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Health and Safety

Policy

University Health and Safety Policy

SAF-POL-P2

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Policy Statement

The health, safety and wellbeing of our staff, students and visitors, who collectively make up our University Community, is vitally important to us. Furthermore, we understand that health and safety has a vital role in supporting and enabling world leading teaching and research.

In order to achieve this, The University will ensure effective management of our risk by setting, implementing and reviewing a health and safety management system, through continual improvement and by allocating the resources necessary to attain these. We will also define clear management systems and ensure involvement of staff at all levels, when considering the actions necessary to meet this policy.

1. Principal Aims

The principal aims of this Policy are to ensure:

- legal compliance is established as a baseline from which we strive for best practice, benchmarking against others where possible
- the development of a health and safety management framework
- that health and safety responsibilities are defined for all
- that policy and arrangement requirements are implemented
- the setting of health and safety objectives as part of the planning process and ensuring appropriate monitoring of our performance
- that systems are in place to monitor health and safety, in partnership with staff representatives
- that effective communication and consultation systems for health and safety are in place and that both staff and students are consulted on matters of health and safety
- that a University health and safety committee is setup to meet regularly
- that risk management systems are in place to that provide healthy working conditions, as to prevent injury and ill health
- that risk management will focus on the elimination of hazards and reduction of risks, where reasonably practicable

- that the resources necessary to meet the University's Health and Safety obligations are in place
- that we build and support a positive health and safety culture and that management and leaders champion and direct health and safety
- that continual improvement is at the heart of what we do

2. Health and Safety Arrangements

In addition to this policy, health and safety arrangements are in place that detail how the University practically implements the above statement. These arrangements are therefore considered policy and must be adhered to. The details of this framework are detailed in Health and Safety Management Systems Framework (SAF-MAN1.1).

3. Health and Safety Provision and Advice

The Health and Safety Department is responsible for providing advice, guidance and support to the University and for establishing structures to enable communication.

4. Roles and Responsibilities

Where individual post holders have specific duties, these are listed below. In addition, the management arrangements, SAF-MAN1.2 'Roles and Responsibilities' expands on these requirements and maps to University management tiers.

University Council

University Council has the ultimate accountability for health and safety and collectively must ensure that the University has the necessary arrangements and systems in place for the effective management of health and safety.

Vice Chancellor

The Vice-Chancellor has ultimate responsibility for health and safety and is accountable to University Council on implementation of health and safety policy. Day to day operations for health and safety are delegated to the Registrar. The Vice-Chancellor is responsible for nominating a senior officer to Chair the University Health and Safety Committee.

Registrar

The Registrar is the Senior University Officer with responsibility for health and safety and is responsible for ensuring that suitable management arrangements are in place.

Director of Estates

The Director of Estates has specific responsibility for management of the University Estate and associated risks. This includes (but is not limited to):

- the management of asbestos and legionella
- management of safe grounds and estate
- statutory maintenance of relevant systems
- maintenance of fire systems

Director of Health and Safety

The Director of Health and Safety is formally appointed as ‘the competent person’ for the University and is responsible for forming and maintaining a team that meets the needs of the University.

Where action is required to prevent the immediate risk of safety or to health the Director of Health and Safety has the authority to take emergency mitigating action on behalf of the Vice-Chancellor.

The Director is responsible for ensuring adequate arrangements are in place to manage health and safety and to formally monitor health and safety performance on behalf of the organisation.

The Health and Safety Committee

Is responsible for providing assurance and oversight for health and safety, in line with the terms of reference and acts as the formal consultative forum for the University. The Health and Safety Committee has the ability to form sub-committees, as required.