Health and Safety Policy

1 Statement

1.1 The University aspires to achieve a positive health and safety culture. This requires commitment and active co-operation by staff and students alike, supported by sufficient resources, training and guidance.

1.2 The University is committed to providing a safe and healthy working environment:

- materials, equipment and machinery that are safe and do not present unacceptable risks to health;
- information, instruction, training and supervision as necessary to ensure all staff and students can work safely;
- the development of safe systems of work, reflecting best practice, so that staff and students will expect good health and safety practices as a matter of course.

1.3 The University believes commitment to health and safety is essential in the proper execution of management responsibilities. It will therefore ensure all managers have the necessary competencies and skills to achieve this. Health and safety will be an integral part of planning and implementation at all levels.

1.4 The University recognises the importance of effective communication and consultation with staff and the role of Trade Union-appointed staff safety representatives of health and safety in achieving this.

1.5 The University will ensure the safety of visitors to all sites and all University events.

1.6 This health and safety policy will be reviewed regularly and revised as required. It will be available to all staff and bought to the attention of students and others affected.

Chair of Governors

Vice-Chancellor

Date: February 2012
2 Organisation

2.1 The University Board of Governors and the Vice-Chancellor are responsible for discharging the University’s legal obligations with regard to health and safety.

2.2 The Vice-Chancellor delegates authority for the discharge of some legal obligations to the Pro Vice-Chancellors and Deputy Vice-Chancellors. They are accountable to the Vice-Chancellor for the health and safety of all those affected by the activities carried out within the boundaries of their executive authority.

2.3 Some managers have specific health and safety duties for which they are responsible to the Vice-Chancellor or members of the Executive Board for delivery.

- Pro Vice-Chancellors and the University Secretary (for High Holborn) are responsible for the management of health and safety on all sites within their executive authority. This includes responsibility and authority over both internal and external third parties, including Student Union activities, enterprise activities and contractors. This list is not exhaustive.
- Pro Vice-Chancellors and the University Secretary will be the Responsible Person as identified in the Regulatory Reform (Fire) Orders.
- Pro Vice-Chancellors and The University Secretary are responsible for convening the Health and Safety Committee with the co-operation of the recognised Trade Unions.
- The University Secretary – responsible for the management of health and safety at High Holborn and chair of the High Holborn Health and Safety Committee.

2.4 Whilst retaining overall responsibility, Pro Vice-Chancellors and Deputy Vice-Chancellors may delegate authority to other staff for aspects of health and safety management.

2.5 All managers have a responsibility for the health and safety of the staff, students and activities they manage.

2.6 All managers are responsible for ensuring, as far as is reasonably practicable, the health and safety of all visitors, contractors and others who may be affected by the activities they manage.

2.7 The Head of Health and Safety is appointed to provide advice to the Vice-Chancellor, managers and individuals on matters of health and safety, including the effective implementation of the University health and safety policy and the development and delivery of health and safety training. Additional Health and Safety Advisors will be appointed to provide general and specialist advice to ensure staff and students have access to competent safety advice.

2.8 To achieve the positive health and safety culture to which the University aspires all staff must be competent and have the knowledge and skills to discharge their
health and safety responsibilities. To this end all staff are expected to acquire the information, instruction and training necessary and to maintain these competencies during their employment with the University.
3 Arrangements

3.1 The University Health and Safety Standards are based on current best practice and standards to ensure compliance with the law. The Health and Safety Standards should be complied with at all times unless it can be demonstrated that to do so is not practicable or the practice described has been superseded. If this is the case the Head of Health and Safety should be informed immediately.

3.2 The H&S Standards are written and maintained by the Head of Health and Safety who will seek advice from both internal and external sources as necessary. Any changes or additions to the H&S Standards will be distributed for consultation before being agreed by the University Health and Safety Committee.

3.3 Local arrangements for health and safety will be prepared for each College and for High Holborn. They will be agreed by local Health and Safety Committees after adequate consultation, to include the Head of Health and Safety. When agreed they will be signed by the Head of College or University Secretary and be added to this part of the Policy following a presentation to the University Health and Safety Committee for information.

3.4 Inspections of each site will be undertaken at regular intervals and no less than three times a year. The results of the Inspections will be reported to the local Health and Safety Committee for consideration and, if necessary action. The results will form part of the Annual Health and Safety Report submitted to the Governors’ Personnel Committee and the University Executive Board.

3.5 An Annual Operating Plan will be produced for the University (by the Head of Health and Safety) and for each College. The University H&S Operating Plan will be submitted to the Governors’ Personnel Committee for consideration and agreement. College Operating plans will reflect the University Operating Plan and any additional local requirements.