

UNIVERSITY HEALTH, SAFETY and WELLBEING POLICY STATEMENT

Strategic Health and Safety Goal

1. The University aims to establish a positive health and safety culture that includes awareness and understanding; effective processes; and positive behaviour by staff at all levels and by students and contractors and visitors.
2. This positive health and safety culture will be people-focussed and evidenced by:
 - a) colleagues sharing in decision making and problem solving;
 - b) an atmosphere of trust where people feel comfortable that they can constructively question and challenge assumptions which so often incubate mistakes and are encouraged for being pro-active and for reporting problems;
 - c) everyone being clear as to what is acceptable and unacceptable behaviour;
 - d) colleagues demonstrating the willingness and competence to draw the right conclusions from health and safety information and the will to implement major safety reforms; and
 - e) adaptability such that the organisation and its members can adapt to changing circumstances and demands while maintaining focus on health, safety, and well-being.
3. This positive health and safety culture will have as its key elements:
 - a) sensible risk management that meets defined health and safety standards including compliance with regulatory requirements;
 - b) emphasis on the importance of both the physical and mental health and well-being of staff and students;
 - c) estate, assets and facilities that are fit for purpose and where the process of managing new developments includes checks regarding health and safety related issues; and
 - d) staff, students and contractors conducting their activities and behaving in ways conducive to good health and safety.
4. The University recognises that further development of the health and safety culture takes time and effort by all, and involves a commitment to continuous improvement.

Risk management

5. Appropriate precautionary measures must be taken to minimise significant risks to the health and safety of people. People must not be exposed to sources of imminent danger. Risk control systems and associated precautionary measures must meet requirements set out in legislation and associated approved codes of practice. They must take account of the recognised hierarchy for risk control. Risk control systems must include contingency measures that address risks arising from unplanned events, and include measures to ensure the continued application and effectiveness of the control measures. Where uncertainty exists about the degree of hazard, measures for risk control shall be adopted that should protect people from harm despite the uncertainty.
6. Where interaction between departments or organisations has an effect on the risk or is necessary for control of risk then responsibilities and arrangements between the departments or organisations must be clearly defined.
7. Health and safety issues must be addressed at the specification, design, development and implementation phases in all planning, projects and working practices within the University and in its dealings with suppliers and contractors.

Organisation and arrangements

8. Ultimate responsibility for health and safety within the University rests with the Council.
9. Executive responsibility for health and safety is delegated from Council to the Registrar.
10. Health and safety should be an integral part of everyone's job such that staff understand the hazards and risks that they could face; and the behaviours, control measures, and local rules that they need to follow.

11. Heads of Departments are accountable for achieving University health and safety policy and standards within their own areas of accountability by reviewing performance, setting objectives, formalising arrangements, and ensuring that necessary actions by their Department are completed.
12. Principal Investigators are accountable for meeting University health and safety standards for their research activities and facilities. In particular, Principal Investigators are accountable for assessing, taking account of, and addressing the risks including health and safety risks associated with new research proposals in line with University health and safety policies and requirements.
13. Staff who have authority to instigate and direct activities and to instruct others are accountable for the health and safety of the people, activities, and projects that they direct or instruct.
14. Staff in a supervisory position, including research supervisors, are accountable for the health and safety of the people, activities, and projects that they supervise. They must comply with the University's health and safety policy and the arrangements for their Department.
15. Every individual staff, student, visitor or contractor must take care of their own health and safety; take due consideration for the health and safety of others; not interfere with or misuse facilities that are there in the interests of health and safety; and comply with the University's policies and standards, and the relevant arrangements for the area or activity.
16. The University Health and Safety Executive Committee is the formal Committee of Council that considers and advises the Council (and the Senate where relevant) on all matters relating to health and safety including health & safety policy, performance, and strategy.
17. The University consults with staff and students on health and safety in various ways. The University Health and Safety Committee provides the senior forum considering health and safety issues of concern to staff and to students and advice on how objectives could best be achieved. The University Health and Safety Committee reports to the University Health and Safety Executive Committee.
18. The University's Director of Health and Safety is accountable to the Registrar for ensuring that the University has professional advice on health and safety issues and on its health and safety performance. This includes provision of occupational health services. The Director of Health and Safety has authority to stop activities that put people at imminent risk of harm. The University has a team of occupational health and safety professionals who are accountable to the Director of Health and Safety.
19. This Policy Statement applies to every aspect of the University's business, including all educational, research, commercial, residential accommodation, recreational and management activities.
20. This Policy Statement is supported by the University's Health, Safety and Well-being website which contains further guidance for staff, students and visitors; and standards, arrangements, and guidance for the control of specific risks.

Professor Nigel Thrift
Vice Chancellor

Ken Sloan
Registrar

Dated: December 2012