

Health and Safety Policy

UNIVERSITY OF WOLVERHAMPTON

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POLICY/PROCEDURE

1. Summary Statement

The University of Wolverhampton (the University) Board of Governors (the Board) and the University Executive Board are committed to protecting the health, safety, and welfare of the University community: which includes students; apprentice learners; staff; contractors; partners and visitors.

To be assured that its health, safety and welfare systems, processes and arrangements are compliant, as a minimum with its duties at law, the Board and the University Executive Board need to have confidence in the adequacy of such systems, the competence of its community and that any review will be thorough and effective. Such assurance will reduce the likelihood of an undesirable impact on health, safety or welfare of individuals or groups, the environment, finances, or the reputation of the University. It will also ensure that the University is sufficiently resilient to respond and react to changing circumstances.

The University is determined also to ensure, where appropriate, the full involvement of its staff and students through their representative Trade Unions and Student Union, when considering what actions are appropriate to meet the health, safety and welfare policy aims.

To achieve the level of health and safety performance required, the University has in place a Safety Strategy in addition to this Policy. In delivering the desired outcomes of both the Strategy and Policy, the University will ensure the effective management of risk through the continuing development of management systems, which clearly define the roles and responsibilities of the University community.

The effective delivery of the Policy will require both the acceptance of personal responsibility by all members of the University community, and the provision of appropriate professional and competent support and advice to all members of the University community. The University will always attempt to ensure that levels of support and advice proportionate to the risk are available.

2. Roles and Responsibilities

As the University's governing body, the Board carries ultimate responsibility for the health and safety of the University community, whilst on university premises, and in other places where they might be affected by its operations.

The Board is required to:

- Satisfy itself that the University has an appropriately written policy on health and safety, and that there are effective arrangements for the implementation of that policy.
- Provide an effective mechanism by which employees are consulted on health and safety matters.
- Provide facilities for recognised Trade Unions to appoint safety representatives and to enable them to discharge their responsibilities.
- Be pro-active in its awareness of university safety management processes and procedures.

In discharging these responsibilities, the Board is advised by the Vice-Chancellor, and the Chief Operating Officer.

In any event, the Board will:

- Receive regular reports where appropriate, but as a minimum an annual assurance report on health and safety.
- Be made aware of any incidents carrying a major risk to health and safety, or any enforcement action taken against the University, by the Health and Safety Executive, the Environmental Agency, the Fire Authority, Local Authority Environmental Health Officers and of the University's response in respect of such incidents or enforcement action.

The Vice-Chancellor

The Vice-Chancellor has a legal responsibility, alongside the Board, for ensuring that the University complies with relevant health and safety legislation, and for:

- Ensuring that the University has a general policy on the management of health and safety and that this policy is communicated to all employees.
- Ensuring that appropriate structures, systems, and procedures are in place to secure effective implementation of that policy.

The Vice-Chancellor has the authority to take any executive action considered necessary to prevent serious harm to individuals or to the University. In exceptional circumstances this may include, summarily closing (in whole or in part) University buildings, sites, operations or activities.

The Chief Operating Officer

The Chief Operating Officer will chair the University Health and Safety Committee to ensure effective consultation with staff via their representatives.

On a day-to-day basis, the Chief Operating Officer will act on behalf of the Vice-Chancellor in discharging their responsibilities for the management of health and safety.

The Health and Safety Department

The Chief Operating Officer is accountable to the Vice-Chancellor for the work of the Health and Safety Team, and for ensuring that:

- Appropriate measures are taken to promote an effective health and safety culture within the University.
- An appropriate health and safety strategy is developed and reviewed.

- The University's health and safety policies are reviewed and evaluated regularly, that they remain appropriate and fit for purpose, and that they comply with legislative requirements.
- Effective communications, implementation, inspection, and audit systems are in place.
- Employee and student representatives are appropriately involved as partners in delivering and implementing the University's health and safety objectives.
- Appropriate training is provided, to members of the University who have significant responsibilities in the management of health and safety; and communication takes place with Deans and Directors regularly to review their Faculty/Directorate health and safety reports and plans.

When the Vice Chancellor is unavailable, the Chief Operating Officer is authorised by the Board, in consultation with the Deputy Chief Operating Officer and or the appropriate senior member of staff, to take executive action to prevent serious harm to individuals or to the University.

The Health and Safety Team consists of:

Natalie Freeman Head of Health and Safety	nataliefreeman@wlv.ac.uk
Alison Hawkins Head of Health and Safety	A.Hawkins@wlv.ac.uk

Deans of Faculty and Directors of Professional Services

Deans of Faculty and Directors are responsible within their areas of operation for ensuring compliance with health and safety matters on a day-to-day basis. They are therefore responsible through the Vice-Chancellor to the Board, for ensuring compliance with the requirements of the University's Health and Safety Policy, and for ensuring that there are suitable and sufficient, standard operating procedures, guidelines, and clear governance and assurance processes in place within their areas to provide a lawfully safe and healthy environment for the University Community.

In particular, Deans and Directors are responsible for:

- Producing and disseminating, as appropriate, a periodic Faculty or Professional Service Directorate Assurance Report which will include a Health and Safety Plan, in line with the University Health and Safety Policy and associated documents. The plan and report will ordinarily be produced on an annual basis and will focus on safety management systems within the Faculty or Professional Service Directorate. This information will contribute to the Annual Safety Report submitted to the Board.
- Fostering a health and safety culture in which health, safety and related welfare issues are seen as essential and integral parts of the Faculty or Directorate activities to ensure effective governance on health and safety issues.
- Ensuring that where appropriate, Trade Union, health and safety representatives are fully consulted in inspections, meetings and formulation of policies and procedures.

- Ensuring that appropriate structural and operational arrangements are in place, including maintenance regimes, to support the management of health and safety.
- Ensuring that all relevant health and safety communications, notices and requirements are effective and brought to the attention of the University Community.
- Setting up an appropriate means of discussing health and safety matters within the Faculty or Directorate.
- Nominating staff for specific health and safety functions such as Health and Safety Coordinators, Fire Marshals, First Aiders (as a minimum in each Faculty or Directorate) and any other specialist functions, such as Radiation Protection Supervisors or Placement Officers. The Dean or Director must ensure proportionate resources are allocated for these persons to be developed to ensure competency and time to fulfil their tasks.
- Ensuring that their Faculty or Professional Service Directorate is self-inspected on a basis which is proportionate to the level of risk within the Faculty/Directorate, as a minimum this would be on a twice-yearly basis, however for higher risk areas of activity, it is suggested that these are more frequent, based on risk, function/task and local expertise.
- Ensuring that staff attend appropriate training courses, to develop and maintain specific expertise and for general awareness and understanding. It is recommended that an appropriate management system be set up within the Faculty or Directorate to manage staff attendance at training courses, such as a Faculty or Directorate 'Training matrix'.
- Ensuring that the Faculty or Directorate has appropriate induction programs in place for new staff, students, apprentice learners and any third-party contractors.
- Ensuring that procedures/risk assessments are in place to identify and control 'significant' risks, and that they are reviewed at appropriate intervals by competent individuals.
- Liaising with the Heads of Health and Safety to ensure that their Annual Assurance Report and Plan is implemented.
- Chairing local Health and Safety strategic committees.
- Liaising with their Faculty or Directorate Safety Coordinators and Heads of Health and Safety, as appropriate.

Delegating the day-to-day management of health and safety issues to various 'competent persons' does not remove any responsibility from the Dean or Director.

Competent individual refers to a person who has, in respect of the work or task to be performed, the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task.

Supervision by Academic Staff

The health and safety management of research projects, other related academic activities and apprentice learners is usually delegated to research supervisors or appropriate academic leads, unless an alternative arrangement is expressly agreed with the Dean forming part of the research documentation.

Academic Supervisors duties include:

- Ensuring that risk assessments take place at the planning stage of any research proposal, and that the costs of implementing suitable risk control measures, and safely disposing of any hazardous substances or materials, are included in the funding arrangements.
- Ensuring that risk assessments are reviewed and kept up to date as the research proceeds, and that everybody involved in the work activity has read and understood the risk assessment. Risk assessments should be reviewed annually as a minimum and stored locally to ensure that the information recorded is maintained and updated where necessary.
- Ensuring local inductions into the work area are carried out and recorded, for new staff, students and apprentice learners.
- Ensuring that control measures (listed in the risk assessment) such as guarding of moving parts and provision of protective equipment are implemented and continue to be effective.
- Leading on the production of risk assessments and where appropriate, working with competent people to carry out the risk assessments for their work, ensuring those people remain competent and receive appropriate training, resource, advice, and support.
- Ensuring that risk assessments are regularly reviewed. In the event of an incident, accident or process change, the risk assessment must be reviewed immediately, and guidance should be obtained from the health and safety team.
- Understanding the University's Health and Safety Policy, procedures, codes and guidance, how they are applied within the Faculty, and within the research team.
- Maintaining suitable records of exposure to substances hazardous to health, in accordance with legislation and University policies and guidance.
- Arranging for any necessary and appropriate health and safety training, including training identified in the risk assessment.
- Liaising with specialist advisers, which can consist of internal or external experts, associations or regulatory bodies, and providing information on request about the risks and control measures.
- Ensuring that all research group members respond to and co-operate with any requests for them to attend for health surveillance or occupational health and safety advice.

The health and safety management with respect to teaching is usually delegated to program leaders and course/module leaders.

The following duties are included in addition to the duties previously set out.

- Ensuring that class teachers, whether direct University employees or not, are fully informed of all risks and controls required as an outcome of any risk assessment(s). This information should be communicated to senior management and the health and safety team and should form part of the faculty's annual safety report which is submitted to the Board.
- Monitoring work-based teaching in partner organisations to ensure that it is undertaken safely and without risk to health.
- Ensuring that the induction of new students and apprentice learners includes clear guidance and instructions in relation to health and safety risks.

The University will provide, where appropriate, essential training and development to Academic Supervisors, to enable them to effectively carry out these responsibilities and ensure compliance with statutory requirements. This will be supported by the production of appropriate standards and guidance.

Staff with Line Management Responsibilities

All staff with line management responsibilities, including first line supervisors and team leaders, have an important role in setting performance standards for their specific area of responsibility and the monitoring of standards within this remit on an on-going basis. They will ensure that risk assessments in their area of responsibility are completed, that staff are aware of them and are aware of and adhere to all relevant safety policies and arrangements.

Staff with Specific Health and Safety Responsibilities

In practice, certain roles may be delegated to competent persons (as defined on page 6) who have the authority to act on behalf of the Dean or Director in specific capacities, namely:

- Faculty or Directorate Safety Coordinators; and
- Persons with responsibilities assigned by the University to comply with statutory requirements e.g., Radiation Protection; Food Hygiene; Asbestos Management- this list is not exhaustive.

However, delegating the day-to-day management of health and safety issues to various 'competent persons', does not exonerate or remove any responsibility from the Dean of Faculty or Director of Professional Service.

Trade Union Health and Safety Representatives

Trade Union Health and Safety Representatives will be respected as partners, in their roles as employee representatives, and as members of the University Health and Safety Committee.

The Trade Union Health and Safety Representative play a crucial role in representing their members, to help create a positive health and safety culture. Safety Representatives have several statutory functions including:

- Representing employees in discussions with the employer on health, safety or welfare; and
- In discussions with the Health and Safety Executive or other enforcing authorities; investigating hazards and dangerous occurrences; investigating complaints; carrying out inspections of the workplace and inspecting relevant documents.

All Staff

In accordance with section 7 of the Health and Safety at Work Act 1974, all staff are responsible for their own health and safety, and the health and safety of others who may be affected by their acts and omissions at work. They must co-operate with any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, so far as is necessary, in order for the duty to be complied with.

All staff must ensure that they conduct their duties in a safe manner and in accordance with the University Health and Safety Policy, procedures, and guidance, any Faculty or Directorate procedures and guidance notes and any specific codes of practice relating to activities or any relevant safety legislation and guidance.

Staff must ensure that they:

- Take reasonable care of themselves and have due regard for others.
- Where necessary help the University meet the duties imposed on it.
- Do not interfere with or misuse anything provided for health and safety.
- Bring any breaches of the safety policy to the employer's attention via their Line Manager.
- Report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved reporting mechanisms.
- Report "near miss" incidents which have the potential to cause injury or ill health, using the approved reporting mechanisms. Information on accident reporting can be located here: Accident reporting - University of Wolverhampton (wlv.ac.uk)
- Notify their line manager when they are known to have a disease or medical condition which may be caused by, or made worse by, work activities.
- Not proceed with any activity that they feel poses a threat to their own or others health and safety.
- Report any unsafe or unhealthy working conditions or equipment to their Dean, Director or line manager without delay.
- Report any suspected faults in buildings, building fabric, or equipment, to the Estates and Facilities Directorate, without delay, through the organisations fault reporting system; and
- Assist any visitors who may not be familiar with university procedures, to the best of their abilities.

Students and Apprentice Learners

In accordance with section 8 of the Health and Safety at Work Act 1974, University students and apprentice learners have a legal responsibility, where appropriate, not to interfere with or misuse anything, any objects, structures, or systems of work, provided by the University, in the interests of health and safety and welfare.

Students and apprentice learners therefore should:

- Familiarise themselves with, and where appropriate take personal responsibility for, their responsibilities outlined in appropriate policies or procedures.
- Report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved reporting mechanisms.
- Report "near miss" incidents which have the potential to cause injury or ill health, using the approved reporting mechanisms.
- Notify the Health and Safety Directorate via HSDEmails@wlv.ac.uk or a member of staff with responsibility for your area, when known to have a disease or medical condition which may be caused by or made worse by your university related activities.
- Not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others.
- Report any unsafe or unhealthy working conditions or equipment to their Dean, Director or Head of Directorate, without delay.
- Report any suspected faults in buildings, building fabric, or equipment, to the Director of Estates and Facilities (normally through the dedicated helpline ext. 1111), without delay; and
- Assist any visitors who may not be familiar with university procedures, to the best of their abilities.

The University will provide essential and mandatory training and development for all staff to enable them to carry out these responsibilities effectively and ensure compliance with statutory requirements.

Guidance and support on all the above can be sought from the corporate health and safety team.

3. Health and Safety Policies and Guidance

This policy should be read in conjunction with all associated policies, guidance documents and relevant local codes of practice. A range of corporate Health and Safety documents can be accessed via the link:
Policies, procedures & forms - University of Wolverhampton

University Wide

Further University polices can be accessed via the link below on the corporate policy hub:
WLV Policies - University of Wolverhampton

Faculties and Professional Service Directorates

Faculties and Directorates are required to publicise relevant policies, procedures, guidance, risk assessments in the most appropriate manner, guidance and support on this can be obtained from the Corporate Compliance Team: compliance@wlv.ac.uk.

A summary of the University health and safety Leadership and Management structure can be found in **Appendix A** of this document.

4. Incident Reporting

Any accidents, incidents or near miss should be reported via the University online accident reporting system on the following link - Accident, Incident and Near Miss Report

All accidents/incidents reported will be reviewed by the Health and Safety Directorate, who will then take the appropriate action according to the situation and circumstances reported. The Health and Safety Team will contact key staff to support further investigation if needed.

Please note that if the accident or incident you are reporting could result in significant risk, please contact the Health and Safety Team following your online submission as soon as possible at: HSDEmails@wlv.ac.uk

5. Exceptions

There are no exceptions to this policy. Failure to comply with this policy and procedures could result in disciplinary action.

6. Amendments

The University may change this Policy and/or procedures at any time, and where appropriate. Where a policy/procedure is not due for review, but is found to require updating, it will remain published, unless the reasons for review render it obsolete.

7. General Queries

For general queries relating to this policy, please contact the University Health and Safety Directorate via Email at HSDEmails@wlv.ac.uk

For queries relating to compliance with this policy, please contact the University Corporate Compliance Team via email at compliance@wlv.ac.uk.

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Appendix A: Leadership and Management Competency Structure

