

CORPORATE HEALTH AND SAFETY POLICY

SUMMARY OF PRINCIPAL CHANGES

General changes

This document was endorsed by the Board of Governors, without substantive amendment, on 27 November 2018.

(Amendment to version 0.6, UPR HS08 is shown in italics.)

The following is the text of the University's Corporate Health and Safety Policy¹.

“CORPORATE HEALTH AND SAFETY POLICY

Introduction

The health and safety of staff, students and visitors is of great importance to the University and we are committed to embedding safe practices into the culture of the University of Hertfordshire's community and organisational processes.

Our Health and Safety Policy sets out how it manages safety across the institution, to ensure that we have effective managerial control of the significant risks. The University of Hertfordshire also expects managers, at all levels, to actively pursue increasingly higher standards of health and safety management.

The Health and Safety Policy represents a top level commitment from the Board of Governors. It sets out the responsibilities for safety management at senior levels within the organisation and outlines the arrangements that are in place for consultation and engagement with staff on Health, Safety and Workplace Wellbeing.

As part of the overall policy there are responsibilities and arrangements in place in Strategic Business Units. Local policies and codes of practice reflect how safety arrangements are implemented for specific health and safety risks relevant to the diverse range of activities within different Strategic Business Units (Academic Schools and Professional Strategic Business Units).

We recognise the importance of both our employees and students appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and procedures are observed. You are encouraged to familiarise yourself with the policy and to discuss this with your teams and what this means to the work they undertake.

We all have a role to play 'Together' on *health and safety* at University of

Hertfordshire. (This section signed by the Vice-Chancellor and Chief

Executive)”

“Health and Safety Policy Statement

The Board of Governors of the University of Hertfordshire is committed to providing a safe working environment for all its employees and students and for others who work in or visit the University. It will do so within the framework of the duties laid upon it as an employer by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.

¹ Board of Governors Minutes: 592.3, 20 March 2003; 271, 20 October 2009; 635, 18 October 2011; 864, 16 October 2012; 313, 27 January 2015; 461, 19 November 2015, refer.

These responsibilities will be exercised on the Board's behalf by the Vice-Chancellor of the University who is expected to do all that is reasonably practicable to meet the health and safety standards laid down by the Board of Governors of the University. The responsibility extends to all the sites owned or occupied by the University and to approved off-site activities.

The aims of the Board of Governors are:

- to set health and safety standards that meet not only the requirements of current legislation but also reflect the University's desire to seek excellence in all its activities;
- to encourage the full participation of all members (staff and students) of the University in matters concerning health and safety at the University;
- the identification and elimination or effective control of situations likely to be hazardous to health and safety or to cause damage to persons and/or equipment;
- the prevention of accidents, injuries and ill-health to all users of the University;
- the continuous improvement in standards of occupational health and safety.

The Board of Governors will monitor how well these aims are being met by receiving an annual report from the University's Director of *Health, Safety and Sustainability*.

The Director of *Health, Safety and Sustainability* will attend meetings of the Chief Executive's Group (CEG), to advise on health and safety matters and maintain awareness of current and future issues. In addition, the Director of *Health, Safety and Sustainability* will have direct access to the Vice-Chancellor, other Executive Officers and members of CEG on all matters of concern in relation to health and safety.

This policy and its implementation will be subject to review using a standard auditing scheme. The policy will be brought to the attention of all employees and students of the University.

(This section signed by the Chairman of the Board of Governors)"

"Organisation for Implementing the Health and Safety Policy

Managing Health and Safety

The Vice-Chancellor is responsible to the Board of Governors for ensuring, as far as is reasonably practicable, that the health and safety standards laid down by the Board are met. In order to discharge this responsibility the Vice-Chancellor delegates duties and authority on a day-to-day basis to a number of senior managers. These are:

- Secretary and Registrar
- Heads of Strategic Business Units
- Chief Information Officer
- Dean of Students
- Boards of Directors and where appointed, the Managing Directors of the University's wholly- owned subsidiary companies and their wholly-owned subsidiaries
- Chief Executive of the Student's Union.

Each senior manager has a duty to ensure that systems are in place to identify all relevant hazards and legislation applicable to the work in the areas for which they are responsible and that all risks to staff, students, visitors and others (e.g. contractors) are systematically assessed and the significant findings recorded.

Any preventative and protective measures necessary to comply with the relevant statutory provisions must be identified and implemented; ensuring priority is given to the greatest risks.

Appropriate local arrangements must be made to monitor and review the effectiveness of these activities. In particular suitable arrangements should be made to ensure that fieldwork, other offsite activities and contractors are considered.

Each senior manager will maintain local *documentation* indicating the health and safety responsibilities of local managers, supervisors and staff, including the arrangements to be made for safety training. The *documentation* must be reviewed and updated at least annually and a copy lodged with the *Health, Safety and Sustainability Office* following each such revision. An annual report relating to health and safety must be produced for the Office of the Vice-Chancellor (OVC), or in the case of the University's wholly- owned subsidiary companies and their wholly-owned subsidiaries, for the relevant Board of Directors and copied to the Director of *Health, Safety and Sustainability*. Where appropriate, the report may be incorporated into general management reporting mechanisms.

Whilst the duty to ensure compliance remains with the relevant senior manager, others with management responsibilities are expected to take care of the health and safety of staff and visitors (which include contractors) under their immediate supervision, according to the normal line management structure.

Members of the academic staff are responsible for ensuring the health and safety of students under their supervision.

Responsibility and Role of Employees and Students

The success of the University's Health and Safety Policy depends on all employees and students accepting and observing the need to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions, whilst at work or studying at the University. Therefore, all employees and students of the University are required to co-operate with senior managers in carrying out the duties necessary to comply with the law and with the University's policies. Failure to follow the requirements of this policy can lead to disciplinary action in accordance with the agreed procedures for both staff and students.

Consultation on Health and Safety Matters

The appointment of safety representatives by recognised trade unions is welcomed and they will be given full co-operation and facilities in accordance with the Regulations issued under the Health and Safety at Work Act.

The University Health and Safety Consultative Committee will meet at least three times a year. The Committee is chaired by the Secretary and Registrar and receives reports from the Director of Health, Safety and Sustainability. As well as management, trade union and student union representatives, the Committee has individual members representing all areas of the University. The Committee deals primarily with University-wide health and safety consultation.

The activities of the Committee will be reported to CEG and the Board of Governors.

The minutes will be circulated within the University.

Every Strategic Business Unit must ensure that they also have consultative processes in place, to deal with local issues.

Access to Competent Health and Safety Advice - Role of the *Health, Safety and Workplace Wellbeing Office*

The *Health, Safety and Sustainability Office* includes the functions of safety and occupational health services within one unit.

The office provides a wide range of services. These include:

- advising managers on *health and safety* policy and its implementation;
- health and safety training;
- investigating serious accidents and reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013);
- advice can also be given to managers and individuals on specific *health and safety* issues including the provision of confidential advice on Occupational Health issues in relation to work activities;
- liaising with the enforcing authorities.

Monitoring and Auditing

The Director of *Health, Safety and Sustainability* will monitor how well the aims set by the Board of Governors are being met and will report regularly to CEG and at least annually to the Board of Governors.

Monitoring will be undertaken through review of accidents and incidents and through other key parameters. A broader audit of the management arrangements for health and safety in the University will be carried out on a rolling programme. The outcome of audits and any recommendations arising will be presented to CEG.

The aim of the audits will be:

- to monitor compliance by Strategic Business Units, the University's wholly-owned subsidiary companies and their wholly-owned subsidiaries, with the health and safety performance standards set out in their local policy and safety code of practice;
- to monitor accidents, incidents, and cases of ill health and analyse the underlying causes, trends and common features;
- to identify hazardous situations and propose methods for risk control especially in areas where standards are absent or inadequate;
- to monitor the overall effectiveness of the University's policies set against national standards by HSE (Health and Safety Executive).

Reporting and Investigating Accidents

All accidents, whether they be to staff, students or visitors to the University, must be reported as soon as practicable to the *Health, Safety and Sustainability* Office. Report forms are available from first aiders or can be downloaded from the Health, Safety and *Sustainability* pages on HertsHub.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the Health and Safety Office **MUST** be informed of any accident or injury which is expected to prevent a member of staff from doing his/her normal work for more than 3 working days.

Action in Emergency

In the event of an emergency, callers should use the University emergency number, 01707 285555 or internal 5555 and identify the help required. The security control room supervisors will immediately summon the appropriate assistance. The control room service is available 24 hours a day throughout the year. Detailed arrangements are set out in a leaflet (*Action in Emergency*) issued to all new staff and are also available on the Occupational Health, Safety and *Sustainability* Office pages on HertsHub."

Mrs S C Grant
Secretary and Registrar
Signed: **27 November 2018**