain effective and in line with the University health and safety management system.

University Staff

Staff have a responsibility to co-operate with the University by observing health and safety policies and procedures to enable it to comply with its statutory duties.

All staff:

- Must take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions.
- Must undertake, as required, all health and safety training which is deemed necessary by their manager to secure their health, safety, and welfare and that of anyone else affected by their actions while at work.
- Shall maintain tools and equipment in good condition, reporting any defects to their manager/supervisor.
- Shall always make full use of appropriate personal protective clothing and appropriate safety equipment and devices provided.
- Shall report to management/supervisory staff any occupational ill-health issues/accidents/incidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices; and shall report systems of work or conditions which they consider may create risks to their own health and safety or damage to equipment and premises.

Students

Students have a duty to co-operate with the University and safeguard their own health and safety and others who may be affected by the acts or omissions.

All students:

- Shall always, whilst they are on university premises or taking part in university activities, follow this Health and Safety Policy and comply with any health and safety instructions given to them.
- Shall always, whilst in residence in university property, comply with all fire, safety and security procedures as laid down in the conditions of residence.
- Abide by the Student Code of Conduct (non-academic).

Visitors

It is the responsibility of the host business unit to have suitable health and safety arrangements in place for visitors and the health and safety of individual visitors will be the responsibility of the person authorising the visit to the University.

Visitors shall cooperate with the University on all health and safety matters, take reasonable care of their own health and safety and report all concerns to a member of university staff.

4.3 Health and Safety Arrangements

Health and Safety Management System

The University has a Health and Safety Management System aligned to the Health and Safety Executive's formal management framework, as set out in the publication HSG65, which comprises a number of inter-dependent parts. These are designed to provide the framework for delivering a high level of health and safety performance across the University.

Full details of the Health and Safety Management System can be found [Health and Safety Arrangements - Safety Office - Workspace \(nottingham.ac.uk\)](#) and [A-Z - The University of Nottingham](#).

Legal Register Assurance

The University understands its health and safety obligations and with it, the numerous pieces of legislation that apply to the activities undertaken across the breadth of the organisation. Therefore, the University has established a legal register mapping applicable legislation against the relevant internal governance and assurance mechanisms.

Formal Review of Health and Safety Performance

The University requires all active monitoring activities, both at University and Business Unit (BU) levels, to be recorded in a robust fashion in line with the University's health and safety management system, including reflecting good practice, identification of issues, recommendations for action, responsibility for completing/progressing the actions and the timescale for completion.

In addition to the recording of monitoring activities, reports at both University and BU level, must be compiled to provide key data to relevant health and safety committees and senior management on a routine and regular basis.

The Audit and Review Committee are responsible for arranging for the implementation of health and safety management audits based on risk profile and current standards as well as topic specific health and safety audits, the monitoring of third-party contractors on campus and monitoring of the adherence to Universities Safety and Health Association guidance.

Formal Consultation on Health and Safety

The University understands the importance of consultation when dealing with health and safety matters and recognises the benefits of staff and students having a significant input into its health and safety arrangements. Therefore, the University has established The Health and Safety Committee which provides assurance and oversight for health and safety, in line with its terms of reference and acts as the formal consultative forum for the University. The Health and Safety Committee forms sub-committees as required.

Full details of The Health and Safety Committee including the Terms of Reference can be found at this link: [Health and Safety Committee](#).

4.4 The consequences of non-compliance

The University has statutory and legal duties in respect of health and safety. Failure to comply with these requirements can have serious consequences. This could include criminal convictions for both the university or individual and potential disciplinary action under the Human Resources Staff Disciplinary Procedure and the Student Code of Conduct, depending on the circumstances, extent and severity of any non-compliance, or whether this is a wilful act not to comply.

The University accepts that in certain circumstances non-compliances may occur, in which case these must be reported to the Line Manager to allow health and safety assistance to be sought to proactively work with colleagues to assess whether the activity can continue and highlight any additional controls required.

Specific health and safety roles and responsibilities are set out above in section 4.2 of this policy document.

4.5 How compliance with the policy will be measured.

Please see above section 4.3 “Health and Safety Management System”

4.6 Provisions for monitoring and reporting related to the policy.

Please see above section 4.3 “Formal Review of Health and Safety Performance”

5 Review

This policy will be reviewed every 2 years, as a minimum.

6 Related policies, procedures, standards, and guidance

Full detailed University of Nottingham Health and Safety Arrangements can be found at this link: [Health and Safety Arrangements - Safety Office - Workspace \(nottingham.ac.uk\)](https://www.nottingham.ac.uk/safety-office/workspace)

Health and Safety Compliance Standards and Guidance documents can be found on all the topic areas covered in this business arrangement at this link: [A-Z - The University of Nottingham](#)