

# Health and Safety Policy

Health, Safety and Wellbeing



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An unsigned abridged version will be made available on the public facing web pages.

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# Policy

## 1 Introduction

Health and Safety is a key priority to Council. Health and Safety is of vital importance in supporting our education and research.

Our health, safety and wellbeing efforts support and underpin our corporate strategy of Making Knowledge Work, by creating a supportive learning, research and working environment that places safety and health at the heart of everything we do.

The University of Bradford has a well-developed governance framework in relation to health and safety with many high standards being implemented and maintained, this is further enhanced by having robust policies, procedures and practices.

We have forged good relationships with Trade Unions and staff in helping to develop these standards, and we continue to raise the bar, by working collaboratively we can continue to maintain our safe working environments for the benefit of both staff and students.

It is important that all members of staff familiarise themselves with the content of the policy, this will help in giving a greater understanding of the roles and levels of responsibility.

## 2 Health and Safety Policy Statement

Our health, safety and wellbeing efforts support and underpin our corporate strategy of Making Knowledge Work, by creating a supportive learning, research and working environment that places safety and health at the heart of everything we do.

The Council of the University of Bradford considers the health, safety and wellbeing of staff and students to be one of its uppermost priorities. The University is committed to the health, safety and wellbeing of all staff, students, visitors and others who may be affected by its activities and is committed to continual improvement to facilitate a sustainable delivery of world class education and research.

To achieve this the University will operate an effective health, safety & wellbeing management system in accordance with industry best practice and ensure there is a clear management and audit framework that constantly monitors health and safety risk and compliance to ensure all relevant health and safety legislation is as a minimum standard maintained.

This policy aims to prevent, minimise and control risk within University premises and its associated activities. By identifying the key organisational arrangements, and the roles and responsibilities of staff and students, through which commitment and continuous improvement to health, safety and wellbeing (HSW) will be achieved by ensuring so far as is reasonably practicable we will;

- Comply with all applicable Health and Safety Legislation;
- Operate an effective HSW management system;
- Ensure the successful implementation of this policy and subsequent policies, procedural and guidance documents issued under its overarching primacy;
- Undertake a programme of internal HSW audits of all faculties and directorates;
- Communicate and consult on HSW matters;
- Work collaboratively with Trade Unions, Staff, Faculties and Directorates;
- Ensure staff are given sufficient information, instruction and training to ensure they are able to undertake their roles safely.

The Head of Health, Safety and Wellbeing on behalf of the University shall in addition;

- Communicate and consult on health, safety & wellbeing matters;

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- Regularly review and audit performance using the Health and Safety Management Profile (HASMAPP) tool;
- Work collaboratively to continually improve health, safety and wellbeing at the University;
- Implement safe systems of work that eliminate or control significant workplace hazards;
- Promote good health and safety practice in existing and proposed activities;
- Ensure the University Health, Safety and Wellbeing committee meets regularly;
- Ensure systems are in place to monitor health and safety;
- Supplement this policy with the development of more risk related policy, procedural or guidance documents;

With regards to operations overseas the University shall comply with local health and safety regulations as appropriate, and will endeavour to maintain best practice where practicable. The University shall take account of local culture and with the understanding that health and safety requirements vary internationally.



Professor Brian Cantor CBE,  
Vice Chancellor and Principal University of  
Bradford

Date: 23/5/18



The Right Honorable Baroness Ann Taylor PC (2018)  
University of Bradford  
Chair of Council

Date: 23/05/18

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## 3 Responsibilities

### 3.1 Council

As the University's governing body, Council have ultimate responsibility for the HSW of everyone that may be affected by University activities, both on and off University premises and will ensure;

- The University has a robust and meaningful HSW policy;
- Suitable arrangements in place to implement the policy;
- Suitable arrangements in place to facilitate staff and trade union consultation with regards to matters on HSW;
- Receive regular reports to allow the monitoring and activities of the HSW committee as part of the agreed key performance indicators;

### 3.2 Vice-Chancellor

As the principal officer of the University, the Vice-Chancellor is responsible with Council, for ensuring that the University meets the highest possible standards and best practice for health, safety and wellbeing of staff by ensuring:

- Effective leadership is provided to further develop and maintain a positive health, safety and wellbeing culture;
- HSW management systems, policies and procedures are developed, reviewed and implemented;
- Report regularly to Council on HSW matters;

On a day-to-day basis, the Director of Human Resources acts on behalf of the Vice-Chancellor in discharging his responsibilities for health and safety management. Specific activities for this role are detailed in section 3.7 below.

### 3.3 Health and Safety Committee

To support Council, the University Health, Safety and Wellbeing Committee

- Shall provide information and advice on issues of health and safety;

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- Shall be the University-wide consultative and advisory body for health and safety matters affecting staff, students and visitors;
- Approve Health and Safety Policies, procedural and guidance documents on behalf of Council;
- Normally meet four times a year;
- Report directly to Council.

### 3.4 Deputy Vice-Chancellors

The Deputy Vice-Chancellors will deputise for the Vice-Chancellor during the Vice-Chancellor's absence and assume his duties where relevant.

### 3.5 Executive Board

Members of the Executive Board have responsibility within their individual areas for all matters relating to HSW and shall ensure compliance with the University's HSW Policy & management systems and any applicable legal requirements, as part of this responsibility they shall;

- Provide leadership and governance to support and strengthen the HSW culture;
- Work with the Director of HR and OD to ensure implementation of and compliance with this and associated policies;
- Work collaboratively with Head of HSW in managing and implementing HSW measures as appropriate;
- Provide adequate resources for HSW within respective faculties, schools and departments;
- Ensure suitable and sufficient risk assessments are undertaken with appropriate identified controls actioned and reviewed;
- Ensure personnel receive adequate HSW information, instruction and training to achieve competence in their roles;

To ensure effective management of HSW in their areas, members of the Executive Board delegate responsibility for the day-to-day operation of HSW tasks to:

- Heads of Schools, Departments, Line Managers and or Academic Tutors, as may be appropriate.



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- Work collaboratively with the Head of HSW to formally address any HSW breaches or shortcomings where identified;

### **3.6 Heads of Schools, Departments, Line Managers and Academic Tutors**

In their areas of control, the above will:

- Apply the requirements of this HSW Policy;
- Ensure suitable and sufficient risk assessments are undertaken, and any identified controls are implemented with the risk assessments reviewed periodically;
- Ensure the findings and controls from the assessments are communicated effectively to all staff, students and visitors;
- Ensure adequate HSW information, instruction and training is provided in order to ensure staff and students achieve competence in all relevant tasks;
- Discuss any HSW issues with their manager;
- Ensure any students undertaking paid activities for the University receive adequate HSW support and training;
- Ensure all research activities are planned, assessed and monitored with regard to HSW;

### **3.7 Director of Human Resources and Organisational Development**

The Director of HR and OD delegates' responsibility for the day-to-day operation of HSW to the Head of HSW, and will direct the work of the Head of HSW ensuring that a positive health and safety culture is promoted and that sufficient resources are allocated.

### **3.8 Director of Estates and Facilities**

Will ensure that arrangements and sufficient resources are in place to create a safe estate infrastructure. This shall include plant and machinery, buildings, highways, footpaths and external areas. The Director of Estates and Facilities shall ensure that all

premises used by the University (and leased or let to third parties) are maintained and remain compliant with HSW requirements.

### **3.9 Head of Health, Safety and Wellbeing**

Shall develop effective HSW strategies and act as the University's competent person for HSW, and be responsible for the strategic design, development, and implementation and review of the University HSW policy and all other associated policies, guidance or procedural documents as may be appropriate. The Head of Health, Safety and Wellbeing shall ensure that Council, Senior Management Team and Executive Board receive timely and appropriate updates on HSW activity as may be appropriate.

The Head of HSW shall lead the overall team to ensure that an appropriate system for the management of HSW is implemented, along with a suitable and sufficient programme to ensure that HSW service delivery is aligned with the overall University strategy. Associated strategies must make provision for communication, training, support, audit and monitoring, be effective and regularly reviewed.

The Head of HSW shall work collaboratively with all Faculties and Directorates in achieving compliance and production of associated guidance and procedural documents that may be specific to address risks associated with their activities as may be required, and, where necessary ensure that specialist HSW support is in place.

The Head of HSW is responsible for:

- Providing independent objective competent advice to the University to ensure legal compliance with health and safety and associated legislation;
- On behalf of the Vice-Chancellor and Director of Human Resources provide regular reports to Council on HSW matters;
- Alerting Senior Management and Executive Board to significant risks to health and safety in the University;
- Working with enforcement agencies to ensure compliance with statutory obligations;
- Ensure that emergency plans are formulated and implemented;
- Auditing, monitoring and evaluating health and safety arrangements and reporting the results to the Health and Safety Committee and Council;

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- Reporting notifiable matters to the Health and Safety Executive, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR);
- Providing health and safety training as may be appropriate;
- Provide and work with an Occupational Health service for staff for the benefit of promoting and maintaining the health and well-being of all employees;
- Consult with and provide relevant information related to the health, safety and wellbeing of staff to recognised trade union representatives in a timely manner.

### 3.10 Employees and Students

Have responsibility to:

- Take reasonable care in looking after their own HSW and that of others;
- Co-operate with the University in HSW matters;
- Not carry out any activity they believe may harm them or others;
- Raise any HSW issues with their manager/academic tutor (including health conditions which may affect or be affected by their work/study);
- Not interfere or misuse anything provided for HSW;
- Make themselves aware of this HSW Policy and follow its requirements;
- Report all accidents, incidents and near misses in accordance with University procedures;
- Participate in HSW training as may be required.

### 3.11 Trade Union Safety Representatives

Subsequent to the regulations made under the Health and Safety at Work etc. Act 1974 and employment law, the recognised Trade Unions within the University have appointed Safety Representatives to represent the interests of their members on health and safety matters. A number of these Safety Representatives also act as representatives of non- trade union members on health and safety matters.

The University will provide the necessary communication, consultation, support and resources to allow the above to carry out their roles as required by legislation.

The University welcomes and supports the contribution of Staff and Student Safety Representatives to health and safety management systems.

Employee and student consultation on health and safety matters is formally carried out through the Health Safety and Wellbeing Committee; additional consultation is undertaken at a local level within faculties, directorates, schools and departments and as part of the wider consultation forums.

The University seeks to engage staff and students in all aspects of managing health and safety and invites suggestions and comments.

## 3.12 Visitors and Contactors

It is the University's policy to ensure that visitors to the University are not exposed to any significant risks to their health or safety.

Visitors to Faculties and Directorates are the responsibility of the Faculty or Department which they are visiting and necessary safeguards and arrangements must be introduced to ensure their health and safety.

Visitors and Contractors must:

- Comply with all University of Bradford HSW requirements whilst on University premises;
- Follow reasonable instructions related to HSW;
- Report all accidents, incidents and near misses in accordance with University procedures;
- Raise any HSW issues with their host/contract supervisor (including health conditions which may affect or be affected by their work/study);
- Not interfere or misuse anything provided for HSW.

Contractors, and Business Partners, including those operating from our premises or self-employed, must co-operate and co-ordinate with the University to ensure that all health and safety requirements are met. This shall include the provision of information relating to risks and any associated controls.

## 3.13 Staff working away from the University

Where a member of staff is working away from the University on University business, the potential risks associated with such work, travel or location shall be assessed by the appropriate Faculty or Directorate and shall have due consideration for University

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policies and arrangements and, where applicable, Foreign and Commonwealth Office advice and any travel advice provided by the Department of Health/NHS. Risk assessments are also required for overseas travel and are necessary in order to ensure cover under the University's Travel Insurance Policy.

Staff undertaking work at non-University of Bradford host premises, such as Visiting Academics or part of a Knowledge Transfer Partnership, should ensure that they appraise themselves of local health and safety arrangements, be inducted on local health and safety controls and where appropriate, should ensure risk assessments are undertaken.

If members of staff have any concern about their health and safety whilst working at host premises they should report this immediately to their line manager and company/organisation contact. Employing Faculties and Directorates are reminded that they remain generally responsible for members of staff when working away from Bradford University premises.

### **3.14 Visiting Academics and Guest Workers**

Visiting academics and other guest workers hosted at the University on a short-term basis are authorised only with the permission of the appropriate Dean of Faculty (or their representative) or Head of Department and must follow University, Faculty and/or Departmental health and safety procedures and arrangements.

Short-term Adult Work Experience, Internships, Placements and the like would normally be treated in the same way as Visiting Academics and Guest Workers, with appropriate authorisation and support offered.

In such circumstances visiting academics and guest workers must be afforded the same degree of protection against risks to their health and safety as the employees and students of the University.

Visiting academics and guest workers shall receive, from the host Faculty/Directorate, suitable and sufficient information, instruction and training to enable them to undertake their work safely and in accordance with University, Faculty or Directorate procedures.

## 3.15 Student's Union

University of Bradford Union of Students - UBU) operating in conjunction with the University shall ensure they comply with all University health and safety policies, procedures and guidelines to ensure that all their health and safety requirements are met.

## 4 General Principles

### 4.1 Values

The University is committed to the implementation of this policy in accordance with the University values which are:

- We encourage participation and openness;
- We encourage creativity and innovation;
- We support academic freedom and respect the right to express diverse points of view;
- We provide equal opportunities for all staff and students to achieve their full potential;
- We apply the best ethical standards in everything we do.

### 4.2 Implementation and Training

The Policy will be uploaded onto health, safety and wellbeing ServiceNow portal, the approval of the Policy will be communicated in the weekly University staff briefing.

Line Managers are responsible for raising awareness of all new/updated HSW policies and guidance/procedural documents through their normal Faculty/Directorate communication channels.

Health, Safety and Wellbeing will work with Faculties/Directorates to identify appropriate provision of training, guidance and support to Line Managers on the implementation of this Policy.

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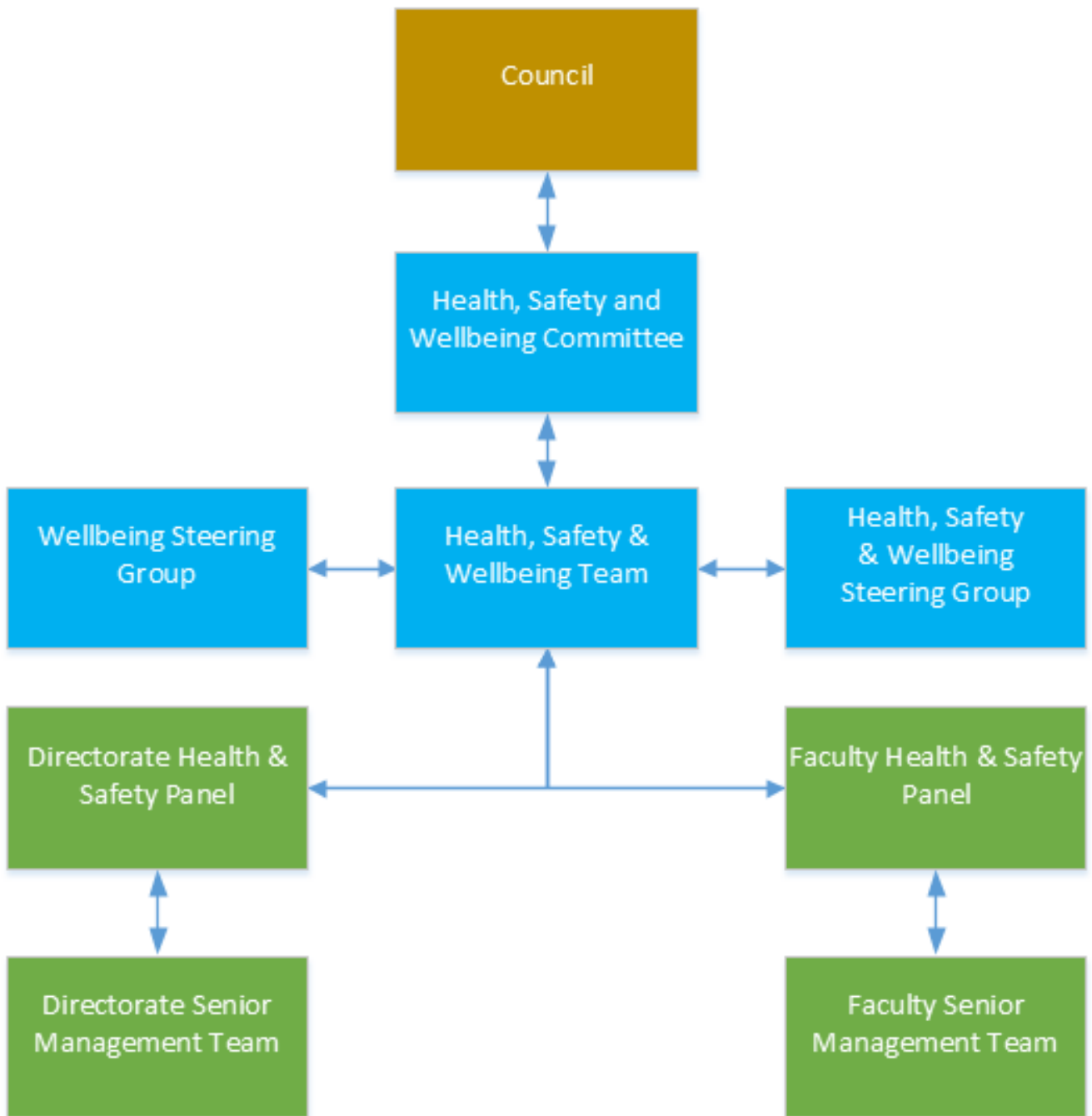
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## 4.3 Monitoring

The impact of this Policy shall be reviewed by the Head of Health, Safety and Wellbeing periodically but not exceeding a period of three years.

## Appendix A

### Committee Reporting Structure





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