



HEALTH AND SAFETY POLICY

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CONTENTS

1.	Health and Safety Policy Statement	3
2.	Organisation	4
3.	Responsibilities	5
4.	Review and Communication of Policy	8
5.	Implementation	9

1. Health and Safety Policy Statement

The University regards all matters relating to health and safety to be of the highest priority and an integral part of the activities of the institution.

The University will provide and maintain an environment that is safe and so far, as is reasonably practicable without risk to health for staff, students, visitors and all those who interact with it.

The University is therefore resolved to provide and maintain resources, processes and operations and will provide all necessary training and supervision to achieve this aim.

In order to implement the Health & Safety policy the commitment of all the University's community is required and it is a condition of employment that all employees will co-operate with the University by:

- following instructions in the safety rules or notices displayed on University property;
- complying with any code of practice or guidance that may apply to their work or workplace taking reasonable care for the health and safety of themselves and of persons who may be affected by their acts or omissions at work;
- ensuring statutory compliance is being met across the University;
- raising health and safety issues promptly.

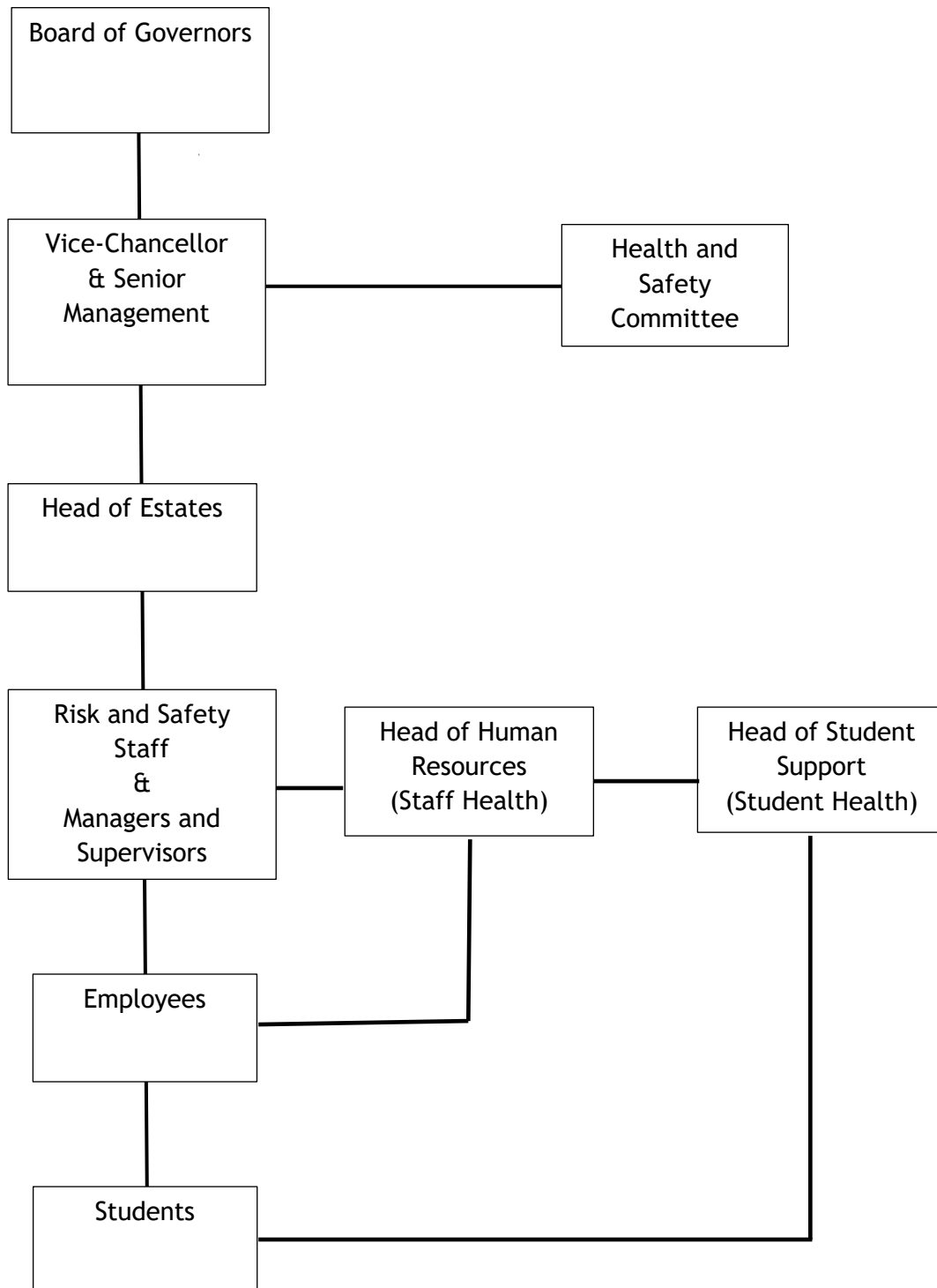
The student body are similarly expected to co-operate with the University in its endeavor to provide a safe working environment by complying with all safety rules, guidance and signs. They are also expected to take reasonable care of themselves and that of others who may be affected by their acts or omissions.

Where disregard of safe working practices by an employee seriously puts at risk the health and safety of themselves or any other person, this will be considered gross misconduct and may lead to disciplinary action up to and including dismissal without notice, in line with the University's Disciplinary Policy.



Professor Simone Wonnacott
Vice-Chancellor
March 2023

2. Organisation



3. Responsibilities

3.1 Board of Governors

3.1.1 The Board of Governors has strategic oversight of all matters related to health and safety and assures itself that effective arrangements are in place and are working through an annual report, RIDDOR reporting and assessment of risks through the risk register.

3.1.2 The annual report will cover the following as a minimum:

- all reportable accidents and diseases to employees, students or others affected by the University's activities;
- any improvement or prohibition notices served on the University by HSE Inspectors for any matters relating to health and safety and any prosecutions taken out against the University by any of the enforcing authorities;
- any major incidents such as a fire or other event of significance affecting employees, students or others;
- any significant failings in health and safety reported by the Risk & Safety Manager, a Health & Safety Executive Enforcement Officer, or the Insurance Company;
- resources allocated to health and safety.

3.2 Vice-Chancellor

The Vice-Chancellor will be accountable to the Board of Governors for all health and safety matters.

3.3 Pro-Vice-Chancellors

The Pro-Vice-Chancellors are responsible for health and safety within their area of control and shall ensure that all staff comply with the policy and procedures set out in this document.

3.4 Health and Safety Committee

The Committee provides strategic direction to the Senior Management Team (SMT) on matters concerning health and safety and promotes co-operation in instigating, developing and carrying out measures for all areas concerning the health, safety and welfare of University staff, students and all those who might be affected by the undertakings of the University.

3.5 Head of Estates

The Head of Estates oversees the strategic and operational management of health and safety at the University. The Head of Estates ensures that all legislative and statutory requirements relating to health and safety are met and that operational systems and processes for the effective management of health and safety are in place. Operational day to day management of health and safety is delegated by the Head of Estates to the Risk and Safety Manager.

3.6 Risk and Safety Manager

3.6.1 The Risk and Safety Manager will deal with health and safety on a day-to-day basis under the supervision of the Head of Estates.

3.6.2 The Risk and Safety Manager's responsibilities will involve all health and safety matters including to:

- monitor and ensure all necessary COSHH, PPE, risk assessments and first aid records are undertaken;
- act as the University's competent person for health and safety at work;
- design, develop and following approval, implement procedures, guidance and associated plans;
- instigate a review of any assessment where required. Ensure that results of risk assessments are analysed and appropriate actions are implemented;
- provide an annual health and safety report to the Health and Safety Committee to consider and recommend to the SMT and thereafter to the Board of Governors;
- ensure statutory regulations are complied with and bring to the attention of the Head of Estates and the Health and Safety Committee any legislative changes or relevant statutory changes;
- provide advice to all members of staff on matters relating to health and safety;
- monitor and audit University departments ensuring compliance is maintained.

3.6.3 In addition, the Risk and Safety Manager will:

- advise and support the SMT, all Managers, Supervisors and staff in maintaining high standards of health and safety;
- be responsible for ensuring that the University online accident reporting system is kept up to date and for ensuring that any reportable accidents (or diseases) are reported to the Health and Safety Executive, the Head of Estates and the Vice-Chancellor;
- be responsible for ensuring that all accidents are thoroughly and effectively investigated to ensure that a recurrence is avoided if at all possible;
- collate accident statistics for purposes of analysis, presentation to the Health and Safety Committee and use in the annual report;
- be responsible for liaising with the Health and Safety Executive, Fire Authority, Insurance Assessors and other officials in relation to health and safety matters, in close liaison with the Head of Estates;
- ensure safe working practices are followed across the University;
- ensure effective fire and first aid management is in place;
- liaise with Human Resources to ensure that health and safety training is provided to staff and that it is relevant for their roles.

3.7 Managers and Supervisors

3.7.1 Shall ensure that, on a day to day basis, health and safety standards are maintained and that members of staff are not placed at risk. They should set an example to staff in all matters relating to health and safety and assume any appropriate additional health and safety responsibilities determined by the University. When in doubt advice should be sought from the Risk and Safety Manager.

3.7.2 In particular they will be responsible for:

- identifying department specific hazards;
- ensuring adequate risk assessments are in place for their areas;
- ensuring associated risks are adequately controlled;
- carrying out regular health and safety inspections of their areas;

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- ensuring all plant, equipment and tools are maintained in a safe condition and adequately stored, (of particular importance to Workshop Managers);
 - ensuring any defective plant, machinery, tools or equipment are taken out of use until effectively repaired or replaced (of particular importance to Workshop Managers);
 - ensuring a regular maintenance schedule of plant and equipment is carried out and recorded (of particular importance to Workshop Managers);
 - ensuring that members of staff and students are adequately supervised;
 - ensuring that staff are regularly consulted regarding health and safety matters;
 - notifying the Risk and Safety Manager in the case of a near miss, incident or accident;
 - liaising with the University's Risk and Safety Manager to investigate all near misses, incidents or accidents promptly;
 - ensuring risk assessments are carried out as required by courses, including for students with special needs;
 - monitoring safe practices for any contractor or visitor to their area;
 - Ensuring that off campus University activities are risk assessed.

3.8 Head of Human Resources

3.8.1 The Head of Human Resources responsibilities will include ensuring appropriate arrangements are in place for:

- display equipment assessments;
- ensuring reasonable adjustments are in place to support staff and providing specialist work furniture and equipment as required following assessment;
- advising the University on relevant work related health matters;
- ensuring risk assessments are in place for new and expectant mothers;
- liaising with the University occupational health provider to ensure that occupational health monitoring is carried out where it has been identified for staff;
- ensuring sufficient Health related Policies are in place for staff.

3.9 Head of Student Support

3.9.1 Student Support Services responsibilities will include ensuring appropriate arrangements are in place for student health and wellbeing whilst studying on a course at the University. The Head of Student Support responsibilities will include ensuring arrangements are in place for:

- advising students on matters related to their health and welfare;
- liaising with the Risk and Safety Team on relevant matters concerning safety risks to students;
- making Course Leaders and Directors of FE aware, where students have identified that they have additional needs and arranging reasonable adjustments or assistance in order to support them to complete their course;
- ensuring that students who may have difficulty leaving a University building quickly in an emergency have sufficient and specific arrangements in place to ensure their safety.

3.10 Employees

3.10.1 Employees have responsibilities in both criminal law and common law not to endanger themselves or others in connection with their work. In addition, employees have a responsibility under their contract of employment. Legal responsibilities are defined in the Health and Safety at Work, etc. Act (HASAWA) 1974 and the Management of Health and Safety at Work Regulations (MHSWR) 1999. These responsibilities are covered at induction and through further training as appropriate.

3.10.2 In particular, employees are required to comply with the Health and Safety Policy and procedures of the University, and accept responsibility for the health and safety of all. Instructions given to ensure their personal safety and the safety of others must be complied with and employees should conduct themselves in an orderly manner and comply with any control measures laid down within risk assessments appropriate to their areas of work. Any breaches of the Health and Safety Policy or procedures will be dealt with according to University policies and procedures.

3.10.3 Employees' responsibilities include:

- carrying out a visual inspection of their immediate workplace before they commence work;
- reporting any health and safety issues or dangerous situations to the appropriate person;
- ensuring that all safety rules are observed;
- ensuring risk assessments are carried out and submitted as required for their areas, activities, visits and events;
- ensuring stipulated control measures and safe systems of work are followed at all times;
- following correct procedures including the use of guards or control measures;
- wearing appropriate personal protective clothing as instructed;
- following and maintaining good housekeeping standards;
- keeping their area of work clean, tidy and without obstructions or other potential causes of slips, trips and falls;
- complying with the University fire evacuation procedures;
- following the University evacuation procedure in the event of an emergency;
- reporting any defective plant, machinery, tools or equipment to the appropriate person;
- co-operating with line management and the Risk and Safety Manager with regards to health and safety matters including the investigation of near misses, incidents and accidents;
- ensuring the safety of their visitors to the University;
- having the necessary documentation in place for any internal or external activity and event they are running.

3.10 Students

3.10.1 All students are given health and safety guidance and training at induction. Students are also reminded of safe working practices on an ongoing basis by University staff.

3.10.2 Students are expected to:

- conform to University safety procedures;
- take personal responsibility for their own health and safety and of others with whom they are working;
- be aware of the responsibility to report any health and safety deficiencies;

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- observe safe standards of dress and use protective clothing as required and directed by any member of staff;
 - use correctly and not wilfully misuse, neglect, and damage or interfere with devices, equipment and materials provided for their health and safety, including firefighting equipment;
 - be aware of the correct emergency action to be taken in the event of accident or fire;
 - ensure their visitors are aware of University fire and first aid procedures;
 - abide by the University's policy on alcohol and illicit drugs;
 - behave in a mature and reasonable manner especially when representing the University;
 - understand the University will not tolerate behaviour that endangers the health, safety and welfare of any person or behaviour that affects the reputation of the University;
 - understand their obligations to comply with the findings of risk assessments and safe systems of work;
 - understand their obligations under statute and common law;
 - carry out and submit risk assessments as determined by University Guidance or when instructed.

3.10.3 In addition, for organised external University activities:

- obey the local laws and customs of the country in which they are visiting;
- meet at all agreed rendezvous points and times;
- ensure that they return to their accommodation in line with any stipulated curfew;
- if over 18, act responsibly in relation to the purchase and consumption of alcohol during the visit;
- if under 18, not consume or purchase alcohol even where local law permits;
- if under 18, to remain with their group at all times;
- have the necessary documentation in place for any external activity or event they are linked to.

3.10.4 Any breaches will be dealt with according to University policies and procedures.

4. Review and Communication of Policy

- 4.1 In so far as it affects their actions, this policy and any related guidance, information, instruction and training will be communicated to all employees and visitors to University premises.
- 4.2 Staff will be advised at induction that a copy of this policy is available on the portal.
- 4.3 The policy statement will be displayed in a prominent place.
- 4.4 Employees will be trained in those elements of the policy that relate to their responsibilities and will be required periodically to demonstrate their understanding of the procedures.
- 4.5 The policy will be reviewed every 3 years according to the policy schedule (or as legislation or circumstances change), and submitted to the Board of Governors for approval. Consideration in any review will be given to recommendations from the HSE, Fire Authority and other recognised specialist agencies.
- 4.6 All employees will be made aware of any changes of significance that have been made as a result of the review process.

5. Implementation

- 5.1 The arrangements for implementing this policy are detailed in relevant University policies, procedures, codes of practice and guidelines and specific health and safety standards covering a range of activities.
- 5.2 Health and safety standards include policies, codes of practice, guidance notes, procedures and risk assessments which detail how we do things safely and meet legal obligations for health and safety.
- 5.3 Managers and employees must follow information and arrangements put in place for their safety.
- 5.4 Standards covering the whole University can be found on the portal under Health and Safety/ Health and Safety Manual <http://portal.leeds-art.ac.uk/health-safety>. Individual departments may also produce health and safety standards covering risks arising from their work.