

HEALTH AND SAFETY POLICY



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Summary: <p>The objective of the University's Health and Safety Policy is to ensure the health and safety of all employees, students, visitors, other employers and their employees and all others who may be affected by activities on its premises. However, a policy can achieve nothing on its own – it's what people do in their everyday working life that counts. To help achieve that, the Policy establishes a range of necessary procedures and practices.</p>	

HEALTH & SAFETY POLICY

THIS POLICY APPLIES TO EVERYONE FOR WHOM THE UNIVERSITY HAS RESPONSIBILITY

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Foreword

The University recognises the importance of health and safety in all its undertakings. It relies upon the initiative, teamwork, and active participation of management and workforce to maintain safe working practices and procedures in order to fulfil its legal obligations under the Health & Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant health and safety legislation in force at any time. In addition to fulfilling its legal obligations, the aim of the University is to achieve best health and safety practice in all that it does.

The objective of the University's Health and Safety Policy is to ensure the health and safety of all employees, students, visitors, other employers and their employees and all others who may be affected by activities on its premises. However, a policy can achieve nothing on its own - it's what people do in their everyday working life that counts. To help achieve that, the Policy establishes a range of necessary procedures and practices.

Employees have legal duties under the Health and Safety Act, including taking reasonable care for their own health and safety and that of any other person who may be affected by your acts or omissions and not interfering with or misusing anything provided for your health, safety or welfare. Employees are also responsible for making themselves familiar with, and conforming to, all University regulations and codes of practice and for reporting any accident, dangerous occurrence or hazard. Staff have to ensure that any student under their supervision conduct themselves in accordance with health and safety requirements. Some role holders have specific legal and other duties allocated to them and these are identified in the Policy.

All reasonably practicable training, resources and information will be provided to ensure that employees and others work and perform all tasks safely and without risk to the health and safety of themselves and others.

This policy document is made available to every employee, student, visitor, other employers and their employees and any other person who has a legitimate involvement with the University. It is made available in both printed and electronic formats

<http://www.winchester.ac.uk/Freedomofinformation/Publicdocuments/Pages/Publicdocuments.aspx>)

This policy document is subject to the health and safety 'Strategic plan'.

Joy Carter
Vice Chancellor
January 2013

THE HEALTH AND SAFETY AT WORK ACT 1974 - GENERAL DUTIES OF EMPLOYERS AND EMPLOYEES

The health, safety and welfare of employees, students and others legitimately on University premises are protected by law. They also have a responsibility to look after themselves and others.

1. **The Governors**

1.1 The Governors carry ultimate responsibility for the health and safety of employees, students and third parties whilst on University premises and in other places where they might be affected by the University's operations.

The Governors are required:

- to satisfy themselves that the University has an appropriate written statement of policy on health and safety, and effective arrangements to implement it.
- to provide an effective mechanism by which employees are consulted on health and safety
- to provide facilities for recognised Trade Unions to appoint safety representatives and to enable them to discharge their responsibilities.

1.2 To discharge these responsibilities the Governors are advised by the relevant Deputy Vice-Chancellor, the Director of Human Resources, the Director of Estates & Facilities Services and the University Health & Safety and Business Continuity Manager. The Governors will:

- receive regular reports from the Joint Health and Safety Committee
- be notified of any incidents carrying a major risk to health and safety, and any enforcement action taken against the University by the Health and Safety Executive, Environment Agency, Fire Authority or Environmental Health, Health and Safety Section, and of any action taken in relation to these.

2. **The Deputy Vice-Chancellor**

2.1 As the principal administrative officer of the University reporting to the Vice-Chancellor, the Deputy Vice-Chancellor has a legal responsibility for ensuring that the University complies with relevant health and safety legislation and in particular for:

- advising the Governors on the appropriate policy for the management of health and safety and that the policy is communicated to all employees, students and others.
- ensuring that appropriate structures, systems, regulations and procedures are in place to secure effective implementation of the policy
- chairing the University Joint Health & Safety Committee.
- reporting to the Governors on Health & Safety matters as appropriate, including providing assurance of legal compliance.

2.2 The Deputy Vice-Chancellor has the authority to take whatever executive action is necessary to prevent serious harm to individuals or to the University. In exceptional circumstances, this may include summarily closing down University buildings, sites, operations or activities.

2.3 On a day-to-day basis, the Director of Human Resources, Director of Estates & Facilities Services and the University Health & Safety and Business Continuity Manager act on behalf of the Deputy Vice-Chancellor in discharging their responsibilities for the management of health and safety.

3. Director of Human Resources, Director of Estates & Facilities Services and the University Health & Safety and Business Continuity Manager

3.1 The University Health & Safety and Business Continuity Manager is line managed by the Director of Estates & Facilities Services on all aspects of health and safety. They in turn report to the Deputy Vice-Chancellor. The University Health & Safety and Business Continuity Manager also has direct access to the Deputy Vice-Chancellor as required. The Director of Human Resources has responsibility for the health and wellbeing of staff and reports to the [other] Deputy Vice-Chancellor. The Deputy Vice-Chancellor has overall responsibility for health & safety and in particular for ensuring:

- that appropriate measures are taken to promote an effective health and safety culture within the University
- that an appropriate health and safety strategy is developed, that is aligned with the University Strategic Plan
- that the University's Health and Safety Policy, Codes of Practice and Guidance are reviewed regularly, remain appropriate and fit for purpose, and comply with legislative requirements.
- that effective communications, implementation, inspection and audit systems are in place
- that implementation of the University's Health and Safety Policy, Codes of Practice and Guidance is appropriately and regularly monitored and evaluated
- that employee representatives are appropriately involved as equal partners in delivering and implementing the University's health and safety objectives.
- that appropriate training is provided to members of the University who have significant responsibilities in the management of health and safety.

3.2 In the absence of the Deputy Vice-Chancellor, the Director of Estates & Facilities Services and the Director of Human Resources are authorised, on the advice of the University Health & Safety and Business Continuity Manager, to take appropriate executive action to prevent serious harm to individuals or to the University.

4. Deans of Faculties and Directors of Professional Services

4.1 Deans and Directors are responsible through the Deputy Vice-Chancellor to the Governors for ensuring compliance with the requirements of legislation and the University's Health and Safety Policy, codes of practice and regulations within their Faculty/Professional Service. This includes ensuring that there are effective health and safety management systems in place to provide a safe and healthy environment for their staff, students and third parties. Delegating the authority for managing health and safety to 'competent persons' (people who have the knowledge, skill and experience to judge the hazards, risks and control measures necessary) does not remove responsibility or accountability from the Dean/Director.

4.2 In particular, Deans and Directors are responsible for:

- identifying, producing and disseminating a Faculty/ Professional Service health and safety policy and related procedures, regulations and guidelines in line with the University Health and Safety Policy and related documentation.
- providing leadership to foster a culture in which health, safety and related welfare issues are seen as an essential and integral part of the Faculty/ Professional Service's activity
- ensuring that Trade Union safety representatives are fully consulted as equal partners in inspections and meetings and on the formulation of procedures.
- ensuring that appropriate structural and operational arrangements are in place to support the effective management of health and safety
- ensuring that employees are competent to undertake tasks safely and that adequate time, resources and support are allocated for all requirements to be met
- ensuring that all staff are involved by promoting two-way communication relating to health and safety
- bringing health and safety information and requirements to the attention of, and ensure understanding by, employees, students and third parties as appropriate
- nominating employees for specific health and safety functions including, as a minimum in each Faculty/ Professional Service, Health and Safety Co-ordinators, Fire Wardens and First Aiders
- monitoring and reviewing health and safety performance within their area and ensuring that each Faculty/ Professional Service is inspected on an annual basis
- promoting the importance of accident and near miss reporting and being involved with accident and near miss investigations as appropriate
- undertaking training, and ensuring and recording that employees and students receive appropriate induction and training
- ensuring that all employees and students have the appropriate level of supervision
- ensuring that procedures and risk assessments are in place to identify and control significant all risks

5 Heads of Academic Departments, Programme Leaders and Professional Services section managers or equivalent

- 5.1 While Deans and Directors remain ultimately responsible for the health and safety in their respective areas, in practice the day-to-day management responsibilities are delegated to Heads of Departments, Programme Leaders and Professional Services section managers.
- 5.2 Heads of Departments, Programme Leaders and Professional Services section managers are therefore responsible in their specific areas for detailed planning and implementation of the responsibilities listed in 4.2.
- 5.3 In particular Heads of Departments, Programme Leaders and Professional Services section managers are responsible for:

- providing leadership within their area for health and safety
- ensuring that hazards are identified and risk assessments are completed to a consistent and reasonable standard, updated, shared with affected people and retained for future reference, including students where appropriate as a potential group at risk. If the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately)
- ensuring that all employees, students and third parties have the appropriate level of induction, training and supervision
- referring any significant issues to the Dean/Director

5.4 Heads of Departments, Programme Leaders and Professional Services section managers are operationally responsible for the implementation of control measures identified by the risk assessment process, including the effective communication of control measures to the relevant people affected.

6. **Academic staff and professional services**

6.1 Individual academic staff who guide or supervise research, teaching, workspace or people (for example, students, other staff or visiting staff) have specific responsibilities. In practice, to ensure effective management of health and safety within their remit, Heads of Academic Departments and Programme Leaders will often delegate the implementation of the following day-to-day tasks to academic staff and professional services. This is assumed unless an alternative arrangement is agreed with the Head of Academic Department or Programme Leader and written down as part of the teaching or research documentation.

6.2 **Academic staff and professional services** responsibilities include:

- taking a key role in setting and monitoring the achievement of health and safety performance standards for their specific area of responsibility
- ensuring that hazards are identified and risk assessments are completed to a consistent and reasonable standard, updated and retained for future reference, including students where appropriate as a potential group at risk. If the people, processes or activities involved change, or if an accident or near miss occurs, the risk assessment should be reviewed immediately)
- ensuring that designated 'competent people' remain competent and receive appropriate training, resource, advice and support
- ensuring that any relevant identified control measures are implemented and effective
- ensuring that all employees, students and third parties have the appropriate level of induction, training and supervision and that these are recorded
- ensuring all employees and students within their remit have a level of supervision that is appropriate to their activity and the individual
- raising any issues of non-compliance with their Head of Department/Director

- understanding the University's Health and Safety Policy, associated documentation and local instructions, as well as how to apply them within their area
- maintaining suitable records of exposure to hazardous substances, in accordance with University guidance
- considering health and safety training needs as part of the risk assessment, arranging for it, attending it themselves and ensuring employees and/or students attend it as appropriate
- ensuring that tutors, whether University employees or not, are fully informed of all risks and controls required as an outcome of any risk assessments
- liaising with specialist advisers, and providing information on request about the risks and control measures
- ensuring that when requested by the University Health & Safety and Business Continuity Manager or HR, employees or students within their remit attend for health assessment and advice.
- ensuring that when Postgraduate Research student undertaken paid 'work' for the University they are classed as employees, and are managed rather than supervised and given extra support and training
- ensuring control measures are properly resourced
- ensuring that risk assessments take place at the planning stage of any research proposal, and that the cost of implementing suitable risk control measures and disposing of hazardous substance are included in the funding arrangements
- giving vulnerable adults and students aged under 18 a greater duty of care bearing in mind individual factors such as each student's skill and understanding, their relative inexperience and any child protection and other legislative issues
- seeking advice with due regard to confidentiality a student approaches them regarding a condition affecting their health

6.3 In addition **Academic staff** in charge of research projects and other research-related activities have the following responsibilities:

- ensuring that risk assessments are regularly reviewed and kept up-to-date as the research proceeds, and any changes shared with everybody involved
- offering a level of supervision, training and induction based on the risks involved in the work, that considers, but does not rely on, the individual experience and competence of the students involved
- deciding what level of induction and ongoing supervision is needed for each postgraduate research student
- organising a risk assessment for student projects and agreeing and writing down control measures with the student before work begins

- monitoring that work based teaching in partner organisations is undertaken safely and without risk to health

7. Employees with specific health and safety responsibilities

Specific roles may be delegated to competent officers who have the authority to act on behalf of the Dean, Director of Professional Service or University Health & Safety Manager.

7.1 Health and Safety Representatives responsibilities include:

- providing dedicated, proactive and professional advice to Deans and Directors of Professional Services
- delivering strategic support and problem-solving to ensure consistent translation and appropriate implementation of University health and safety protocols at faculty, professional service level
- helping to develop Faculty and Professional Service action plans and giving operational support in partnership with the Dean/Director and the University Health & Safety Officer to ensure targets are achieved.
- acting as a conduit to influence University health and safety policies, regulations, procedures and codes of practice and guidelines
- helping to develop Faculty and Professional Service health and safety policies and management systems
- helping to coordinate risk assessment processes across the Faculty/Professional Service
- leading on audits, training and the production of processes in consultation with University Health & Safety Manager and Director of Estates & Facilities Services as appropriate
- supporting effective Faculty and Professional Service consultation on new University processes in partnership with the Trade Unions
- supporting staff who provide practical, on-the-ground health and safety support to employees and students
- acting as an essential liaison point to assist Faculty and Professional Service staff to implement health and safety protocols and procedures locally
- liaising with the University Health & Safety Manager to keep Faculty and Professional Service employees and students informed of current requirements and new developments, including changes to policy, regulations, procedures, codes of practice and guidelines
- disseminating information, taking part in inspections and monitoring, supporting inductions, advising on risk assessments and leading on accident reporting
- being a member of the Faculty/ Professional Service health and safety committee.

8. Trade Union Safety Representatives

8.1 Trade Union safety representatives are respected as equal partners in their roles as employee representatives and members of health and safety committees and inspection teams

8.2 The Trade Union safety representatives play a crucial role in representing all employees at the University of Winchester to help create a positive health and safety culture. They have a number of statutory functions including representing employees:

- in discussions with the University on health, safety and welfare
- in discussions with the Health and Safety Executive or other enforcing authorities
- investigating hazards and dangerous occurrences
- investigating health and safety committee complaints

9. All Employees

9.1 All employees have a responsibility for their own health and safety and that of others who may be affected by their work and their acts or omissions. All employees have the right not to proceed with any activity if they feel it poses a danger to their health and safety or that of others and to raise their concerns with an appropriate line manager.

9.2 Employees must:

- take reasonable care of themselves and cooperate with the University on health and safety matters
- conduct their duties safely and in accordance with the University Health and Safety Policy, processes, regulations, codes of practice, guidelines and all relevant legislation
- guide people to the nearest emergency exit if emergency alarms sound, and tell them to leave the building, taking notice of the Fire Wardens
- not interfere with or misuse anything provided for health and safety
 - help the University to meet the duties imposed upon it
 - make themselves aware of and follow the contents of the University Health and Safety Policy, processes, regulations, codes of practice, guidelines and all relevant legislation
 - bring any breaches of the University Health and Safety Policy, processes, regulations, codes of practice, guidelines and all relevant legislation to the attention of their line manager or the University Health & Safety and Business Continuity Manager.
 - contact the appropriate person if someone becomes unwell or has an accident or 'near miss', or if there is a dangerous occurrence such as fire
 - notify their line manager if they have a condition affecting health which may be caused or made worse by work activities (this information will be treated with appropriate confidentiality)
 - undertake health and safety training and induction as required

- report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment to their line manager or other appropriate person without delay
- assist to the best of their abilities any visitors who may not be familiar with the University Health and Safety Policy, processes, regulations, codes of practice, guidelines and relevant legislation.

10. All Students

10.1 It is a condition of registration that students cooperate with the University with respect to health and safety. All students have the right not to proceed with any activity if they feel it poses a danger to their health and safety or that of others and raise their concerns with an appropriate member of staff.

10.2 Students must:

- not interfere with or misuse anything provided for health and safety
- comply with the University Health and Safety Policy, processes, regulations, codes of practice, guidelines and relevant legislation
- report any accident, injury, near miss, unsafe conditions or suspected faults in the buildings or equipment as soon as possible to a member of staff
- assist to the best of their abilities any visitors who may not be familiar with the University Health and Safety Policy, processes, regulations, codes of practice, guidelines and relevant legislation.
- notify their academic tutor if they have a condition affecting health which may be caused by or made worse by study activities (this information will be treated with appropriate confidentiality)
- undertake any health and safety training and induction required by the University.

11. General Statement on Arrangements for Health and Safety Duty-holders

The principal aims of the University's Health and Safety Policy are to reduce risk to people and to achieve best practice in complying with its statutory duties

The nature of the University's activities mean that these risks are complex and the statutory duties extensive. Role-holders are assigned responsibilities to implement particular activities and actions. The building blocks of the University's health and safety management system are:

- risk assessment (the careful examination of the elements in work or study that could cause harm, and the implementation of effective control measures, or precautions which can minimise these risk) and;
- clear explanation of the responsibilities and actions placed upon specified role-holders

Together, these lead to safe systems of work that enable managers and employees to identify hazards and develop measures to minimise the risks.

12. General Statement on Arrangements for Health and Safety Codes of Practice and Guidelines

The detailed arrangements for individual health and safety topics are set out separately on the University website. The Codes of Practice and Guidelines for each topic contains the following information:

- i) Operational 'standard' or 'statement' – formally sets out the University's expectations for people in relation to health and safety management practice.
- ii) 'Required roles and actions' – sets out which role-holder (who carries the responsibilities outlined in this Policy) needs to perform each action. These roles include Deans, Directors of Professional Service, individual staff and students.
- iii) 'Detailed 'guidance' – further information to provide role holders with an understanding of the actions they need to take to fulfil the duties laid out in the Health and Safety Policy.
- iv) Additional forms and checklists, procedures and other useful information.

To create each process, the Joint Health and Safety Committee follows the agreed consultation processes and should consult as appropriate with staff and students. This ensures that the information for each topic meets requirements whilst assuring legal compliance.

13. General Statement on Competence and Training

To enable each line manager to carry out their responsibilities effectively and ensure compliance with statutory requirements, they are required to ensure competent people can carry out their duties. To support line managers to develop competence in their staff, the University provides a dedicated programme of essential training and development which all relevant employees are expected to attend. Further information on the training programme is available on the intranet under Staff Development.

14. General Statement on Monitoring and Auditing

The monitoring of health and safety is based on the health and safety management system described in this Policy. This includes a range of mechanisms that facilitate approaches to check progress, including:

- inspection – scheduled formal examinations of the working situation by the relevant member of staff in partnership as appropriate with the Trade Union safety representatives. Inspections highlight areas of concern so control measures can be put in place before any harm can be caused
- Spot-checks – specific health and safety staff and campus Trade Union safety representatives pay an unannounced visit to a University location to check that the expected health and safety standards are met. This also demonstrates continued commitment to health and safety leadership.
- Audit – the University Health & Safety and Business Continuity Manager carries out a planned, independent, detailed process to collect evidence of the effectiveness of local systems for managing health and safety risks.

- Review – Deans, Directors of Professional Services and Health and Safety Representatives review the current health and safety position (using reports from inspections, audit, trend analysis and so on) to assess progress
- Data collection – where trend analysis, Key Performance Indicators (KPIs) and benchmarking are used to define, measure and compare patterns and progress in health and safety practice. .

A schematic of the health and safety system is attached as an Appendix 2.

Any employee or student may contact the University Health & Safety and Business Continuity Manager for advice and guidance on 01962 827575 or via email at safety@winchester.ac.uk

APPENDIX 1

CONSTITUTION OF THE JOINT HEALTH & SAFETY COMMITTEE

1. Title

The Committee shall be called the *Joint Health & Safety Committee*.

2. Membership

The Committee shall consist of:

Ex Officio

Deputy Vice-Chancellor - Chair
Director of Estates and Facilities Services
Workshop Manager
University Health & Safety and Business Continuity Manager
Senior Theatre Technician
Director of Workforce Development

Representative

One Governor nominated by all the Governing Body from members of the Governing Body
One person nominated by the University UCU Branch
One person nominated by the University Unison Branch
The President or nominee nominated by the Students' Union
One person nominated by each Faculty
One person nominated by ITS
One person nominated by the Library
One person nominated by the Human Resources Department
One person nominated by Student Services

Secretary: Member of support staff

3. Chair

The Chair of the Committee shall be the Deputy Vice-Chancellor. In the absence of the Chair the members present shall elect a Chair from those listed above.

4. Terms of Reference

The Committee shall consider all matters relating to the health and safety of all persons employed by the University of Winchester, its registered students and all persons not employed by the University of Winchester who are legitimately engaged in activities on the University premises. The Committee shall set up and receive reports and recommendations from such Sub-Committees as is deemed necessary. The Committee shall take cognisance of the Health and Safety at Work Act 1974 and of any Rules and Regulations issued under the Act, and other statutory obligations and requirements and EU Directives which have the force of law.

5. **Meetings**

The Health & Safety Committee shall meet as required but normally not less than three meetings per year. The time and place of meetings shall be arranged by the Secretary in consultation with the Chair and shown in the University Calendar. Extraordinary Committee meetings can be called either by the Chair or by written submission by five members of the Committee to the Chair.

6. **Quorum and Voting**

There shall be a quorum when 8 members are present at a meeting. In the case of equality of voting the Chair of the meeting shall have a second casting vote.

7. **Agenda**

The Agenda shall be circulated to members at least one week prior to meetings, except in the case of emergency meetings. Members shall be entitled to submit relevant agenda items to the Chair for inclusion in the agenda.

8. **Minutes**

Minutes shall be kept of the proceedings of all meetings of the Committee and be presented to the next meeting of the Board of Governors and Planning and Resources Committee.

9. **Attendance of Advisers**

The Chair shall be entitled to invite to a meeting a person or persons to act in an advisory capacity.

10. **University Officers**

The Chair may call University Officers to attend to provide information or explanation in respect of matters under discussion.

11. **Amendments to the Constitution**

Amendments to the Constitution may be made at a duly constituted meeting of the Planning and Resources Committee.

APPENDIX 2

Outline Diagram of Health and Safety Governance and Organisation

