



Safety, Health and Wellbeing Policy v3

June 2023

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1. Introduction

1.1 Purpose and core principles

This policy addresses the University's statutory health and safety responsibilities.

The University actively consults with its staff and students on safety, health and wellbeing matters, through the Health and Safety Consultative Committee at a University level, and through the Local School/Service Health and Safety Committee(s) at a School/Professional Service level. Trade Union Safety Representatives provide a focal point for consultation on safety, health and wellbeing matters and are a vital source of advice and guidance or union members.

1.2 Scope

This Policy is applicable to employees, governors, visitors, students, contractors and service providers.

1.3 Responsibility

Every member of the University has a responsibility for health and safety, these duties are outlined within this Policy.

The Board of Governors has ultimate responsibility for health and safety matters of the University as a Higher Education Corporation. The Vice Chancellor is the University's accountable officer and is accountable to the Board for effective health and safety leadership and management across the University. Our health and safety governance structure (page 7) provides oversight, decision-making and appropriate consultation on the management and implementation of Safety, Health and wellbeing policy and practice across the University.

Estate Services has responsibility for monitoring the implementation of this Policy, and its supporting procedures, and provides advice and guidance to managers, employees, and students.

1.4 Policy review

This Policy will be reviewed every two years, by the Central Health and Safety Service, in consultation with Health and Safety Consultative Committee, Human Resources and the Registrar and Secretary's Office, and endorsed by the Safety, Health and Wellbeing Steering Group (on behalf of the University Executive Team). Final approval rests with the Board of Governors who will scrutinise management recommendation through the Finance, Staffing and Resources Committee. The effectiveness of the Policy will be monitored using a range of active and reactive performance measures, such as audit and inspection results, staff survey results, absence rates, accident and incident investigations, and testing activity. The Policy review will consider the results of monitoring activity, any legislative changes, and changing University requirements as appropriate.

1.5 Document Control

Organisation	Leeds Beckett University
Author(s)	Central Health and Safety Service
Developed in consultation with	Health and Safety Consultative Committee, Human Resources and Registrar and Secretary's Office, University Executive Team (via Safety, Health and Wellbeing Steering Group)
Owner	Head of Health and Safety (Estates Department)
Target audience	Governor/Staff/Student/specific School or Service
Sensitivity	Public
Endorsed by	University Executive Team (Safety, Health and Wellbeing Steering Group)
Approved by	Board of Governors via Finance, Staffing and Resources Committee
Effective date	June 2023
Review Date	+2 years from last date of approval
Status	Published
External references	Section 7
Links to other internal policies / procedures	Section 7
Version reference	3.00
Version History - summary of changes	v2 – thorough review (July 2022) v3 – thorough review (June 2023)

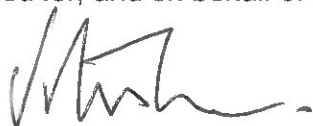
2. Policy statement of intent

The University is committed to provide a safe and healthy environment for work and study in support of its core values and its mission to use knowledge and resources to make a difference to people, communities and local and wider economy. This commitment exists alongside its wider legal and moral obligations to ensure the health and safety of its staff, students and members of the public who may be affected by its activities.

To achieve this, our university is committed to the following principles: -

- Promotion of a positive health and safety culture led by our University Executive Team
- Development and implementation of plans to develop and sustain safety, health and wellbeing performance
- Allocation of appropriate resources to support the implementation and management of this policy
- Development of health and safety arrangements which fully comply with relevant health and safety legislation
- Ensuring that all foreseeable hazards are identified, and risks assessed in respect of all work and academic activities, and that suitable and sufficient control measures are implemented and regularly reviewed
- Providing support measures, policies and interventions to reduce accidents and ill-health, facilitate healthy working relationships and maintain wellbeing
- Providing sufficient information, training, instruction, equipment, and supervision to enable colleagues and students to work, and study, efficiently and safely
- Working in partnership with employees through a consultative framework to ensure effective communication, co-operation and engagement on safety, health and wellbeing matters.
- Monitoring health and safety performance through regular inspections, audit and review and strive to continuous improvement

Signed for, and on behalf of the Board of Leeds Beckett University:



Professor Peter Slee
VICE CHANCELLOR

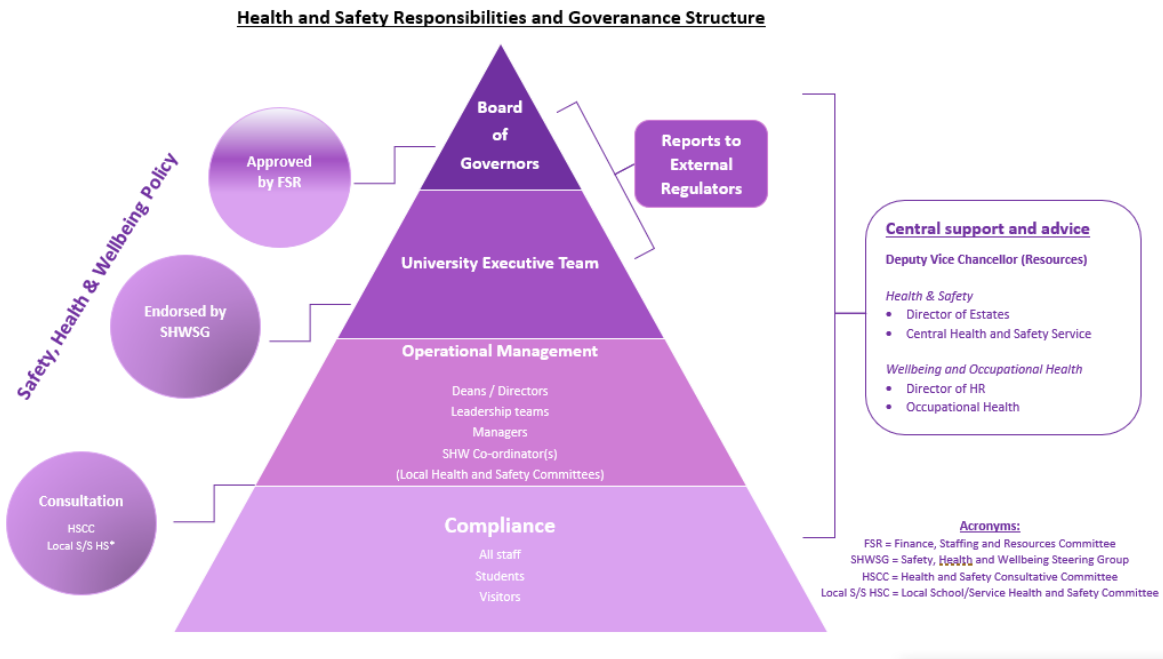
Date: 20th June 2023

Date for review: June 2025

3. Health and Safety Responsibilities

3.1 The organisation of the University

The objectives set out in the Policy Statement are met by the collective efforts of everyone at the University. As well as management responsibilities for providing a safe and healthy environment for work and study, everyone has responsibilities for the health and safety of themselves and others affected by what they do or fail to do.



3.2 The role of the Board of Governors

The Board of Governors has ultimate responsibility for health and safety. A Safety, Health and Wellbeing Policy is in place to ensure that roles and responsibilities and systems and requirements of safe working practices are articulated and operate effectively. The Board delegates authority for the approval and monitoring of health and safety policy to the Finance, Staffing and Resources Committee.

3.3 The role of the Finance, Staffing and Resources Committee

The Finance, Staffing and Resources Committee approves the Safety, Health, and Wellbeing Policy and oversees its implementation, development and review, sharing recommendations with the Vice Chancellor and Board of Governors. The Finance, Staffing and Resources Committee also monitors and evaluates the implementation of safety, health and wellbeing strategies and ensures that the objectives are achieved. It receives regular reports on safety, health and wellbeing matters.

3.4 The role of the Governance & Nominations Committee

The Governance & Nominations Committee oversees compliance with the higher education Code of Governance including several student related governance and regulatory expectations delegated to it by the Board. On an annual basis it receives assurance that adequate provision has been made for the general welfare of students, including issues of

student welfare and safety.

3.5 The role of the Vice Chancellor and University Executive Team

The Vice Chancellor is accountable for effective health and safety leadership and management of health and safety across the University. The duties of the Vice Chancellor and those of the University Executive Team are to:

- demonstrate commitment and leadership for the establishment of a positive safety, health, and wellbeing culture across our University
- be satisfied of the effective implementation of this Policy across our University
- act on decisions of the Finance, Staffing and Resources Committee as they relate to this Policy and its implementation
- provide adequate resource to support the effective implementation of the Policy, considering the professional advice and recommendation of the Director of Estates.
- establish an operational structure for our University that ensures clear accountability for, and consideration of, the safety, health and wellbeing implications of management decisions.
- ensure effective communication of health and safety matters across our University
- ensure that, where applicable, safety, health and wellbeing is a considering factor in staff appointments and the assessment of performance
- ensure that employees have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy
- enable effective consultation with employees on safety, health and wellbeing matters through the operation of the Health and Safety Consultative Committee and local consultation mechanisms.

3.6 The role of the Deans, Directors and Heads of Service

Deans, Directors and Heads have the primary responsibility for ensuring this Policy is fully implemented in their area. Their duties in this are to:

- ensure that our University Safety, Health and Wellbeing Policy and strategy is implemented effectively and consistently
- establish and communicate clear accountability for, and consideration of, the safety, health and wellbeing implications of management decisions and change initiatives
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing staff and assessing performance
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy and undertake all the relevant training identified in school/professional service safety, health and wellbeing training that is proportionate to role and activity
- ensure the provision and maintenance of suitable workplace equipment
- establish and maintain a local Safety, Health and Wellbeing Advisory Group, ensuring the membership is representative of the full range of staff and student activities undertaken in the school/professional service; and that progress of actions is monitored and managed as identified through health and safety risk assessment; fire risk assessment; audit; accident investigation; and that safety concerns escalated through colleagues, students/and or health and safety representatives are reviewed

- ensure that for schools or services designated as 'low risk', that safety, health and wellbeing is reviewed at leadership team meetings and reported back to the Central Health and Safety Service
- ensure that suitable and sufficient resources are provided to team members to ensure they can effectively meet the safety, health and wellbeing needs of their staff and students and any others affected by their activity
- Monitor and report on health and safety, and fire safety management arrangements and actions within their school/professional service to the Central Health and Safety Service
- appoint a member of staff as the school/professional service coordinator for safety, health and wellbeing, ensuring that they are sufficiently knowledgeable and empowered to influence and maintain awareness of local issues and performance

3.7 The role of Senior Managers and Line Managers

Senior managers and line managers play a vital role in the local implementation of this Policy and its supporting procedures and practices. Their duties are to ensure that suitable and sufficient risk assessments are recorded in advance of an activity, and specifically to: -

- demonstrate commitment and support for the establishment of a positive safety, health and wellbeing culture within the school/professional service
- act on decisions made by the University Executive Team, through the Health and Safety Policy and Strategy Committee.
- consider recommendations from the Safety, Health and Wellbeing Committee, and the local Advisory Group as they relate to the implementation of this Policy at a local level
- ensure proportionate controls are implemented to reduce risk as far as is reasonably practicable in relation to all work, study and promotional activities, and to manage their timely review
- ensure risk assessments are communicated and available to all those who may be affected
- ensure that all relevant safety, health and wellbeing records, risk assessments, documentation, notices, and registers are maintained and readily available
- ensure suitable maintenance and training records for workplace equipment is managed effectively
- promptly communicate any health and safety accident, incident or near miss to the Central Health and Safety Service
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing
- review safety, health and wellbeing matters at team meetings as part of a standing agenda item
- Ensure safe systems of work are in place and monitor application of systems and processes by colleagues and students liaise, cooperate, and collaborate with other line managers, senior managers and the local safety, health and wellbeing coordinator to align practice within the school/professional service and across our University
- ensure that safety, health and wellbeing requirements is a factor when appointing staff and assessing performance

- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy, and undertake all the relevant training
- be familiar with and support the safety, health and wellbeing of contractors engaged with works within their school/service in line with university protocols
- be familiar with and support the Safety, health and well-being of all visitors to their school/service in line with university protocols
- seek the support and guidance of the Central Health and Safety Service as required
- provide reports on health and safety performance to the Central Health and Safety Service

3.8 The role of all colleagues

All colleagues have a responsibility for their own safety, health and wellbeing and for those that might be affected. All colleagues must:

- understand and comply with this policy and any local guidelines or risk assessments as it applies to them
- complete mandatory health and safety training as indicated by the corporate training matrix and by local risk assessment
- take reasonable care of themselves and others who may be affected by their acts or omissions
- not undertake any activity that might pose a risk to anyone's safety, health, or wellbeing
- cooperate with their line manager and other colleagues on safety, health, and wellbeing matters
- comply with operating instructions for safe use of equipment and materials
- not interfere with or misuse anything provided in the interests of safety, health and wellbeing
- identify and report to their line manager any unsafe acts or conditions, accidents, or incidents
- treat other colleagues, students, and others with respect
- seek the support and guidance of the Central Health and Safety Service as required

3.9 The role of our students

As regular visitors to University premises and participants in its activities, students will receive a health and safety induction within their School and take personal accountability for the safety, health and wellbeing of themselves and others. They should:

- cooperate with the organisers of University activities particularly regarding any health and safety instructions issued
- not undertake any activity that might pose a risk to anyone's safety, health, or wellbeing
- not interfere with or misuse anything provided in the interests of safety, health, and wellbeing
- identify and report to their academic supervisor or other University staff any unsafe acts or conditions, accidents, or incidents
- treat other students, staff and others with respect.

3.10 The role of our visitors, contractors, and service providers

- All visitors, contractors and service providers will receive a site induction commensurate with the purpose of their visit and as a minimum include detail around emergency arrangements and welfare arrangements
- Visitors, contractors and service providers must report accidents, incidents and near misses to their host and feedback on their experience relating to health and safety is welcomed
- It is the responsibility of the contractor to complete activities in line with their risk assessment and method statements and where risk assessments are generic to only complete a task where an additional dynamic risk assessment identifies that it is safe to do so

3.11 The role of Safety Health and Wellbeing Co-ordinators

The role of the Safety Health and Wellbeing Co-ordinators is to assist managers and staff in each school/professional service with the implementation and monitoring of health and safety arrangements. The appointee will be empowered to represent and promote safety, health and wellbeing matters at a school/professional service management team level. Their duties in this role are to:

- provide assistance to the Dean/Director and leadership team on the implementation of this Policy locally
- establish and maintain local health and safety operating procedures
- update, communicate and share relevant safety, health, and wellbeing information, within the school/professional service and maintain appropriate records
- co-ordinate and monitor the completion of training to meet local training needs
- undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis
- actively participate in the school/professional service Safety, Health and Wellbeing Advisory Group as required
- obtain advice, guidance and support from the Central Health and Safety Service as needed
- act as a single point of contact for local safety, health and wellbeing matters.

3.12 Safety Representatives

Trade union appointed Safety Representatives play an important role in ensuring staff are fully engaged in safety, health and wellbeing matters, and in helping establish a positive culture. As well as being represented at the Safety, Health and Wellbeing Committee, Safety Representatives have the following rights:

- represent staff generally and on specific matters that will affect their safety, health and wellbeing;
- represent staff when health and safety inspectors from enforcing authorities consult them;
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- investigate complaints made by members of staff they represent about their safety,

- health and wellbeing in the workplace;
- present the findings of investigations to University management;
- inspect the workplace.

3.13 The role of the Director of Estates

The Director of Estates is responsible for the provision of a central health and safety service, and in addition to the duties as Service Director outlined above. The duties relating to this are to:

- establish and maintain an effective central support team for the provision of health and safety advice, support and guidance to managers, staff and students
- ensure that team members engaged in the provision of safety, health and wellbeing support and advice have an appropriate level of competence, providing appropriate training and continual professional development as required
- ensure the central support team is provided with suitable and sufficient resources to enable it to effectively support managers, staff and students on safety, health, and wellbeing matters.
- ensure the structure, format and content of this Policy reflects requirements set out in relevant legislation, approved codes of practice and guidance notes
- define and develop the strategy and plans for implementing this Policy
- support the Vice Chancellor, members of the University Executive Team and senior managers in the active promotion of this Policy across the organisation
- coordinate the monitoring and auditing of the University's safety, health and wellbeing performance to enable internal and external benchmarking and report production

3.14 The role of the Central Health and Safety Service

The Central Health and Safety Service is the source of competent health and safety advice for the University. Its duties include:

- identifying new health and safety legislation or changes in interpretation, and assessing the impact and relevance to University activities the review of pan-university health and safety policy
- pro-actively demonstrate behaviours that embed a positive safety culture
- organise and maintain the information and procedures contained in this Policy, ensuring accessibility to information and support local discharge of responsibilities
- prepare the pan-university risk assessment(s) and ensure they are communicated effectively for local implementation
- provide support and guidance in local risk assessment as required
- lead the accident and incident investigation process ensuring corrective actions are communicated with the appropriate stakeholder for action, and that all resulting data is collated for trend analysis
- liaise directly with enforcing authorities as required and in the event of a reportable accident or incident
- provide advice and guidance to the managers, staff and students on safety, health and wellbeing matters

- obtain specialist safety, health and wellbeing advice as required by the nature of the University's activities
- provide advise and guidance to local schools/services on pan-university mandatory training compliance
- monitor and audit the University's safety, health and wellbeing performance to enable internal and external benchmarking and report production
- prohibit works where the level of risk cannot be adequately managed
- escalate critical health and safety issues to the Director of Estates and University Executive Team as required.

3.15 The role of the Executive Director of Human Resources

The Executive Director of Human Resources is responsible for, and in addition to the duties as Service Director outlined above:

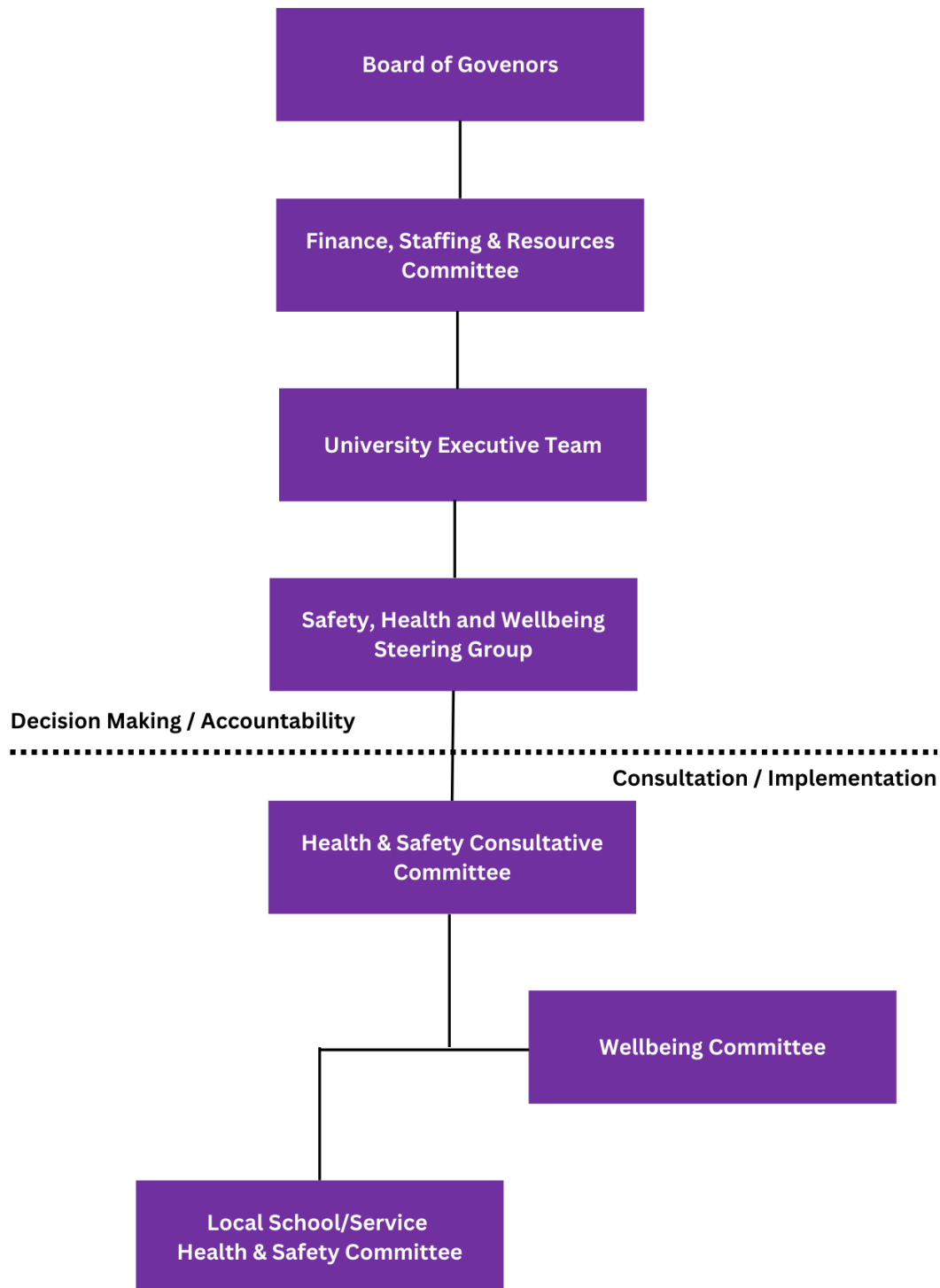
- the effective provision of occupational health and wellbeing advice, support and guidance to colleagues
- ensuring that team members engaged in the provision of occupational health and wellbeing support and advice have an appropriate level of competence, providing appropriate training and continual professional development as required
- Ensuring that suitable and sufficient resources are provided to effectively support managers and staff on occupational health and wellbeing matters

3.16 The role of Human Resources

Human Resources is the source of expert advice and guidance on occupational health and wellbeing matters. Their responsibilities include:

- identifying new occupational health requirements or changes in interpretation, and assessing the impact and relevance to University activities
- providing advice and guidance to the managers and staff on wellbeing and occupational health matters
- providing advice on health surveillance, pre-employment assessment, risk assessment
- provide advice on health-related issues and health promotion advice, and information to staff travelling abroad as part of their work.
- management of work-related wellbeing assessments , and application of HSE stress management standards
- oversight of the work-related wellbeing process, ensuring Schools and Services enact their responsibilities locally
- periodic engagement with staff to understand wellbeing issues
- to collect, analyse and report associated wellbeing data

4. Committee and Governance structure



The infographic shows the University's governance structure relating to health and safety.

4.1 Health and Safety Consultative Committee

The main function of the Committee is to formally consult on safety, health and wellbeing matters. This includes considering the effectiveness of the University's Safety, Health and Wellbeing Policies, and through the provision of recommendations and reports to the

University Executive Team (through the Safety, Health and Wellbeing Steering Group (SHWSG)). Its functions are to:

- keep under review the effectiveness of this Policy and recommend any amendments
- promote the required safety, health and wellbeing culture across the University through supporting the development, promotion and dissemination of safety, health and wellbeing advice and guidance
- make recommendations for action or improvement to the SHWSG on the following matters:
- ensure compliance with this Policy and supporting procedures through the review of audit results, inspections, reports, and observations
- oversee safety, health and wellbeing performance indicators through the periodic review of (i) safety audit reports, (ii) accident and incident data, (iii) illness and absence statistics and trends, (iv) fire evacuation reports and (v) any other relevant reports and statistics
- ensure the offer, frequency and uptake of the expected safety, health and wellbeing training the University's response to any review reports from representatives of the enforcing authorities.

Full details of the Committee's purpose, function, and membership are contained in its Terms of Reference.

4.2 Wellbeing sub-Committee

This purpose of this sub-committee is to monitor and review the effectiveness of plans and initiatives to promote and support wellbeing across our University, and make recommendations to the SHWSG, via the Health & Safety and Consultative Committee. Its functions are to:

- monitor and review the effectiveness of the Safety, Health and Wellbeing Policy as it relates to the wellbeing of our students and staff
- oversee strategic direction, progress and impact of the agreed wellbeing plans and initiatives across the University, including programmes of training, development, resources and guidance.
- consider wellbeing performance indicators through the periodic review of
 - (i) illness and absence statistics and trends,
 - (ii) any other relevant reports and statistics
- monitor the wellbeing assessment process, through the periodic review of School and Service level assessments and outcome of wellbeing initiatives across our University
- enhance the culture and conversation about wellbeing at work and study considering proactive and preventative approach

Full details of the Committee's purpose, function, and membership are contained in its Terms of Reference.

4.3 Local School/Service Health and Safety Committee(s)

Schools and professional services are normally required to operate a Local Health and

Safety Committee depending on the size and risk profile of the area. The main function of these local groups is to provide a local forum to discuss, debate, monitor and review the implementation of Safety, Health and Wellbeing policy and practice within the school/professional service.

This includes escalating issues and making recommendations to its leadership team and reporting to the Health and Safety Consultative Committee. Its functions are to:

- keep under review local implementation of the University's Safety, Health and Wellbeing Policy
- monitor local compliance with relevant Safety, Health and Wellbeing Policy and procedure, and relevant legislation through the review of local audit and inspection
- monitor local safety, health and wellbeing performance indicators through the periodic review of (i) local safety audit reports, (ii) local accident and incident data, (iii) local illness and absence statistics and trends, (iv) local fire evacuation reports and (v) any other relevant local reports and statistics
- make recommendations to school/professional service leadership teams on new or additional actions required for the implementation of the Safety, Health and Wellbeing Policy
- receive and review reports on local safety, health and wellbeing matters from Group members and act on recommendations where appropriate
- monitor and review local participation in the University's programme of safety, health and wellbeing training and assess emerging or future needs of the workforce
- escalate critical local health and safety issues to the Director or member of the school/professional service leadership team and report on local action taken, as appropriate, through the Health and Safety Consultative Committee or the Wellbeing Committee where appropriate
- prepare reports on behalf of the local Committee or leadership team for each Health and Safety Consultative Committee

5. Health and Safety Working Practices

5.1 Risk assessment

5.1.1 Corporate Health & Safety Risk Assessment

The University has a legal duty to undertake and maintain a suitable and sufficient assessment of the risks to the health and safety of staff and others affected by its activities. The principal document the University has in place to meet this requirement is its Corporate Health and Safety Risk Assessment.

This provides a central, high-level overview of the University's activities, which involve significant health and safety hazards, and identifies the control measures it has in place to manage the risk associated with these activities. The risk assessment is maintained by the University's Central Health and Safety Service and is maintained and updated in accordance with the University's risk management policy.

5.1.2 Local Risk Assessment

All Line Managers must ensure that suitable and sufficient local risk assessments are in place for all activities within the area that they are responsible for and reviewed at least annually. The risk assessment process is extended to extra-curricular activities and events owned by the area and at a minimum must include the following: -

- A general workplace risk assessment
- Manual handling risk assessment
- Departmental wellbeing risk assessment

These assessments should be reviewed and updated annually; and/or when there is any significant alteration to working practices, management or the environment in which colleagues work and students learn. Where the risk assessment highlights a need for corrective or remedial action, the manager for the area affected is responsible for ensuring these are carried out. Risk assessments may only be considered complete when corrective or remedial actions have been completed and the Dean of School or Director of Professional Service has signed it off. Risk assessments must be communicated and made available to all colleagues affected by the activity and a copy should be accessible to the local Safety Health and Wellbeing Committee and our University Central Health and Safety Service.

All risk assessments are subject to audit by the Central Health and Safety Service.

5.2 Safe systems of work

Where a risk assessment identifies a control measure in that a task must be performed in a specific sequence this method of working must be documented and referred to as a safe system of work. The Dean of School and or Director of Professional Service is responsible for ensuring that safe systems of work are prepared as necessary and prior to the commencement of work activities. Safe systems of work must: -

- Follow a logical, step by step process or flow
- Be clearly written and where appropriate include graphics or pictures
- Include key safety points
- Include a list of 'what if' actions where applicable

To prevent injury, safe systems of work must be communicated to all relevant persons expected to perform or manage the task to which it relates. It is the responsibility of the Line Manager/person managing the task to ensure that colleagues understand the content of the safe system of work, and, that training records are maintained in accordance with the local procedure. Safe systems of work must be accessible to all persons expected to perform the task.

5.3 Training requirements

Deans of School and Directors of Professional Service are responsible for ensuring that all colleagues receive appropriate health and safety training before commencing the specific work-related activity, and in line with any manufacturer's guidance and best practice. Where assistance is required in the identification or delivery of appropriate training, guidance should be obtained through the Central Health and Safety Service or Human Resources (People Development Team).

Refresher training must be completed and recorded proportionate to risk and within the guidelines outlined by the Central Health and Safety Service and/or Human Resources.

Where an accident, incident or near miss is attributable to a failure to follow a procedure as instructed, refresher training must be completed and recorded before the colleague resumes that task or duty.

5.4 Plant and equipment

- 5.4.1 It is the responsibility of the local Dean, Director and/or Director of Professional Service to manage, monitor and maintain equipment specific to their area
- 5.4.2 Deans of School and Directors of Professional Services are required to ensure that all plant and equipment is identified, inspected and maintained in line with both statutory requirements and the manufacturers guidance, by a competent person.
- 5.4.3 Deans of School and Directors of Professional Services must ensure that documentary evidence of inspections is completed, maintained and available on request.
- 5.4.4 The Central Health and Safety Service will advise on the appropriate level of documentation and the ownership of actions remains with the local area to arrange the correction of any shortfalls or defects highlighted during an inspection.

6. Monitoring of Health and Safety

6.1 Audit and inspection

- 6.1.1 The University's programme of health and safety audits helps assess the level of implementation of this Policy across the University and, as such, provide an important indicator of its effectiveness. The full audit report is provided to the Health and Safety Consultative Committee and the Safety, Health and Wellbeing Strategy Group in the first instance. Audit findings and recommendations will also be reported to the Finance, Staffing and Resources Committee and/or Audit Committee, as part of their ongoing responsibilities to monitor and review safety, health and wellbeing performance and the management of corporate risk, as delegated by the Board of Governors.

6.2 Investigating and reporting

- 6.2.1 All accidents, incidents and near misses must be reported to the Manager responsible for that area of the University in which the event happened at the earliest opportunity and reported to the Central Health and Safety Service within 24 hours.
- 6.2.2 The Manager of the area in which the accident, incident or near miss occurs is responsible for completing a proportionate investigation and implementing suitable actions to prevent recurrence are implemented. The Central Health and Safety Service is available to support with and/or lead investigations.

- 6.2.3 All RIDDOR incidents are reviewed by the Central Health and Safety Service; the Head of Health and Safety is responsible for submitting RIDDOR reportable incidents to the enforcing authority
- 6.2.4 Accident, incident and near miss statistics are reviewed regularly by the Central Health and Safety Service and reported through the Health and Safety Consultative Committee and Finance Staffing and Resource Group to the Board of Governors.
- 6.2.5 Reference to the Registrar & Secretary's Office should be made for advice and guidance on the circumstances in which a report from or to an external authority may also constitute an OfS reportable event.

7. References and associated documentation

External references

- Health and Safety at Work etc. Act 1974 (HASWA)*
- Management of Health and Safety at Work Regulations 1999
**and all other relevant health and safety regulation*

Other Internal Policy and documentation

- A full list of the University's Safety, Health and Wellbeing policies and procedures is available on the Safety, Health and Wellbeing A - Z webpage

8. Dissemination

Following consultation with the Health and Safety Consultative Committee, Human Resources and Registrar and Secretary Office, this Policy shall be considered by the Safety, Health and Wellbeing Steering Group (representing the University Executive Team) and recommendation to the Finance, Staffing & Resources Committee for approval. Following approval of the Policy it will be published on the intranet and the relevant training will be made available for employees. Proportionate training will be delivered in accordance with the work activity required and identified through risk assessment.

9. Monitoring and Compliance

Compliance will be monitored through workplace observations, reporting records and audit.