

Health, Safety & Wellbeing Policy

Commitment to Health, Safety and Wellbeing

1. The Senior Leadership Team are committed to creating an organisational culture that ensures and promotes the health, safety and the physical, mental, social and emotional wellbeing of all people connected with the University, our staff, our students and our partners.
2. The benefits of creating an organisational culture which ensures and promotes health, safety, and wellbeing are numerous. There will be a direct impact on staff, students and partners as individuals, with clear support and focus on eliminating ill-health & injuries and championing the value of personal wellbeing. By extension, this focus on staff, students, and partners will directly enhance the university's reputation as an organisation which understands and champions wellbeing.
3. The Senior Leadership Team consider that such aspirations align with the University's strategic mission. In order to structure our commitment we will seek to adopt, adapt, implement, and where appropriate exceed, the principles and standards contained in the guidance on "Leadership and management of health and safety" (USHA 2015).
4. We recognise that creating this culture will take time and we will require staff at all levels across the University working in partnership with stakeholders including our key delivery partners, the Trade Unions and others to contribute to our combined success.

Mr Damian McAlister
Chief People Officer

Professor Paul Seawright
Deputy Vice-Chancellor

Professor Paul Bartholomew
Vice-Chancellor

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Endorsement

5. The University Council, as the Governing Body, has strategic oversight and, as such, is accountable for all matters related to health, safety and wellbeing and will seek the relevant assurance that effective arrangements are in place and operational.
6. The Council of the University therefore endorses this Commitment and will ensure through our governance arrangements that the Senior Leadership Team adhere to it.

Mrs Jenny Pyper
Pro-Chancellor and Chair of Council

Council

7. The University Council has an oversight role in ensuring the health, safety and wellbeing of everyone at the University. As such Council will:-
 - ensure health, safety and wellbeing matters are communicated in a timely manner from and to Council
 - review and endorse this Health, Safety and Wellbeing Policy annually
 - review and endorse the annual Health, Safety and Wellbeing plan
 - review the annual Health, Safety and Wellbeing report and KPIs. In order to provide assurance to Council the Annual HS&W Report will cover :- risk control, wellbeing, training, fire safety, audit review, KPIs and stakeholder partnerships
 - Consider the health, safety and wellbeing implications of strategic initiatives undertaken
 - Establish a five yearly external strategic audit cycle to inform Council of progress in the development of the positive health, safety and wellbeing culture
 - Actively seek assurance and participate in processes that ensure that health, safety and wellbeing matters, including those of key stakeholders, are effectively managed, reviewed and audited.

Senior Leadership Team

8. The Senior Leadership Team is responsible for health, safety and wellbeing within the University. As such, the Senior Leadership Team will:-

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- establish and operate a statutory Health, Safety and Wellbeing Committee, chaired by the Vice-Chancellor and including a range of other Senior Officers and Trade Union representatives
- review and commit to this Health, Safety and Wellbeing Policy annually
- develop an Employee Wellbeing Strategy and ensure that all Health, Safety and Wellbeing policies, plans, KPIs and reports specifically include Wellbeing elements
- develop the annual Health, Safety and Wellbeing plan
- develop and monitor quarterly corporate KPIs for health, safety and wellbeing that include Faculty specific elements
- receive and review the annual health, safety and wellbeing report covering risk control, wellbeing, training, fire safety, audit review, KPIs and stakeholder partnerships for each functional area
- ensure that adequate resources are made available for the effective implementation of the University health, safety and wellbeing policy
- Consider the health, safety and wellbeing implications of strategic decisions, such as large projects.

Specific Responsibilities of University Managers

Vice-Chancellor

9. The Vice-Chancellor, as the Chief Accountable Officer, has ultimate executive responsibility to ensure that the requirements of the health and safety legislation and the University health, safety and wellbeing policy are complied with. The Vice-Chancellor will ensure that responsibility for health, safety and wellbeing is properly assigned and accepted at all levels within the University.

Chief People Officer

10. The Chief People Officer (CPO), being directly accountable to the Vice-Chancellor, has lead responsibility for the overall strategic and operational management of health, safety and wellbeing in the University. In particular, the CPO will chair the University Health, Safety and Wellbeing Committee (UHSWC).

Deputy Vice-Chancellor, Pro-Vice-Chancellors, Executive Deans and Professional Services' Directors

11. As line managers, the Deputy Vice-Chancellor, Pro-Vice-Chancellors, Executive Deans and Professional Services Directors are responsible for the

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health, safety and wellbeing of direct reports and for ensuring that all areas with delegated responsibility and authority, e.g. Schools, Faculty Administration, Departments, etc. are complying with the requirements of the health, safety and wellbeing policy and procedures. As such :-

- The Deputy Vice-Chancellor and Executive Deans will establish and operate a Statutory Faculty Health, Safety and Wellbeing Committee, chaired by the Executive Dean or their nominee and including Trade Union representatives
- Pro-Vice-Chancellors and Professional Services Directors or their nominees will attend the Professional Services Health, Safety and Wellbeing Committee chaired by the Chief People Officer.

The Deputy Vice-Chancellor and their Executive Deans, Pro-Vice-Chancellors and Professional Services' Directors will :-

- develop an annual Health, Safety and Wellbeing plan for their area that aligns with and reflects the University plan
- develop and monitor quarterly KPIs for health, safety and wellbeing that align with and reflect the University KPIs
- compile the annual Health, Safety and Wellbeing report for the Faculty / Department including reports from each school, faculty administration or section
- put in place processes to ensure all activities are appropriately risk assessed and controls are implemented
- assign sufficient resources (competent personnel, with enough time and facilities) to ensure compliance with University health, safety and wellbeing procedures. Where appropriate this includes specialist support from Occupational Health, Radiation Protection Advisers, Biosafety specialists etc.
- agree health and safety competency and development needs of all their staff and set a training objective e.g. using a training matrix or competency development framework.

Heads of Schools

12. Heads of Schools are responsible to the Executive Dean for the implementation of the health, safety and wellbeing policy in relation to the activities of their Schools / Department. They have overall management responsibility for the health, safety and wellbeing of all staff including those within Research Centres in consultation with the relevant Research Centre Director and for students in their areas including those on placement.

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Research Centre Directors

13. Research Centre Directors with Physical Research Centres and infrastructure are responsible for the day-to-day management of staff and students within the Research Centre and for monitoring health, safety and wellbeing performance and reporting on operational health, safety and wellbeing matters to the Head of School or Dean as appropriate.

Heads of Department

14. Heads of Department are responsible to the appropriate Professional Services' Director for the implementation of the health, safety and wellbeing policy in the activities of their Department.

Other Roles

15. More specific details of the duties of particular managers are included in [appendix 1](#).

General Responsibilities of Employees

16. It is the duty of all employees to keep themselves informed through information, instruction and training provided by the University on health, safety and wellbeing procedures and practices relevant to their work. This includes the responsibility to attend mandatory training.
17. Whilst at work on University premises or elsewhere it is the duty of every employee:
- To take reasonable care for the health, safety and wellbeing of themselves and other persons who may be affected by their acts or omissions
 - To co-operate with the University in the implementation of the health, safety and wellbeing policy
 - Not to interfere with or misuse anything provided in the interests of health, safety and wellbeing
 - Be vigilant with regard to any defects in premises, equipment, and systems of work or procedures, which may create a risk to health, safety and wellbeing, reporting any such defects to their line manager, health and safety co-ordinator or other supervisory staff.

General Responsibilities of Students

18. All students are expected to keep themselves informed through the information and instruction provided by the University on health, safety and wellbeing issues which are relevant to their activities.

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19. Each student, whilst involved in University activities, on University premises or elsewhere must:
- Take reasonable care for the health, safety and wellbeing of themselves and other persons who may be affected by their acts or omissions
 - Co-operate with the University in the implementation of the health, safety and wellbeing policy including following health, safety and wellbeing instructions given by members of staff
 - Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and wellbeing in pursuance of any of the relevant statutory provisions
 - Not, without the consent from the member of staff in charge of the area or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health, safety and wellbeing notices or equipment, or otherwise take any action which may create hazards for employees of the University or for other persons using the premises.

Committee Structure

20. In accordance with legal requirements under the Safety Committees & Safety Representatives regulations and the Health & Safety (Consultation with Employees) regulations, the University has established the following Health, Safety and Wellbeing Committee structure.

University Health, Safety and Wellbeing Committee

21. The University Health, Safety and Wellbeing Committee (UHSWC) is the highest level health, safety and wellbeing committee in the University. The primary role of the Committee is to ensure the effective management of health, safety and wellbeing throughout the University.
22. The University Health, Safety and Wellbeing Committee is a Statutory Committee and provides the means by which the University consults with Trade Union Safety Representatives at corporate level.
23. The composition of the Committee, frequency of meeting and terms of reference are detailed in [appendix 2](#).

Statutory Faculty Health, Safety and Wellbeing Committees

24. The Faculty Committees will be constituted in accordance with the relevant legislation allowing for adequate consultation between management and Trade Union safety representatives.

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25. The Faculty Committees act as the primary means by which the management of health, safety and wellbeing at faculty level is monitored and reviewed. The Faculty Health, Safety and Wellbeing Committees are statutory Committees. The composition of the Committees, frequency of meeting and terms of reference are detailed in [appendix 3](#).

Professional Services Health, Safety and Wellbeing Committee

26. The Professional Services committee will be constituted in accordance with the relevant legislation allowing for adequate consultation between management and Trade Union safety representatives.
27. The Professional Services committee acts as the primary means by which the management of health, safety and wellbeing at Campus and departmental level is monitored and reviewed. The Professional Services Health, Safety and Wellbeing Committee is a statutory Committee. The composition of the committees, frequency of meeting and terms of reference are detailed in [appendix 4](#).

Competency

28. One of the key elements of creating and maintaining a positive health safety, and wellbeing culture is the development of health and safety competency at all levels within the University including Council and the Senior Leadership team. As such, there will be regular updates and briefings for members of Council and the Senior Leadership team.
29. As part of ensuring competency and development needs, training objectives e.g. using a training matrix or competency development framework, will be set for all staff within the University.

Arrangements

30. Operational systems and procedures are contained in the most recent versions of the following categories of documentation:

University Health, Safety and Wellbeing Procedures

31. Where a new or substantially revised University-wide system or procedure is proposed, a draft will be drawn up and consultation with Trade Union safety representatives will be undertaken, normally through the Health, Safety and Wellbeing Committee. Minor revisions to clarify, update or aid with the administration of the above documentation, including this policy, may be made by the Health, Safety and Wellbeing Section.

Local Procedures

32. This includes Faculty / Departmental, school and individual area or section procedures such as codes of practice, guidance notes, local rules, etc.

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33. In the case of a new or substantially revised 'local system or procedure' draft documentation must be considered by the relevant statutory health, safety and wellbeing committee before being adopted. Such local procedures must be consistent with organisational policies and procedures. Minor revisions to clarify, update or aid with the administration of the local documentation may be made by the area concerned.

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Appendix 1

Specific Duties of Particular Managers

Chief People Officer

The Chief People Officer is responsible for:

- Chairing the Professional Services Health, Safety and Wellbeing Committee
- Making arrangements for the provision of professional advice and assistance to the health, safety and wellbeing committees and all persons who have a responsibility for health, safety and wellbeing within the University
- Through “*Arrangements for Co-operation*” and “*University Statutory Committee Guidance*” make suitable provision and facilities available for Trade Union health and safety representatives
- Encouraging and promoting effective and efficient management of health, safety and wellbeing within all the University's activities.

Chief Strategy and Finance Officer

The Chief Financial Officer is responsible for ensuring that budgeting structures exist for planned and emergency measures associated with the implementation of the health, safety and wellbeing policy.

Director of Estates Services

The Director of Estates Services is responsible for ensuring that:

- Adequate structural and other fire safety arrangements and precautions are in place
- all central University plant and equipment within the control of the Directorate of Estates Services meets relevant statutory health and safety requirements and is subject to statutory test as required
- Adequate measures are taken to control contractors to prevent risks being created for other users of the premises
- Arrangements are made to provide a comfortable work environment regarding general conditions such as lighting, ventilation, noise, temperature and cleanliness
- Adequate measures are taken to control traffic to minimise risk to all those using the roads and footpaths on the campuses.

Director of Campus Life

The Director of Campus Life is responsible for managing Residential Services, Sports Services, Student Support Services, Riverside Theatre and commercial and retail spaces. As such this portfolio has a significant contribution to make to the Health, Safety and Wellbeing of staff, students and partners. In particular through the University contracted catering service the Director of Campus Life is responsible for ensuring that food safety is addressed in accordance with University Policy and Procedures. Through Student Support they also have particular responsibility for helping to ensure and promote the health, safety and wellbeing of all students at the University.

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Procurement Manager

The Procurement Manager is responsible for ensuring that an effective structure exists for the consideration of health, safety and wellbeing issues in the purchase of articles and substances and that items purchased satisfy the requirements of any applicable regulations or codes of practice.

Heads of Estate Customer Services

The Heads of Estate Customer Services are responsible for managing the University contracted security and portering. In particular, they will ensure that emergency evacuations, first aid, personal safety and other activities delivered under contract are carried out in accordance with University Policy and Procedures, relevant legislation and associated good practice in order to avoid risks to the health of staff, students and other stakeholders.

Course Directors

Course Directors are responsible for inducting all new students, ensuring that they are adequately informed of both general health, safety and wellbeing matters and those specific to their course of study.

Module Co-ordinators / Placement Co-ordinators

Module Co-ordinators and Placement Co-ordinators are responsible for the creation and maintenance of risk assessments pertaining to all practical work, field trips/site visits and placements and for communicating relevant information to students and staff. This should include student health and safety inductions prior to such activities.

Dissertation/Project Supervisor

Where a student is undertaking an individual project, for example, thesis or dissertation, the student will be responsible for completing the risk assessment associated with the activity. It is the responsibility of the project supervisor to ensure that the risk assessment is suitable and sufficient and that it is fully complied with.

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Appendix 2

University Health, Safety and Wellbeing Committee

(a) **Composition**

The University Health, Safety and Wellbeing Committee will be constituted in accordance with the relevant legislation allowing for adequate consultation between management and the employees' statutory safety representatives.

Members

MANAGEMENT

Vice-Chancellor (Chair)
Deputy Vice-Chancellor
Pro-Vice Chancellor
Chief People Officer
Director of Estates Services
Director of Campus Life
A Dean Representative
A Head of School Representative
Dean of Doctoral College

TRADE UNIONS

Statutory safety representatives from UCU, Unite, the Students' Union and Unison. The trade unions must be offered at least the same number of places on the committee as members in the above category. The number of places offered to each Trade Union will be broadly proportionate to their respective memberships.

In Attendance

Health, Safety and Wellbeing team representatives
Up to three co-options

(b) **Meetings of the Committee**

The committee will meet as often as necessary but at least three times per year. A minimum of 3 management and 3 Trade Union members is required for the meeting to be quorate.

(c) **Terms of Reference**

- Monitor and review the management of health, safety and wellbeing, including fire safety, within the University
- Develop and approve amendments to the HSW policy and procedures for the improvement of health, safety and wellbeing in the University
- Approve the Wellbeing Strategy and monitor that all Health, Safety and Wellbeing policies, plans, KPIs and reports specifically include Wellbeing elements

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- Monitor and review progress against the annual health, safety and wellbeing plan for the University
- Monitor and review the operation of the Faculty and Professional Services committees
- Monitor and review reports on health, safety and wellbeing performance in the University including a summary of internal health, safety and wellbeing audits
- Check that recommendations of internal and external health, safety and wellbeing audits and inspections, e.g. insurance providers, trade union safety representatives, regulators and central health and safety staff, are implemented as appropriate
- Receive reports of accidents, incidents and ill-health and make recommendations as appropriate
- Provide reports including an annual report to Council as required
- Promote co-operation and involvement of stakeholders, including key delivery partners, the Trade Unions and others to ensure health, safety and wellbeing
- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.

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Appendix 3

Faculty Health, Safety and Wellbeing Committees

(a) **Composition**

The faculty statutory committees will be constituted in accordance with the relevant legislation allowing for adequate consultation between Management and Trade Union safety representatives.

Members

MANAGEMENT

Each committee will be chaired by the Executive Dean of the relevant Faculty or his or her nominee and comprise:

Heads of relevant schools
 Director of Faculty Operations
 Technical Services Manager / Co-ordinator
 Associate Dean (Research)

TRADE UNION

Statutory safety representatives from UCU, Unite, the Student Union and Unison. The trade unions from within the Faculty must be offered at least the same number of places on the committee as members in the above category.

OTHERS

Relevant specialists;
 A school health and safety co-ordinator if appointed, or if not, other appointed school representatives; and

A representative from Health, Safety and Wellbeing team

Representative(s) from Estates will be in attendance by request.

(b) **Meetings of the Faculty Statutory Committees**

The committees meet as often as is necessary and at least twice per year.

(c) **Terms of Reference**

- To monitor and review the day to day implementation of the health, safety and wellbeing policy and procedures within the Faculty
- To deal with unresolved health, safety and wellbeing issues

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- Develop, monitor and review progress against the annual health, safety and wellbeing plan for the Faculty that aligns with and reflects the University Health, Safety and Wellbeing Plan
- Develop, monitor and review quarterly Faculty KPIs for health, safety and wellbeing that align with and reflect the University KPIs
- Ensure that all Health, Safety and Wellbeing policies, plans, KPIs and reports specifically include Wellbeing elements
- To consider reports from enforcing authorities, the Trade Unions and others and other data from internal inspections, audits, surveillance, monitoring, accidents, incidents and dangerous occurrences relating to the Faculty
- To monitor and review the effectiveness of health, safety and wellbeing training within their areas, and to make appropriate recommendations to Health, Safety and Wellbeing Services and Staff Development
- To report to the University Health, Safety and Wellbeing Committee for the purposes of monitoring the management of health, safety and wellbeing within their areas and to make recommendations regarding changes in health, safety and wellbeing policy or procedures, as appropriate
- To receive the school annual reports on health, safety and wellbeing
- To consider suggestions, recommendations or complaints relating to health, safety and wellbeing from staff, students or their representatives and recommend appropriate action
- Where School Health, Safety and Wellbeing Committees and other sub-Committees exist they will report to the Faculty Committee and coordinate meetings so that they feed into the Faculty Committee on a timely basis
- To consider recommendations of internal health, safety and wellbeing audits, and inspections and audit reports from internal and external stakeholders, e.g. insurance providers, trade union safety representatives, regulators and central health and safety staff and, where appropriate, check that these are implemented.
- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.

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Appendix 4

Professional Services Health, Safety and Wellbeing Committee

(a) **Composition**

The Professional Services committee will be constituted in accordance with the relevant legislation allowing for adequate consultation between management and the employee's statutory safety and wellbeing representatives.

Members

MANAGEMENT

The Committee will be chaired by the Chief People Officer and comprise:

Heads of relevant Departments, or his or her nominee(s)

The Provosts

A representative from each Faculty health, safety and wellbeing committee.

TRADE UNION

Statutory safety representatives from the relevant trade unions must be offered at least the same number of places on the committee as members in the above categories

OTHERS

Relevant specialists;

A departmental health, safety and wellbeing co-ordinator if appointed

A representative from Health, Safety and Wellbeing team

A representative from People Development.

(b) **Meetings of the Professional Services Committee**

The committee meets as often as is necessary and at least twice per year.

(c) **Terms of Reference**

- To monitor and review the day to day implementation of the health, safety and wellbeing policy and procedures within their campuses, activities and areas
- To deal with unresolved health, safety and wellbeing issues
- Develop, monitor and review progress against the annual health, safety and wellbeing plan for their campuses and areas that align with and reflect the University Health, Safety and Wellbeing Plan

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- Develop, monitor and review quarterly KPIs for health, safety and wellbeing in their campuses and areas that align with and reflect the University KPI's
- Ensure that all Health, Safety and Wellbeing policies, plans, KPIs and reports specifically include Wellbeing elements
- To consider reports from enforcing authorities, the Trade Unions and others and other data from internal inspections, audits, surveillance, monitoring, accidents, incidents and dangerous occurrences relating to the campuses and departments
- To monitor and review the effectiveness of health, safety and wellbeing training within their campuses and areas, and to make appropriate recommendations to Health, Safety and Wellbeing Services and Staff Development
- To report to the University Health, Safety and Wellbeing Committee for the purposes of monitoring the management of health, safety and wellbeing within their campuses and areas and to make recommendations regarding changes in health, safety and wellbeing policy or procedures, as appropriate
- To receive the departmental annual reports on health, safety and wellbeing
- To consider suggestions, recommendations or complaints relating to health, safety and wellbeing from staff, students or their representatives and recommend appropriate action
- Where Departmental Health, Safety and Wellbeing Committees and other sub-Committees exist they will report to the Professional Services Committee and coordinate meetings so that they feed into the Professional Services Committee on a timely basis
- To consider recommendations of internal health, safety and wellbeing audits, and inspections and audit reports from internal and external stakeholders, e.g. insurance providers, trade union safety representatives, regulators and central health and safety staff and, where appropriate, check that these are implemented
- In reaching decisions, have due regard to their impact on, and implications for, the University's commitment to ensuring equality of opportunity, and where possible and practicable to ensure that the actions of the Committee are proactive in this respect.