



BISHOP GROSSETESTE UNIVERSITY

Document Administration

Document Title:	Health and Safety Policy
Document Category:	Policy
Version Number:	1.3
Status:	Approved
Reason for development:	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.
Scope:	This procedure applies to staff, students and visitors.
Author / developer:	Chief Operating Officer
Owner	Chief Operating Officer
Assessment: (where relevant)	<input type="checkbox"/> Equality Assessment <input type="checkbox"/> Information Governance <input type="checkbox"/> Legal <input type="checkbox"/> Academic Governance
Consultation: (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
Authorised by (Board):	FE & GP Committee
Date Authorised:	17 November 2018
Effective from:	17 November 2018
Review due:	November 2021
Document location:	University Website
Document dissemination / communications plan	Available to colleagues via the University Website
Document control:	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

Bishop Grosseteste University aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the University, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the University subscribes;
- setting and monitoring of health and safety objectives for the University;
- effective communication of and consultation on health and safety matters throughout the University;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the University;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

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.

2. Responsibilities

- 2.1 It is important that health and safety standards are maintained and improved. Where necessary specific roles within the University have been allocated additional responsibility for health and safety. Where this responsibility is specific to a subject area, the details of the responsible person are communicated to employees in writing or verbally as required.
- These Responsible Persons will also be required to monitor their areas of control as well as the performance and activities of all persons under their control to ensure that acceptable standards are maintained. They will ensure:
- The objectives and guidance outlined within our health and safety management system is fully understood and observed by persons under their control;
 - Responsibilities for health and safety are clearly defined and allocated/delegated to the appropriate levels within their areas of responsibility;
 - The health and safety policy statement will be brought to the attention of all employees under their control, making them aware of all hazards and the means of controlling those hazards;
 - Any changes to the health and safety policy or our arrangements are brought to the attention of all persons under their control;
 - That no items of machinery, equipment or substances are used unless the hazards associated with them have been identified, risk assessed and effective controls put into place.
- 2.2 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.
- 2.3 The Vice Chancellor is responsible for implementing the University's Health and Safety Policy.
- 2.4 The Chief Operating Officer is responsible to the Vice Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring coordination of such policies across the University. Normally the Director of Estates and Facilities is responsible for chairing the termly Health and Safety Committee meetings. If this post is vacant, these responsibilities pass to the Chief Operating Officer.
- 2.5 The Director of Estates and Facilities 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.
- 2.6 Vice Chancellor's Executive Group Members, Senior Management Group Members, and Support Staff Managers/Supervisors are responsible for the practice of the University's Health and Safety Policies and procedures 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;
 - where 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.

- 2.7 In line with current legislation, the University has appointed NatWest Mentor Services to act as its in-house health and safety advisor under Regulation 7 of the Management of Health and Safety at Work Regulations, and is responsible for providing health and safety assistance as required by the Management of Health and Safety at Work Regulations 1999, as the Competent Person.
- 2.8 The Maintenance Engineer, working with the Director of Estates and Facilities has particular responsibility:
- for maintaining the estate and plant to safe standards;
 - for ensuring that any 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.
- 2.9 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 policies and procedures, as relevant to their work;
 - ensure the competence and training of their appointees to allotted tasks;
 - ensure that safe working practices within a safe working environment are used by their staff;
 - through awareness training and managing workplace pressures, help to recognise and combat stress in the workplace in their staff.
- 2.10 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:
- take reasonable care of their own health and safety and that of others who may be affected by their actions;
 - co-operate with management to meet the employer's legal duties and work in accordance with the University's procedures;
 - not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others;
 - demonstrate their commitment to health and safety by their behaviour and co-operate in the investigation of accidents and incidents;
 - use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers at once, or as soon as it is safe to do so;
 - comply with all safety instructions or procedures and not undertake any tasks that they are not trained and authorised for.

2.11 Similarly ALL STUDENTS:

- shall at all times, whilst they are on University premises or taking part in University activities, including placement activity, follow the University's relevant Health and Safety policies and procedures and comply with any health and safety instructions and notices;
- shall not take any action which may create hazards for persons using the premises or employees of 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 use protective or specialist clothing as required and shall use all safety equipment available;
- shall take reasonably practicable steps to ensure that University equipment is in good working order before their use, reporting any defects to their supervisor;
- shall report all accidents and near misses, whether or not injury is sustained, to their supervisor or another relevant staff member.

3. Risk Assessment

- 3.1 All managers and supervisors must ensure that every University activity to be undertaken has been subjected to an appropriate 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 eliminate, reduce or control the risks identified to a tolerable level.
- 3.2 The control measures shall be implemented, maintained and appropriate records kept. The records shall be kept as long as the relative statutory provision stipulates.
- 3.3 Assessments must be regularly reviewed (at least annually) or when any significant changes occur either to the relevant process or to the requirements for assessment.
- 3.4 Guidance and standard forms are available on the University Portal and MentorLive website for BGU.

4. Monitoring

- 4.1 Safety audits and inspections will be carried out by the Competent Person and others as and where appropriate to monitor the effectiveness of specific policy areas.
- 4.2 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 as required in accordance with the University Health and Safety Policy.
- 4.3 Reports on safety audits and inspection should be prepared and scrutinised by the Health and Safety Committee.

5. Organisation and Implementation

- 5.1 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.

5.2 The University has established a Health and Safety Committee, which has representatives from academic and support staff, the recognised trade unions and from the student community. This Committee meets to regularly consider and agree action and monitor progress upon matters related to health, safety and welfare.