



**BISHOP GROSSETESTE UNIVERSITY**

**Document Administration**

<b>Document Title:</b>	Health and Safety Policy
<b>Document Category:</b>	Policy
<b>Version Number:</b>	1.2
<b>Status:</b>	Approved
<b>Reason for development:</b>	The University is required under the provisions of the Health and Safety at Work Act 1974, to produce a statement of policy with respect to the health and safety of everyone who uses its premises.
<b>Scope:</b>	This procedure applies to staff, students and external visitors.
<b>Author / developer:</b>	Director of Resources
<b>Owner</b>	University Secretary / Registrar
<b>Assessment:</b> (where relevant)	<input type="checkbox"/> Equality Assessment <input type="checkbox"/> Information Governance <input type="checkbox"/> Legal <input type="checkbox"/> Academic Governance
<b>Consultation:</b> (where relevant)	<input type="checkbox"/> Staff Trade Unions via HR <input type="checkbox"/> Students via Bishop Grosseteste University Students' Union <input type="checkbox"/> Any relevant external statutory bodies
<b>Authorised by (Board):</b>	FE & GP Committee
<b>Date Authorised:</b>	9 June 2015
<b>Effective from:</b>	9 June 2015
<b>Review due:</b>	June 2018
<b>Document location:</b>	University Website
<b>Document dissemination / communications plan</b>	Available to colleagues via the University Website
<b>Document control:</b>	All printed versions of this document are classified as uncontrolled. A controlled version is available from the University website.



## **BISHOP GROSSETESTE UNIVERSITY**

### **Health and Safety Policy**

#### **1. General Statement Of Policy**

- 1.1 The University strives to provide its staff, students and visitors with a safe and healthy working environment. The University is required under the provisions of the Health and Safety at Work Act 1974, to produce a statement of policy with respect to the health and safety of everyone who uses its premises.
- 1.2 It is therefore the policy of Bishop Grosseteste University (the University) that all activities carried out on University premises or undertaken by University personnel (or their agents) will be managed in such a manner so as to avoid, reduce, or control, all foreseeable risks to health and safety to any person.
- 1.3 The University recognises that safe working practices are an essential part of the duties of all members of the University community and seeks to encourage employee and student participation in such practices. However, it further recognises that to have effective health and safety systems, managers must understand that health and safety management is an integral part of their role and that being part of management carries additional responsibilities. The allocation of responsibilities is covered in more detail in Section 3 of this Policy "RESPONSIBILITIES".

#### **2. Aims And Objectives**

- 2.1 In furtherance of the above and the need to ensure compliance with all relevant health and safety legislation the University will pay particular attention to the provision of:
  - a healthy working environment, including developing and implementing strategies to prevent staff suffering undue stress through having excessive pressure or other types of demand placed on them;
  - a safe place in which to work with safe means of access to and egress from it;
  - safe plant, equipment and systems of work;
  - protective clothing and other safety equipment as appropriate;
  - suitable and sufficient information, instruction, training and supervision to enable all staff and students to comply with the University's Health and Safety Policy;
  - arrangements for the safe use, handling, storage and transport of articles, materials and substances;
  - appropriate arrangements to assess and control the risks associated with work activities undertaken by the University or by University personnel;
  - appropriate management procedures and consultative arrangements to monitor and audit compliance with the University's Health and Safety Policy;
  - appropriate resources to meet health and safety issues;
  - appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by the University;
  - a review of this document not less than once every three years.

2.2 To assist in the implementation of the Health and Safety Policy the University will consult appropriate external sources of information and will seek advice from its Health and Safety Committee and will consult with the recognised trade unions. It will also in consultation with the recognised trade unions appoint an adequate 'competent person' to advise on health and safety matters.

### 3. Responsibilities

3.1 The University's **University Council** has overall responsibility for ensuring that the University has an effective policy for Health and Safety Welfare for all University activities and that it operates effectively within the resources available.

3.2 The **Vice Chancellor** is responsible for implementing the University's Health and Safety Policy.

3.3 The **Senior Leadership Team (SLT)**, under direction of the Vice Chancellor, has responsibility for achieving the aims and objectives of the University's Health and Safety Policy.

3.4 The **Registrar and Secretary** is responsible to the Vice Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring co-ordination of such policies across the University. The **Registrar and Secretary** is also responsible for chairing the termly Health and Safety Committee meetings.

3.5 The **Head of Estates** has overall responsibility for health and safety of the buildings and facilities including day to day maintenance, planned maintenance, upgrading of the campus and facilities, security and accommodation.

3.6 **SLT leads, Heads of Schools, Heads of Departments and Support Staff Managers/ Supervisors** are responsible for the adoption of the University's Health and Safety Policy and associated policies/codes of practice within their areas of control, including:

- they and all persons relating to them know and undertake their responsibilities under the University's Health and Safety Policy;
- all appropriate statutory law, regulations and approved codes of practice are adhered to;
- safe working practices are maintained at all times to ensure the health and safety of employees, students and members of the public;
- assessments of risks to health and safety are conducted and that adequate control measures are introduced and maintained;
- adequate supervision is made available.

3.7 Since September 2005, the University has appointed a "Competent Person" (the Health and Safety Adviser) through an Agreement with Mouchel, Lincoln who are responsible for advising the University on health and safety issues. **The 'Competent Person'** advises on all appropriate matters of health and safety and assists the University in the co-ordination of health and safety systems and procedures across the University. The Competent Person is responsible for: providing health and safety assistance as required by the Management of Health and Safety at Work Regulations 1999; carrying out annual inspections and producing a report to help monitor the effectiveness of the health and safety management system; reviewing key premises/equipment issues and associated risk assessment documentation; general advice and support on day to day issues where professional health and safety guidance is required; attending termly Health and Safety Committee meetings; providing a health and safety input on new employee induction sessions. The Competent Person has a vital role in assisting with the development of the University's safety policies and plans.

- 3.8 The **Maintenance Engineer**, working with the Head of Estates has particular responsibility:
- for maintaining the estate and plant to safe standards;
  - for ensuring that consultants or contractors working under his responsibility on University premises comply with this Policy;
  - for ensuring that all statutory tests and examinations of University plant are carried out when required.
- 3.9 The University's **Health Advisers** shall advise the University on health matters, as required and appropriate.
- 3.10 All persons with **Managerial/Supervisory** responsibilities must adequately supervise work activities to ensure that safe systems of work are being followed in their areas of control. Within academic departments, staff have responsibilities to their colleagues and an additional duty of care for students and the public whilst undertaking lectures and fieldwork. Managerial and Supervisory staff will:
- be fully familiar with the University's Health and Safety Policy and understand and apply it within all areas of their responsibility;
  - ensure that their staff operate in accordance with the University's Health and Safety Policy, as relevant to their work;
  - ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety;
  - ensure the competence and training of their appointees to allotted tasks
  - ensure that safe working practices within a safe working environment are used by all staff;
  - through awareness training and managing workplace pressures, help to recognise and combat stress in the workplace in their staff.
- 3.11 The Health and Safety at Work Act 1974 states that **EVERYONE** has a responsibility for safety. It is important that **ALL STAFF** appreciate the extent of their responsibilities, namely that they:
- shall make themselves familiar with the Health and Safety Policies of the University and shall be fully familiar with sections of the policy which directly affect their particular activities;
  - shall accept individual responsibility:
    - to 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;
    - to co-operate with the University so far as is necessary to enable it to comply with its legal duties;
    - to undertake as required all health and safety training which is deemed necessary by their University to secure the health, safety and welfare of the employee or anyone else affected by their actions while at work;
  - shall report to supervisory staff any accidents 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;
  - shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare;
  - shall conform to all instructions, written or oral, given to ensure their personal safety and the safety of others;

- shall at all times make full use of appropriate protective clothing and appropriate safety equipment and devices provided;
- shall maintain tools and equipment in good condition, reporting any defects to their supervisor;
- shall inform their line-manager if they are having difficulty coping with work based duties and may wish to contact the Vice Chancellor if they believe they are suffering from stress in their personal life;
- Have a statutory right to refer matters of health and safety concern to their recognised trade union safety representative.

#### 3.11.1 Similarly **ALL STUDENTS**:

- shall at all times, whilst they are on University premises or taking part in University activities including placement activity, follow the Health and Safety Policy and comply with any health and safety instructions given to them;
- shall not introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University;
- shall at all times, whilst in residence in University property, comply with all fire, safety and security procedures as laid down by the University;
- shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare;
- shall conform to all instructions, written and oral, given to ensure personal safety and the safety of others;
- shall use protective or specialist clothing as required and shall use all safety equipment available;
- shall maintain tools and equipment in good condition, reporting any defects to their supervisor;
- shall report all accidents, whether or not injury is sustained, to their supervisor.

3.11.2 **Senior Resident Students** shall, as well as carrying out the requirements above, carry out additional duties in relation to fire drills and ensuring the health and safety welfare of students and visitors in the Halls of Residence as determined by the Accommodation Officer (Senior Warden) and Health and Safety Committee.

## 4. **Risk Assessment**

- 4.1 All managers and supervisors must ensure that every work activity to be undertaken has been subjected to a risk assessment for health and safety prior to the activity starting. A written record of any significant findings must be completed and kept by each department which describes the preventative and protective measures required, to avoid, eliminate, reduce or control the risks identified to a tolerable level.
- 4.2 The control measures shall be implemented and adequately maintained and records kept in the form of inspection checklists of any monitoring or maintenance of equipment undertaken. The records shall be kept as long as the relative statutory provision stipulates.
- 4.3 Assessment must be regularly reviewed (minimum period 5 years) or when any significant changes occur either to the process or the requirements for assessment.
- 4.4 Guidance and standard forms are available on the University Portal.

## **5. Monitoring**

- 5.1 Safety audits and inspections will be carried out by the Competent Person and others as appropriate to monitor the effectiveness of specific policy areas; these are expected to have both a preventative and a responsive function as a safety audit system provides a framework for the examination of managerial and operational procedures and practices, and ensures verification of the overall adequacy of preventive plans and actions.
- 5.2 Heads of Schools, Heads of Departments and Support Staff Managers/Supervisors are responsible for auditing the health and safety of their areas of responsibility, assisted by the Health and Safety Committee in accordance with the University Health and Safety Policy.
- 5.3 Reports on safety audits and inspection should be prepared and filed with the Head of Estates.

## **6. Organisation And Implementation**

- 6.1 The organisation of health, safety and welfare within the University is designed to meet legal requirements and to go further by actively promoting safe behaviour and encouraging a positive approach to health and safety.
- 6.2 It is a statutory requirement under The Health and Safety at Work Act 1974 for the employer to issue a written statement covering:
- a general policy with respect to the health, safety and welfare at work of employees;
  - the organisation and arrangements for carrying out that policy including, where appropriate, reference to safety representatives and safety committees.
- 6.3 The University has, therefore, established a Health and Safety Committee, which has representatives from academic and support staff, the recognised trade unions and from the student community. The Committee is chaired by a member of the Senior Leadership Team – the Registrar and Secretary. This Committee meets to consider and agree action and monitor progress upon matters related to health, safety and welfare.
- 6.4 The terms of reference are:
- to advise the University on matters of health and safety policy and to recommend any action necessary to ensure the health and safety of staff, students and members of the public;
  - to keep under review the University's legal obligations and health and safety measures;
  - to monitor the development of safety policies and procedures and the integration of health and safety into the academic provision;
  - to review health and safety training and communications;
  - to monitor the inclusion of health and safety matters in University documentation.
  - to provide reports, at least on an annual basis to Finance, Employment and General Purposes Committee (a sub-committee of the University Council) and as appropriate to other committees;
  - to undertake periodic audit of the embedding of health and safety policies and procedures across the institution.

For further information concerning the Health and Safety Committee, contact the Registrar and Secretary, Ext 3735.



## THE HEALTH AND SAFETY AT WORK ACT 1974

### List of other related information & forms

Accident/Illness/Near Miss Reporting & First Aid Provision

Bombs – Telephone Threats

Bombs – In the Post

Fire Instructions – Means of Safe Access and Egress

Ladders - How to use correctly

Risk Assessment - General Module Index for Universities and University Colleges (Portal)

Risk Assessment Guidance (Portal)

Stress Management

Student Placement Forms

Other:

Access to Students' Rooms

Alcohol and Drugs

Assistance – Internal & External Emergency Services (9 999)

Control of Substances Hazardous to Health (COSHH)

Contractors and Construction (Design & Management) Regulations

Dietary Allergies and Food Hygiene

Display Screen Equipment

Hirers of University Facilities

Inspection and Testing of Electrical Equipment

Lone Workers

Manual Handling

New and Expectant Mothers at Work

Smoking

Visitors

Work Equipment

For further information concerning any of the above, contact the Head of Estates on extension 3614.

*\* THIS POLICY AND THE FORMS WILL BE MADE AVAILABLE ELECTRONICALLY VIA THE UNIVERSITY PORTAL \**