



University of Worcester Health and Safety Policy Statement **July 2008**

Learning, living and working in a safe environment

Introduction by the Vice Chancellor

This document sets out the health, safety and well-being policy and identifies ways in which it will be applied in practice.

Among the University of Worcester's key ambitions are to:

- Provide excellent, inclusive higher education with first class student care and facilities, and outstanding opportunities for learning for local, national and international students; produce highly employable, innovative, professional and entrepreneurial alumni;
- Promote first class scholarship, research and knowledge transfer;
- Play an outstanding part in the economic development of the region and to the growth of the knowledge economy, in partnership with employers and strategic partners;
- Be an excellent employer, encouraging staff to maximise their achievement and fulfil their potential, whilst ensuring that individuals are treated with dignity and respect;
- Be a very well managed, financially secure institution, and a beacon of good practice in corporate and academic governance;
- Develop the University's physical assets to provide excellent facilities and opportunities for students, staff and the wider community, in ways which promote and champion environmental sustainability;

These will be delivered in ways that ensure and enhance the health, safety and well being of students, staff, contractors and visitors.

The primary responsibility for safety and the prevention of accidents rests with those who manage the University. Successful health and safety management depends on the genuine commitment of the senior staff throughout the University. They have to demonstrate the leadership necessary to achieve and maintain satisfactory standards of safe and healthy working.

All members of the University, however, have personal responsibility for their own health and safety, and shared responsibility for that of their colleagues.

General Health and Safety Policy Statement

The University aims to take all steps necessary to ensure the health and safety of all members of the institution and will conduct its affairs in such a way as to protect everyone who may be affected by its activities.

Particular attention will be paid to the provision of:

- a safe and healthy working environment;
- sufficient information, instruction, training and supervision to enable all employees to contribute to their own health and safety and that of visitors or others;
- safe plant, equipment and systems of work;
- arrangements for the safe use, handling, storage and transport of equipment, materials and substances;
- appropriate management procedures to monitor and audit compliance with safety procedures;
- appropriate arrangements to ensure the risks to staff and others affected by the University business are assessed and controlled;
- appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by the University.

The policy will be reviewed at least every two years or whenever necessary.

Signed

A handwritten signature in black ink, appearing to read "David Keen". The signature is written in a cursive style with a large initial 'D'.

Vice-Chancellor

Dated. 23 July 2008

Organisation for Safety Management

The Board of Governors

1. The Board of Governors of the University has overall responsibility for the health and safety of all members of the University whilst at work, and for ensuring that the activities of the University are conducted in such a manner that they do not expose non-members of the University to risks from those activities. The Board ensures that adequate resources are allocated to the implementation of various safety strategies. The Board receives reports from the Health and Safety Committee.

The Vice-Chancellor

2. The Vice-Chancellor of the University is responsible for securing the effective and efficient implementation of health and safety policies agreed by the Board of Governors. The Vice-Chancellor ensures that health and safety is taken into account in University planning activities. The Vice-Chancellor has appointed the Head of Personnel to have oversight of health and safety management and chair the Health and Safety Committee.

The Executive Management Group

3. The members of the Executive Management Group will:
 - ensure allocation of resources for health and safety management within respective areas of responsibility, in preparation of budget plans;
 - where appropriate, include health and safety as an agenda item in team meetings;
 - give adequate consideration to matters of health and safety in making plans for the University.

Heads of Departments, Institutes and Services

4. Heads have the following safety management functions within their respective areas:
 - delegate to appropriate staff specific duties relating to the implementation and monitoring of the health and safety policy and related Codes of Practice;
 - ensure that those staff with delegated safety responsibilities receive adequate support to discharge their duties;
 - ensure appropriate safety training is identified and completed, in conjunction with the Health and Safety Co-ordinator;
 - ensure inspections take place and reports are followed up with actions completed;
 - where appropriate, include health and safety as an agenda item in team meetings;

- ensure adequate allocation of resources for health and safety management in budget planning;
- ensure the accident reporting procedures are followed;

5. **The Head of Personnel** is responsible for making arrangements for :

- preparing and issuing specific policies and Codes of Practice;
- reporting on health and safety to the Board of Governors;
- advising on all aspects of health and safety in the University;
- the provision of appropriate information, training and instruction in health and safety
- safety auditing within the University;
- the management and administration associated with the contract for occupational health services
- liaising with external organisations on matters of health and safety;
- accident reporting externally where required;
- accident investigation;
- compiling accident and fire statistics;
- maintaining a database of safety information and guidance;
- responding to incidents when required; and
- advising the Health and Safety Committee on all aspects of health and safety.

6. **Academic staff** have a key role in assessing risks and implementing control measures identified to avoid or reduce harm, and are responsible for:

- undertaking suitable and sufficient risk assessments;
- applying principles of risk avoidance, in preference to reduction;
- identifying and implementing control measures and safe working practices.
- ensuring that in planning and developing course programmes, research projects and any other activities, adequate consideration is given to health and safety.
- liaising with technical staff to ensure there are adequate health and safety instructions, training and supervision in relation to course and research activities.

7. **Staff and students** must ensure that they:

- take reasonable care of their own health and safety and that of others who may be affected by their acts and/or omissions;
- co-operate with the University on matters relating to health and safety;
- follow safety procedures;
- do not interfere with or misuse any item provided for health, safety or welfare purposes;
- report any hazard or concern on health and safety.

Consultation arrangements

8. The University of Worcester Health and Safety Committee has the following terms of reference:
- a. to monitor and keep under review the safety practice and procedures within University of Worcester
 - b. to consider reports of accident/notifiable disease statistics and trends and submit reports making recommendations for remedial action;
 - c. to consider actions arising from safety audits;
 - d. to consider information and reports provided by enforcing authority inspectors i.e. HSE and Local Authority;
 - e. to consider reports from appointed safety representatives;
 - f. to evaluate the effectiveness of safety training;
 - g. to be aware of new or changing provisions and regulations in matters relating to safety;
 - h. to advise on any safety matters that it thinks ought to be brought the attention of staff and students;
 - i. to monitor the effectiveness of safety and health communication and publicity in the workplace;
 - j. to monitor reports concerning
 - fire precautions
 - accidents & incidents
 - occupational health services
 - sickness absence
 - security
 - l. to regularly review and develop this policy.

9. The members of the committee are: -

Head of Personnel, who will chair the committee

Head of the Institute of Science and the Environment, or nominee;

Head of the Institute of Health, Social Care and Psychology, or nominee

Head of the Institute of Education, or nominee

Head of the Institute of Humanities and Creative Arts, or nominee

Head of Worcester Business School, or nominee

Head of the Institute of Sport and Exercise Science, or nominee

Director of Finance, or nominee

Director of Learning and Information Services, or nominee

Maintenance & Service Contracts Manager

Head of Sustainability & Development

Head of Security

Health and Safety Co-ordinator

Head of Student Services

Nominee from the Registrars Office

Chief Technician, Institute of Science and the Environment

General Manager of the Students Union

President Students Union or nominee

UCU Representative

Unison Representative

The names of the members of the committee are available from the Personnel Department or the website www.worc.ac.uk.

10. The Committee will meet regularly at least three times a year to consider all matters concerned with safety. The minutes of such meetings will be recorded and submitted to the Governors Personnel Committee, the Executive Group and the Joint Consultative Committee.

Occupational Health

11. The university has an occupational health support service available to all University staff. Details on the range of services available can be found [here](#)

Monitoring and review

12. The monitoring and review of safety procedures and compliance with Codes of Practice is an every day responsibility of all staff, however, managers and supervisors hold a higher duty of responsibility to monitor and ensure compliance.

13. In addition to daily supervision a variety of central and departmental systems are used to monitor and measure safety performance across the University. Heads of Schools, Services and Departments will implement suitable and sufficient internal safety inspections, the frequency and detail of such activities must be commensurate with the size of the department/school, level of risk, and nature of the hazards within each location. Additional monitoring activities will occur during accident investigations, complaints and feedback during team meetings.

Health and Safety Codes of Practice and Guidance Notes

14. Guidance is available through the Personnel Department and appears on the website on the following items;

- Arrangements for health and safety
- Fire and emergency evacuation
- Accident and incident reporting
- Risk assessment
- Work stations and laptops
- Work placements and field trips
- First Aid
- Lone Working
- Manual handling
- Working hours
- Occupational Health
- Staff counselling
- Children on campus work experience
- Work related driving

- Visitors health and safety
- Working at Height
- Training
- Role of the Health and Safety Executive
- Health and Well being
- Smoking
- Dignity at Work and Study
- Sickness Absence
- Dealing with pressure
- Exercise and Health
- Cycle2Work
- Nutrition and hydration
- Other Sources of advice and support