

The Vice Chancellor and President's Health and Safety Policy Statement of Intent

It is my intention as the Vice-Chancellor, President and Chief Executive of the University that we all take necessary steps to prevent injury or ill-health to staff, students and visitors, and that we support this through the establishment of a positive health and safety culture that includes awareness and understanding; effective processes; a commitment to continual improvement; and positive behaviour by staff at all levels and by students, contractors and visitors.

This positive health and safety culture will be people-focussed and evidenced by:

- a) an atmosphere of trust where people question and challenge unacceptable behaviours and situations, report problems and are keen to learn from accidents and 'near-misses';
- b) those with responsibility for health and safety being provided with the required training, guidance, information and support to enable them to perform their roles to the required standard;
- d) colleagues being willing and able to draw the right conclusions from health and safety information and to implement major safety reforms; and
- e) adaptability such that the organisation and its members can adapt to changing circumstances and demands while maintaining focus on health, safety and well-being.

This positive health and safety culture will have as its key elements:

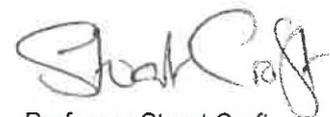
- a) sensible risk management that meets defined health and safety standards including compliance with regulatory requirements;
- b) the setting of objectives for health and safety at an institutional level within the University's Leadership and Management document;
- c) the development of departmental objectives which complement the institutional objectives and are included in departmental plans;
- b) emphasis on the importance of both the physical and mental health of staff and students;
- c) estate, assets and facilities that are fit for purpose; and
- d) staff, students and contractors behaving in ways conducive to good health and safety.

Health and safety issues must be addressed through robust risk assessment at the specification, design, development and implementation phases in all planning, projects, research and working practices within the University and in its dealings with suppliers and contractors.

Risk control measures identified through the risk assessment process must meet requirements set out in legislation and associated approved codes of practice or best practice guidance as a minimum.

Thereafter, steps must be taken to minimise risks to the health and safety of individuals, so far as is reasonably practicable, taking into account the control hierarchy: placing an emphasis on risk control by elimination, reduction and replacement, and technical solutions in particular.

It is important for all to remember that ***there is nothing so important that it cannot be done safely.***



Professor Stuart Croft
Vice Chancellor & President

This Statement of Intent is supported by:



Rachel Sandby-Thomas
Registrar

Professor Christine Ennew
Provost



Rosie Drinkwater
Group Finance Director



Rupert Lawrie
Commercial Director

Dated: October 2018

UNIVERSITY HEALTH AND SAFETY POLICY

Organisation for Health and Safety

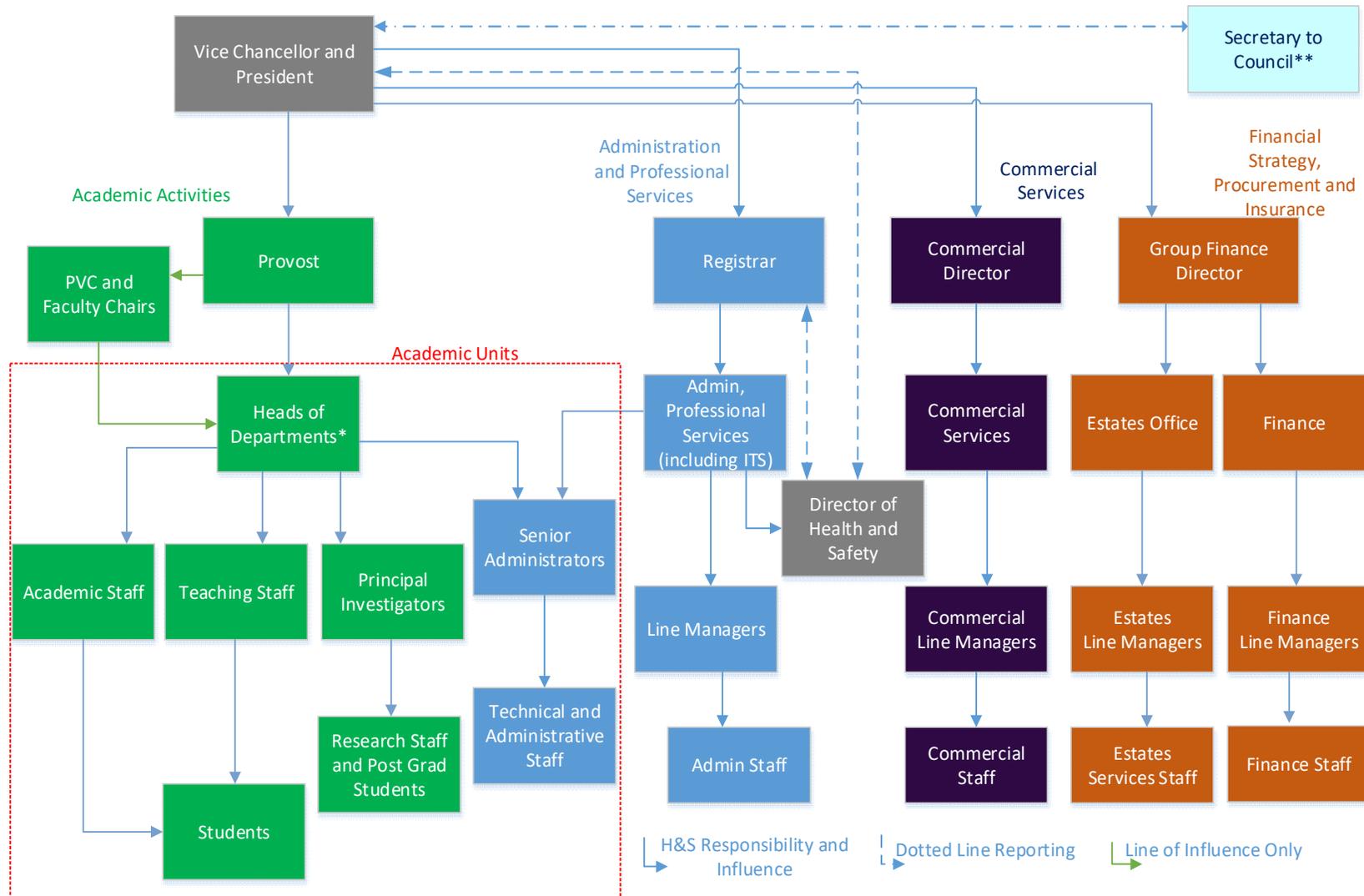
1. This Policy applies to every aspect of the University's business and activity, including all educational, research, commercial, residential accommodation, recreational and management activities.
2. The Council is ultimately accountable for the governance, management and regulation of health and safety performance within the University.
3. The Council have delegated to the Vice Chancellor and President the executive accountability for health and safety. The Vice-Chancellor and President is responsible for ensuring that appropriate resources are dedicated to the development of standards and performance across the academic, administrative and commercial strands of the University.
4. The Registrar is accountable for health and safety in relation to the activities of the University's Administrative and Professional Services staff, including those administrative and technical staff working within academic departments. .
5. The Provost is accountable for the health and safety associated with academic and related activities carried out by the University's academic community.
6. The Commercial Director is accountable for health and safety in relation to the activities of the University's Commercial Group.
7. The Group Finance Director is accountable for all Finance Office and Estates staff and for the establishment and maintenance of appropriate procurement and insurance arrangements.
8. The Director of Estates, reporting through the Group Finance Director, is accountable for ensuring that all statutory inspections of systems and equipment notified to the Estates Department are carried out, and is responsible for ensuring that the fabric of all buildings, and fixed installations fitted therein, is safe and suitable for use.
9. The Director of Health and Safety, reporting through the Director People Group, and supported by members of the Health and Safety Department, is responsible for providing competent advice on health and safety matters to all departments across the University, for supporting risk assessment activities and for providing appropriate health and safety performance information to the Vice Chancellor and President and the Executive Team, Senior Officers, and Head of Departments.
10. Heads of Departments (including heads of all academic units such as Research Technology Platforms or similar) are accountable for following the University's health and safety policy and standards within their own areas of accountability, including any allocated space, equipment and facilities, by reviewing performance, setting objectives, formalising arrangements, and ensuring that necessary actions across all activities within their Department are completed.
11. All Senior Officers, Directors, Managers and Heads of Department (including heads of all academic units such as Research Technology Platforms or similar) within the University are responsible for ensuring that where any staff, students, visitors or contractors might be impacted by the activities within their respective areas the risks are managed appropriately and that risk information is shared accordingly.
12. Academic staff and Principal Investigators are responsible for meeting University health and safety standards for their research activities and facilities. In particular, Principal Investigators are responsible for assessing, taking account of, and addressing the risks including health and safety risks associated with new research proposals in line with University health and safety policies and requirements.

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13. Academic staff and staff with teaching responsibilities are responsible for meeting University health and safety standards for their teaching activities and the equipment they use.
14. Those who have authority to instigate and direct activities and to instruct others are responsible for the health and safety of the people, activities, and projects that they direct or instruct. All staff in a supervisory position, including research supervisors and teaching staff, are responsible for the health and safety of the people, activities, and projects that they supervise. They must comply with the University's health and safety policy and the arrangements for their Department.
15. Health and safety is an integral part of everyone's job. Every individual member of staff, student, visitor or contractor must take care of their own health and safety; take due consideration for the health and safety of others; not interfere with or misuse facilities that are there in the interests of health and safety; and comply with the University's policies and standards, and the relevant arrangements for the area or activity.
16. Every individual staff member, student, visitor or contractor is empowered to stop their work, or the work of others should they feel the work is being carried out in an unsafe manner: there is nothing so important that it cannot be done safely.
17. The following chart shows the University's organisation for health and safety.

UNIVERSITY HEALTH AND SAFETY POLICY

Organisation for Health and Safety



* This includes heads of all academic units, such as Research Technology Platforms or similar.
 ** Responsible for Governance, Internal Audit and Institutional Resilience staff.

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UNIVERSITY HEALTH AND SAFETY POLICY

Arrangements for Health and Safety

1. This Policy is supported by the University's Health and Safety web pages, which contains further policy statements on the University's expectations in relation to the management of certain higher hazard activities, accompanied by guidance for staff, students and visitors;
2. The University Health and Safety Policy is approved and reviewed at the Steering Committee which is chaired by the Vice Chancellor and President, and includes in its membership the Provost, the Group Finance Director, the Commercial Director and the Registrar together with the Pro-Vice-Chancellors, the Chairs of the Faculty Boards, a representative member of the Senate, and the President of the Students' Union. Senior Officers, including the Director, People Group are in attendance. Specific health and safety policy statements on the management of certain higher hazard activities are also approved through the Steering Committee.
3. The University's Health and Safety web pages are further complemented by information and instructions contained within departmental web pages and/or Standard Operating Procedures (SOPs). Heads of Departments are responsible for ensuring that information in departmental web pages or SOPs does not contradict the requirements set out in the University's Health and Safety web pages.
4. The University Health and Safety Executive Committee (UHSEC) is the committee with the executive role for health and safety management within the University, including health & safety policy, performance, and strategy. The UHSEC reports directly to the Steering Committee on executive matters, and is responsible for providing assurance accordingly.
5. The University consults with staff and students on health and safety in various ways. The University Health and Safety Committee provides the forum considering health and safety issues of concern to staff and to students and advice on how objectives could best be achieved. The University Health and Safety Committee reports to the University Health and Safety Executive Committee.
6. Heads of Departments (including heads of all academic units such as Research Technology Platforms or similar) are responsible for ensuring that departmental Health and Safety Committees are held at least once every term, and that matters are shared with the departmental executive leadership forum as and when appropriate.
7. Heads of Departments (including heads of all academic units such as Research Technology Platforms or similar) are responsible for providing a Health and Safety Management return at least once every term. The content of the return will vary over time, and will be determined by the Director of Health and Safety in consultation with the Chair of the University Health and Safety Executive Committee.
8. The Registrar is accountable for ensuring that the University's Director of Health and Safety has the capability and capacity to provide the Vice Chancellor and President, the Provost, the Group Finance Director, the Commercial Director, the Registrar and other Senior Officers with appropriate access to professional advice on health and safety issues and access to clear information on the University's health and safety performance.
9. Those individuals with accountability or responsibility for health and safety are provided with the required health and safety training and support to enable them to perform their roles to the required standard.