

University of Wolverhampton, Health and Safety Policy - Version 8 – August 2018



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Appendix A: Leadership and Management competency structure

Policy Approval Procedure

VERSION:	8.0	AUTHOR/ OWNER:	University Safety Adviser/Health and Safety Department
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A. Summary statement.

1. The Board of Governors and the Senior Management of the University are committed to protecting the health, safety and welfare of all in its community: including students; staff; contractors; partners and visitors.
2. To be assured that its health, safety and welfare systems, processes and arrangements are compliant, as a minimum with its duties at law, the Board and University managers need to have confidence in the adequacy of such systems, the competence of its community and that any review will be thorough and effective. Such assurance will reduce the likelihood of an undesirable impact on health, safety or welfare of individuals or groups; the environment; finances or the reputation of the University, as well as ensuring that the University is sufficiently resilient to respond and react to changing circumstances.
3. The University is determined also to ensure, where appropriate, the full involvement of its staff and students through their representative Trade Unions and Student Union when considering what actions are appropriate to meet the health, safety and welfare policy aims.
4. To achieve the level of health and safety performance required, the University has in place a Safety Strategy in addition to this Policy. In delivering the desired outcomes of both the Strategy and Policy, the University will ensure the effective management of risk through the continuing development of management systems which clearly define the roles and responsibilities of all staff; students; contractors; partners and visitors.
5. The effective delivery of the Policy will also require both the acceptance by all members of the University community of their personal responsibility and the provision of appropriate professional and competent support and advice to all members of our community. The University will always attempt to ensure that levels of support and advice proportionate to the risk are available.

Professor Geoff Layer
Vice Chancellor – August 2018

B. Organisation and responsibilities for Health and Safety.

2. The Board of Governors:

2.1 As the University's governing body, the Board of Governors carries ultimate responsibility for the health and safety of employees, students and other individuals whilst on University premises and in other places where they might be affected by its operations.

2.2 The Board of Governors is required to:

- satisfy itself that the University has an appropriate written statement of policy on health and safety, and that there are effective arrangements for the implementation of that policy;
- provide an effective mechanism by which employees are consulted on health and safety matters;
- provide facilities for recognised Trade Unions to appoint safety representatives and to enable them to discharge their responsibilities; and
- be pro-active in its awareness of University safety management processes and procedures.

2.3 In discharging these responsibilities, the Board of Governors is advised in particular by the Vice-Chancellor, and the University Secretary. In any event the Board of Governors will:

- receive regular reports where appropriate, but at least an annual assurance report on health and safety: and
- be made aware by of any incidents carrying a major risk to health and safety, or any enforcement action taken against the University by the Health and Safety Executive, the Environment Agency, the Fire Authority, Local Authority Environmental Health officers and of the University's response in respect of such incidents or enforcement action.

3. The Vice-Chancellor.

3.1 The Vice-Chancellor has a legal responsibility, alongside the Board of Governors, for ensuring that the University complies with relevant health and safety legislation and, in particular, for

- ensuring that the University has a general policy on the management of health and safety and that this policy is communicated to all employees;
- ensuring that appropriate structures, systems and procedures are in place to secure effective implementation of that policy;

3.2 The Vice-Chancellor will chair the University Health and Safety Committee to ensure effective consultation with staff via their representatives.

3.3. The Vice-Chancellor also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the University;

in exceptional circumstances, this may include summarily closing down (in whole or in part) particular University buildings, sites, operations or activities.

- 3.4. On a day-to-day basis, The University Secretary will act on behalf of the Vice-Chancellor in discharging his/her responsibilities for the management of health and safety.

4. The Health and Safety Department.

- 4.1 The University Secretary is accountable to The Vice-Chancellor for the work of the Health and Safety Department, and in particular for ensuring that:

- appropriate measures are taken to promote an effective health and safety culture within the University;
- an appropriate health and safety strategy is developed and reviewed;
- the University's health and safety policies are reviewed regularly, that they remain appropriate and fit for purpose, and that they comply with legislative requirements;
- that effective communications, implementation, inspection and audit systems are in place;
- that implementation of the University's health and safety policies are appropriately and regularly monitored and evaluated;
- that employee and student representatives are appropriately involved as 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; and
- that communication takes place with the Deans of Faculty and Directors of Corporate Services on a regular basis to review their Faculty/Departmental health and safety reports and plans. The frequency of the meetings being proportionate to the levels of risk within the Faculty or Corporate Service Department but no more than every 2 years in any case.

- 4.2. When the Vice Chancellor is unavailable, The University Secretary is authorised by the Board of Governors, in consultation with the University Safety Adviser and or the appropriate senior member of staff, to take appropriate executive action to prevent serious harm to individuals or to the University.

5. Deans of Faculty and Directors of Corporate Services.

- 5.1 Deans of Faculty and Directors of Corporate Services are responsible within their spheres of operation for ensuring compliance with health and safety matters on a day-to-day basis and are therefore responsible through the Vice-Chancellor to the Board of Governors for ensuring compliance with the requirements of the University's Health and Safety Policy, and generally for ensuring, that there are satisfactory policies, procedures, mechanisms, guidelines and assurance processes in place to provide a lawfully safe and healthy environment for staff, students and visitors.

5.2 In particular, Deans of Faculty and Directors of Corporate Services are responsible for:

- producing and disseminating, as appropriate, a periodic Faculty or Corporate Service Department Assurance Report which will include Health and Safety Plan and Report in line with the University Health and Safety Policy and associated documents. The plan and report will normally be produced on an annual basis and will focus on safety management systems within the Faculty or Corporate Service Department. This information will contribute to the Annual Safety Report submitted to the Board of Governors by The Vice-Chancellor;
- fostering a health and safety climate in which health, safety and related welfare issues are seen as essential and integral parts of the Faculty or Corporate Service Department activities to ensure effective governance on health and safety issues;
- ensuring that, where appropriate, Trades Union health and safety representatives are fully consulted in inspections, meetings and formulation of policies and procedures;
- ensuring that appropriate structural and operational arrangements, including maintenance regimes, are in place to support the management of health and safety;
- ensuring that all relevant health and safety communications, notices and requirements are effective and brought to the attention of their, staff; students; contractors; partners and visitors as appropriate;
- setting up an appropriate means of discussing health and safety matters within the Faculty or Corporate Service Department;
- nominating staff for specific health and safety functions such as Health and Safety Coordinators, Fire Marshals, First Aiders (as a minimum in each Faculty or Department) and any other specialist functions, for example Radiation Protection Supervisors, Placement Officers. The Dean of Faculty or Director of Corporate Services must ensure proportionate resources are allocated for these persons to be developed to ensure competency and time to fulfil their tasks;
- ensuring that their Faculty or Corporate Service Department is self-inspected on a basis which is proportionate to the level of risk within the Faculty/Corporate Service Department. In most cases this would be on an annual basis – however, for higher risk areas of activity it is suggested that these be inspected twice yearly;
- ensuring that staff attend appropriate training courses - both in terms of developing and maintaining specific expertise and in general awareness and understanding. It is recommended that an appropriate management system be set up within the Faculty or Corporate Service Department to manage staff attendance at training courses, for example Faculty or Departmental ‘Training matrix’;
- ensuring that the Faculty or Corporate Service Department has appropriate induction programmes in place for new staff or students;
- ensuring that procedures/risk assessments are in place to identify and control ‘significant’ risks. Additionally that these procedures/risk assessments are reviewed at appropriate intervals by competent individuals;

- meeting with the University Safety Adviser to review their Annual Assurance Report and to discuss appropriate measures to enable the Faculty/Corporate Service Department to manage health and safety effectively;
- attending the appropriate Campus Safety Committees or nominating an appropriate deputy; and
- liaising with their Faculty/Departmental Safety Co-ordinators and other professional advisers from the Health and Safety Department, as appropriate.

5.3 Delegating the day-to-day management of health and safety issues to various 'competent persons' does not remove any responsibility from the Dean of Faculty or Director of Corporate Service.

5.4 To enable the Deans of Faculty and Directors of Corporate Services to effectively carry out these responsibilities and, hence, ensure compliance with statutory requirements; the University will provide, where appropriate essential (including mandatory) training and development which Deans of Faculty and Directors of Corporate Services are expected to complete. This will be supported, where appropriate by the production of relevant standards and guidance.

6. Supervision by Academic staff.

6.1 The health and safety management of research projects and other related academic activities is usually delegated to research supervisors and group leaders. This is assumed unless an alternative arrangement is expressly agreed with the Dean of Faculty as part of the research documentation.

Academic Supervisors duties include

- ensuring that risk assessments take place at the planning stage of any research proposal, and that the costs of implementing suitable risk control measures, and safely disposing of any hazardous substances or materials, are included in the funding arrangements;
- ensuring that risk assessments are reviewed and kept up to date as the research proceeds, and that everybody involved in the work activity has read and understood the risk assessment;
- ensuring local inductions into the work area are carried out and recorded, this would be for both new staff and students;
- ensuring that control measures such as guarding of moving parts; provision of protective equipment, are implemented and continue to be effective;
- leading on the production of risk assessments and, where appropriate, working with competent people to carry out the risk assessments for their work, ensuring those people remain competent and receive appropriate training, resource, advice and support;
- ensuring that risk assessments are regularly reviewed. In the event of an incident, accident or process change, the risk assessment must be reviewed immediately;
- understanding the University's Health and Safety Policy, procedures, codes and guidance, how they are applied within the Faculty, and within the research team;

- maintaining suitable records of exposure to substances hazardous to health, in accordance with legislation and University policies and guidance;
- arranging for any necessary and appropriate health and safety training, including training identified in the risk assessment;
- liaising with specialist advisers, and providing information on request about the risks and control measures; and
- ensuring that all research group members respond to, and co-operate with any requests for them to attend for health surveillance or occupational health and safety advice;

6.2 The health and safety management with respect to teaching is usually delegated to programme leaders and course/module leaders.

The following duties are included in addition to the duties set out in 6.1.

- ensuring that class teachers, whether direct University employees or not, are fully informed of all risks and controls required as an outcome of any risk assessments;
- monitoring work-based teaching in partner organisations to ensure that it is undertaken safely and without risk to health; and
- ensuring that the induction of new students includes clear guidance and instructions in relation to health and safety risks.

6.3 To enable the Academic Supervisors to effectively carry out these responsibilities and, hence, ensure compliance with statutory requirements; the University will provide where appropriate essential training and development which Academic Supervisors are then expected to attend. This will be supported by the production of appropriate standards and guidance.

7. Staff with line management responsibilities.

7.1 All staff with line management responsibilities including first line supervisors and team leaders have an important role in setting performance standards for their specific area of responsibility and monitoring for standards in these on an on-going basis. They will ensure that risk assessments in their area are completed, that staff are aware of these and that staff are aware of and adhere to all relevant safety policies and arrangements.

7.2 To enable the Line Managers to carry out these responsibilities effectively and, hence, ensure compliance with statutory requirements: the University will provide where appropriate essential (including mandatory) training and development which Line Managers are expected to attend. This will be supported by the production of appropriate standards and guidance.

8. Staff with specific Health and Safety responsibilities.

8.1 In practice, certain roles may be delegated to competent persons who have the authority to act on behalf of the Dean of Faculty or Directors of Corporate Services in specific capacities, namely

- Faculty or Departmental Safety co-ordinators; and
- persons with responsibilities assigned by the University to comply with statutory requirements e.g. Radiation Protection; Food Hygiene; Asbestos Management etc.

8.2 However, delegating the day-to-day management of health and safety issues to various 'competent persons' does not exonerate or remove any responsibility from the Dean of Faculty or Director of Corporate Services.

9. Trade Union Health and Safety Representatives.

9.1 Trade Union Health and Safety Representatives will be respected as partners, in their roles as employee representatives, and as members of health and safety committees and in participation in health and safety inspections.

9.2 The Trade Union Health and Safety Representatives play a crucial role in representing their members to help create a positive health and safety culture. Safety representatives have a number of statutory functions including:

- representing employees in discussions with the employer on health, safety or welfare; and
- in discussions with the Health and Safety Executive or other enforcing authorities; investigating hazards and dangerous occurrences; investigating complaints; carrying out inspections of the workplace and inspecting relevant documents.

10. All staff.

10.1 All staff are responsible for their own health and safety, and the health and safety of others who may be affected by their acts and omissions at work, and as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with (s.7 of the Health and Safety at Work etc. Act 1974). All staff must ensure that they conduct their duties in a safe manner and in accordance with the University Health and Safety Policy, procedures and guidance; any Faculty or Corporate Service Department procedures and guidance notes; any specific codes of practice relating to particular activities; and any relevant safety legislation and guidance.

10.2 Staff must ensure that they:

- take reasonable care of themselves and have due regard for others;
- where necessary help the University meet the duties imposed on it;
- don't interfere with or misuse anything provided for health and safety;
- bring any breaches of the safety policy to the employer's attention via their Line Manager;
- report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved reporting mechanisms (now on line accident reporting);

- report “near miss” incidents which have the potential to cause injury or ill health, using the approved reporting mechanisms;
- notify the Health and Safety Department or the Occupational Health Adviser (Human Resources) when known to have a disease or medical condition which may be caused by, or made worse by, work activities;
- not proceed with any activity that they feel poses a threat to their own or others health and safety;
- report any unsafe or unhealthy working conditions or equipment to their Dean of Faculty, Director of Corporate Services or Head of Department, without delay;
- report any suspected faults in buildings, building fabric, or equipment, to the Director of Estates and Facilities, without delay (normally through the dedicated helpline ext. 1111); and
- assist any visitors who may not be familiar with University procedures, to the best of their abilities.

11. Students.

11.1 The attention of all students of the University of Wolverhampton is drawn to their legal responsibility, where appropriate (s.8 of the Health and Safety at Work etc. Act 1974), not to interfere with or misuse anything, any objects, structures or systems of work, provided by the University of Wolverhampton in the interests of health and safety and welfare.

Students therefore should:

- make themselves familiar with, and where appropriate take personal responsibility for, their responsibilities outlined in appropriate policies, procedures and;
- report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved reporting mechanisms (now on line accident reporting);
- report “near miss” incidents which have the potential to cause injury or ill health, using the approved reporting mechanisms;
- notify the Health and Safety Department or the Occupational Health Adviser (Human Resources) when known to have a disease or medical condition which may be caused by, or made worse by their University related activities;
- not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
- report any unsafe or unhealthy working conditions or equipment to their Dean of Faculty of Faculty, Director of Corporate Services or Head of Department, without delay;
- report any suspected faults in buildings, building fabric, or equipment, to the Director of Estates and Facilities (normally through the dedicated helpline ext. 1111), without delay; and
- assist any visitors who may not be familiar with University procedures, to the best of their abilities.

11.2 Any member of staff or any student may contact the Health and Safety Department for advice and guidance.

C. Policies, Procedures and Guidance.

12 University wide

12.1 A range of generic policies, procedures and guidance are developed and maintained by the University Health and Safety Department at their website:

<https://www.wlv.ac.uk/staff/services/hsd/policies-procedures--forms/>

13 Faculties and Corporate Service Departments.

13.1 Faculties and Corporate Service Departments are required to publicise locally, where developed, their own policies, procedures, guidance, risks assessments etc. in the most appropriate manner as per 5.2 of this policy.

13.2 A summary of the University health and safety Leadership and Management structure can be found in **Appendix A** of this document.

Appendix A: Leadership and Management Competency Structure.

