

University of South Wales Health and Safety Policy

1.0 General Statement

The University recognises that health and safety, as with any other corporate responsibility, has to be managed successfully at all levels within the institution and strives for the prevention of injury and ill health in the workplace.

The University is committed to being a responsible employer by providing a working environment that stimulates learning and nurtures improvement in health and safety performance. It is imperative that we safeguard the health and safety of colleagues, students, apprentices and others. We will achieve this by systematically identifying potential risk and implementing appropriate controls that protect the surrounding environment and makes a positive contribution to the communities that we operate within.

Statutory requirements and the general duty of care form the basis for the University's commitment to health and safety. Through implementation of the HASMAP standards and the process of planning, review and development the University undertakes its aim of successful health and safety management.

The University fully recognises that good communication is vital to a successful management system and all are encouraged to comment and make representation regarding the policy and procedures through existing communication links with their Dean, Director, Line Manager, Health, Safety and Wellbeing Manager, Departmental Health and Safety Co-ordinator or Trade Union Safety Representative.

The University has a legal and moral duty to ensure, as far as is reasonably practicable, that it has a safe and healthy working environment and it is the responsibility of the Vice Chancellor, accountable to the Board of Governors, to ensure that this policy is fully implemented, regularly reviewed and communicated within the University. The review, implementation and communication will be co-ordinated by the Health, Safety and Wellbeing Manager and the Health and Safety Committee.

This policy is an integral part of the University's health and safety management system and is supported by a strategic plan to implement the Health and safety management profile (HASMAP), creating objectives and performance measures against these standards.

The policy will be formally reviewed on a biennial basis.

This Policy applies to the University of South Wales and Professional and Support Services Ltd.

Signed
Dr Ben Calvert
Vice Chancellor
Date



2.0 Organisation

The Board of Governors carries ultimate responsibility for the discharge of the University of South Wales' legal duties. The Culture, People and Values Committee of the Board of Governors is established to approve health and safety policy; to keep under review and advise the Board on arrangements for health and safety and to receive reports on health and safety matters.

With regard to the Royal Welsh College of Music and Drama and The College Merthyr Tydfil the responsibility for the discharge of legal duties under the Health and Safety at Work Act rests with their respective Boards of Directors and Principals. Each College has adopted a health and safety policy and supporting organisation and arrangements.

As far as the University of South Wales is concerned Deans and Directors are accountable to their Executive member line manager, Executive members are accountable to the Vice Chancellor who, in turn, is accountable to the Board of Governors for overseeing the adequacy and effectiveness of health and safety management. The Chief Operating Officer is Chair of the University Health and Safety Committee.

Each **Dean** and **Director** is responsible for assigning health and safety tasks to line managers within their faculty or department. The appointment of a faculty or Departmental Health and Safety Coordinator is required when appropriate to assist management within the Faculty or Department, but such delegation or appointment does not relieve Deans or Directors of their personal responsibility and accountability for health and safety. The University is a large and complex organisation, as such it may be necessary for faculties or departments to develop written arrangements of their own that demonstrate how they comply with this policy and any relevant organisational arrangements.

Where buildings are shared between faculties or departments it is the expectation that all users will cooperate with one and other to establish clear lines of responsibility for Health and Safety matters ensuring any arrangements are formalised.

The **Health, Safety and Wellbeing Manager** reports to the **Director of Estates and Facilities** and is responsible for the provision of technical advice to the Vice Chancellor, Deans, Directors, managers and staff on matters of health and safety and implementation of the Health and Safety Policy; and for monitoring and reporting to senior management compliance with the University's requirements in regard to general health and safety management, development and coordination of the health and safety policy to assist them in their duty to oversee the adequacy and effectiveness of health and safety management.

A **Health and Safety Committee** is established to keep under review the measures taken to ensure the health and safety at work of staff; to act as the forum for formal consultation between University management and staff and student representatives including apprentices in health and safety matters; to consider safety audit reports and reports on accidents and risks to health and safety and make recommendations to the Vice Chancellor on appropriate action; to initiate and develop new policies on health and safety at work, to promote an awareness of health and safety at work and agree suitable organisational objectives and indicators that will provide reassurance to the vice chancellor and Board of Governors.

All **staff, students** and **apprentices** are responsible for taking reasonable care for the health and safety of themselves and of others who may be adversely affected by their actions or omissions. They must co-operate with the University towards the achievement of the objectives of the Health and Safety Policy, conform to all safety instructions and not interfere with or misuse anything provided for the achievement of these objectives. They must report hazards and all accidents, whether injury is sustained or not.



3.0 Responsibilities

the general responsibilities of different parties are set out In this policy statement.

The University's Board of Governors has strategic oversight for health, safety and risk management within the University. The role of the Board is to approve the strategic health and safety aims and objectives of the University; to seek assurance that adequate resources are allocated; and to monitor and review performance by means of periodic written reports from the University.

3.1 Vice Chancellor

The Vice Chancellor is ultimately accountable and responsible to the Board of Governors for achieving and ensuring the implementation of the objectives of the University's Health and Safety policy and underpinning plan and procedures.

The Vice-Chancellor is responsible for providing leadership and direction to ensure that:

- The University's health and safety policy is implemented effectively at all levels within the University and across all its operations.
- The necessary resources are made available for the safe operation of University activities.
- The University's health and safety policy and underpinning plan and procedures are regularly reviewed and updated as necessary, to reflect compliance with all statutory obligations.
- Responsibility for health and safety is properly assigned and active acceptance of this responsibility is promoted throughout the University.
- There are effective communications and a culture of active engagement with health and safety.

3.2 Executive Team

The Vice Chancellor, Deputy Vice-Chancellor, Chief Operating Officer, Chief Finance Officer, Director of Organisational Development and the Pro-Vice-Chancellors, as members of the University Executive Team, and in their individual capacities are responsible for ensuring that:

- Adequate resources are available to Deans and Directors to enable them to meet their health and safety responsibilities.
- All management decisions taken either individually or in committee reflect the intentions of the health and safety policy.
- All actions and decisions of the Board, the University Executive Team, and relevant Committees are communicated and implemented in their areas of responsibility

Collectively and individually they provide health and safety leadership throughout the University and promote the implementation of the University health and safety policy

The Chief Operating Officer has specific responsibilities within the Executive team to:



- Lead on health and safety issues within the Executive team;
- Coordinate communication with the Board of Governors, the Vice Chancellor, members of the Executive team and external agencies as required on matters related to health and safety;

3.3 Deans of Faculty and Directors of Professional Services

Deans of Faculty and Directors are accountable to their Executive Team line manager for the detailed adoption of the University's Policy and alignment with the HASMAP Standards within their area of responsibility.

They are to:

- Have an understanding of the risks associated with the work undertaken within their area of control.
- Ensure significant risks have been assessed and that suitable and sufficient control measures have been implemented. This may be delegated to line managers but remains the responsibility of the Dean or Director.
- Set a clear leadership example and promote a high degree of health and safety awareness within their area of responsibility.
- Ensure proper organisation of health and safety management and clear understanding of responsibilities for health and safety within their area of responsibility and with other areas of the University by appointing sufficient competent people to assist with the management of Health and Safety within the area of control.
- Ensure compliance with all aspects of University health and safety policy and practices across their area of responsibility by proactively engaging with their teams and Health and Safety services. Either by a set agenda item at regular departmental meetings or by the creation of a faculty or departmental safety committee.
- Reporting to the H&S committee on health and safety performance. Low risk departments have been identified and report as a single entity in order to reduce the burden and collaborate on H&S initiatives.
- Engaging the H&S coordinators and managers to instigate Health and Safety inspections of the occupied spaces at suitable intervals throughout the year and putting mechanisms in place for ensuring any follow up actions are appropriately addressed.

3.4 Health, Safety and Wellbeing Manager

The Health, Safety and Wellbeing Manager is responsible to the Director of Estates and Facilities; acts as adviser to the University on all health and safety matters and undertakes a central coordinating and monitoring role. Health and safety at USW is not intended to take a prescriptive approach or limit innovation and creativity but provide all areas with the tools, resources and support to make informed decisions in the best way to achieve and exceed statutory compliance.

Responsibilities include:



- The provision of health and safety advice, guidance, support and training to the Board of Governors, Executive team, Deans and Directors, line managers and staff.
- Monitoring the alignment to the HASMAP standards and reporting performance to the Board of Governors and the Executive team.
- Developing and maintaining a Health and Safety Policy and underpinning plans and procedures ensuring legal compliance.
- Ensuring adequate management of occupational health surveillance provisions.

3.5 Managers

Managers are responsible to their Dean or Directors for the detailed adoption of the University's Health and Safety Policy and alignment with the HASMAP Standards in the areas they supervise, and in assisting the Dean / Director achieve the objectives of the Policy.

Those in management or supervisory positions including academic members of staff responsible for supervising students, are accountable for the health and safety of the people, activities, and projects that they supervise. They must be aware of the health and safety issues, including any significant risks and control measures, relevant to their activities and projects. It is the responsibility of the person supervising hazardous activities that are to be carried out by students to ensure that a risk assessment has been carried out and suitable and sufficient control measures implemented before commencement of that activity.

Academic staff responsible for teaching, teaching related activities such as field trips, project work and Research will ensure that:

- USW health and safety policy, procedures and local arrangements are applied and implemented.
- Any issues of non-compliance are raised through their line management structure.

3.6 Colleagues at USW

All colleagues at USW, including PGR students and students employed to carry out work for the University are responsible for taking reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions and must co-operate with the University in the achievement of objectives identified in the health and safety policy. All colleagues will:

- Observe all instructions, whether written or verbal, given to ensure personal safety and the safety of others.
- Follow local arrangements identified.
- Where specific duties related to health and safety are assigned, they are responsible for ensuring that these are undertaken and issues are addressed or where actions are outside of their control that their line manager is informed.
- Conduct themselves at all times in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all health and safety equipment and/or protective clothing as instructed, reporting any loss or defect to their supervisor.

- Not interfere or misuse any equipment provided for health and safety purposes.
- Avoid improvisation in any form which could create unnecessary risks to health and safety.
- Maintain tools and equipment in good condition, reporting any defects to their supervisor.
- Acquaint themselves with all equipment, processes, materials and substances used by them and draw attention to any processes, materials or substances they are not trained to use.
- Report any hazard or malfunction to their supervisor.
- Report all accidents, incidents and near miss events to their supervisor, whether injury is sustained or not.
- Attend appropriate health and safety training courses.
- Participate in health surveillance programmes and attend screening with occupational health if necessary for their role.
- Undertake display screen equipment assessments and on-line training on commencement of employment and when refresher is required or workstations change.
- Be familiar with the emergency evacuation procedure, and the location of fire alarm, evacuation points and emergency equipment, providing assistance to others where possible and informing the assembly point coordinator as necessary.

3.7 Departmental Health and Safety Coordinators

Departmental Health and Safety Coordinators are responsible to their Dean or Director for the day to day coordination of health and safety matters within their Faculty or Department.

Departmental Health and Safety Coordinators will:

- Undertake appropriate training to a recognised level of competence, thus enabling them to discharge their duties.
- Be fully familiar with the University's Health and Safety Policy and Faculty/Departmental Health and Safety Procedures, and assist the Dean or Director in ensuring compliance at all levels within their Faculty or Department.
- Advise and assist the Dean or Director on any revision of the Faculty or Department Health and Safety Procedures based upon risk assessment of work activities.
- Attend H&S coordinators meeting providing a conduit for two way communication between departments and the central H&S team.
- Assist with undertaking regular health and safety inspections of their Faculty or Department and participate in audits carried out by Health and Safety Services. As instigated by relevant management.
- Examine, communicate and action any incident/accident reports, health and safety information and reports.
- Provide a link for occupational safety and health and well-being matters within their Faculty or Department and with Health and Safety Services, Health and Safety Committee, Trade Union Safety Representatives and other Faculties/Departments.

3.8 Radiation Protection Supervisor and Optical Radiation Adviser

The Radiation Protection Supervisor has specific responsibilities that are listed below:

- Liaise with the currently appointed external agency providing the University with the Radiation Protection Advisor service (RPA) and provide appropriate advice on matters of radiation protection.
- Follow a programme of continued professional development so that the standard of professional expertise is sustained.
- Advise officers in charge of the design and construction of new buildings and the modification of existing buildings on matters affecting radiation protection.

Advise on the following in association with the RPA:

- implication of relevant statutory provisions;
- storage, departmental distribution and disposal of stocks of radioactive substances according to the registrations and authorisations granted by the enforcing authority;
- restriction of exposure and the maintenance of engineering controls and other equipment provided for the purposes of such restriction.
- feasibility of restricting, to as low a level as is reasonably practicable, the exposure of employees, students and other persons who may be exposed whilst on or near University premises.
- Training needs and provisions,
- identification of controlled and supervised areas;
- control of access to controlled areas;
- personnel dosimetry and area monitoring;
- drawing up of written systems of work and local rules;
- hazard assessment and all appropriate contingency arrangements
- prior examination of any plans for new plant or new premises or modifications to existing plant or premises from a radiation protection aspect.

3.9 Biological safety adviser (including GM)

- The Biological safety adviser is responsible for liaising with external agencies including submission of notification to the HSE and other relevant bodies.
- Follow a programme of continued professional development in order to maintain the required standard of technical competency to undertake the role.
- Advise officers in charge of the design and construction of new buildings and the modification of existing buildings on matters affecting biological safety.

Advise on the following:

- Implication of relevant statutory provisions;
- Storage, departmental distribution and disposal of stocks, organisms and spores.
- Restriction of exposure and the maintenance of engineering controls and other equipment provided for the purposes of such restriction.

- Feasibility of restricting, to as low a level as is reasonably practicable, the exposure of employees, students and other persons who may be exposed whilst on or near University premises.
- Identification of controlled and supervised areas;
- Personnel dosimetry, area monitoring and occupational screening;
- Drawing up of written systems of work and local rules;
- Hazard assessment and all appropriate contingency arrangements
- Prior examination of any plans for new plant or new premises or modifications to existing plant or premises from a biological safety aspect.

3.10 Health and Safety Committee

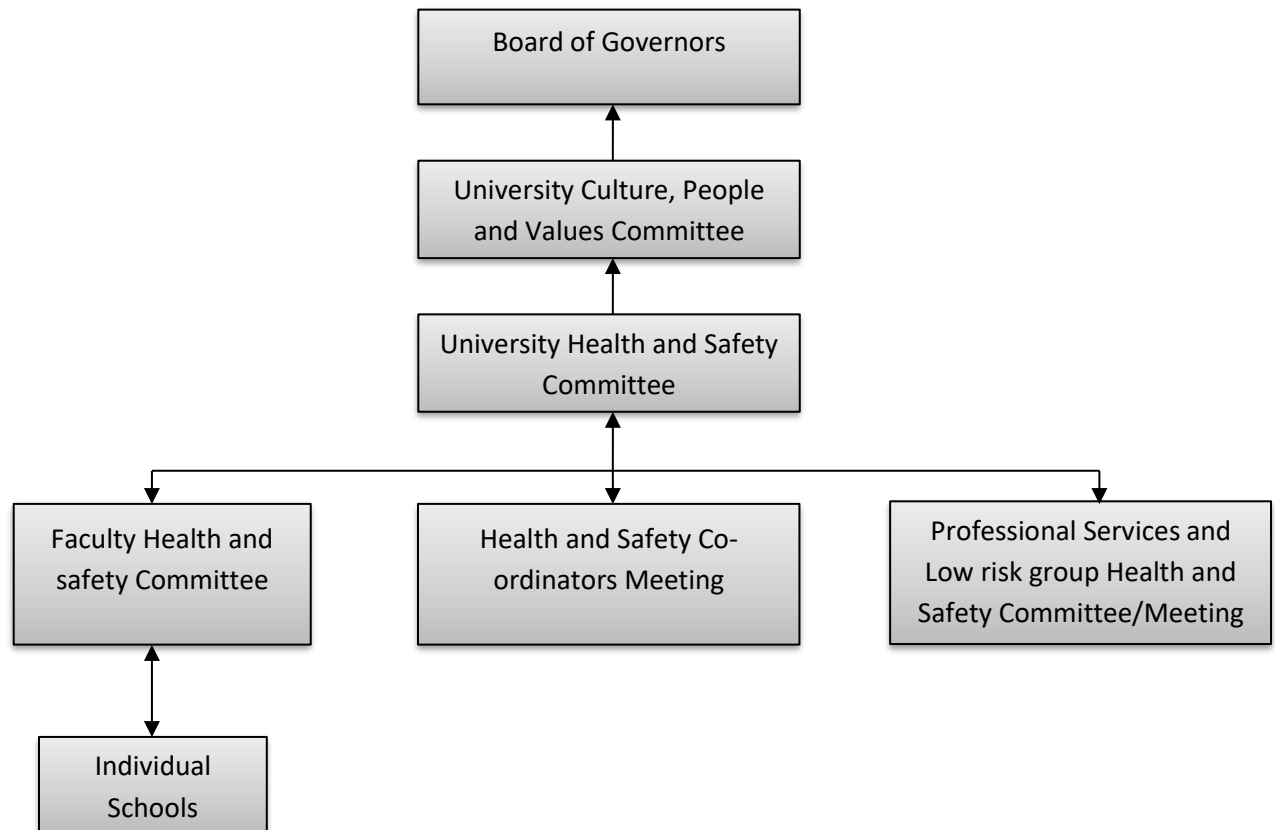
The main objectives of the Health and Safety Committee are as follows:

- To meet the requirements of the relevant provisions of the appropriate sections of the Health and Safety at Work etc. Act and of any other related legislation that may be in force from time to time.
- To initiate and approve new policies/ procedures on health and safety at work as and when appropriate.
- To act as a channel of two way communication and consultation between employees, through their safety representatives, and management.

The functions of the Health and Safety Committee include:

- Reporting and making recommendations to the Vice Chancellor relating to health and safety at work.
- Considering reports and information provided by inspectors of the Health and Safety Executive.
- Considering reports and information provided by the Health, Safety and Wellbeing Manager and other University officers or Committees.
- Considering reports submitted by appointed Safety Representatives.
- Assisting in the development of Procedures and safe systems of work.
- Monitoring the progress towards alignment with the HASMAP standards.
- Monitoring and reviewing the effectiveness of the various specific health and safety policies.
- Monitoring the adequacy of health and safety communication and publicity in the workplace.
- Analysing accidents, dangerous occurrences and notifiable diseases statistics and trends, so that reports can be made on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examining safety inspection reports on a similar basis.
- To receive reports from Faculties and Departments.
- To monitor performance against agreed objectives.

Committee Structure





4.0 Arrangements

4.1. Introduction

The University's Health and Safety Policy and its supporting arrangements are not static but respond to new legislation and problems identified by inspection, monitoring and audit processes. The formal expression of this development is the University's plan to align to the HASMAP standards which has been developed for HE establishments. It supports the commitments set out in the Policy and involves decisions about priorities, appropriate timescales and allocation of resources.

4.2 Performance Standards

Performance standards are established in relation to work practices, working environment, equipment, etc. Performance standards are specific targets that are set in order to maintain and improve health and safety. A performance standard specifies not only what standards or requirements must be met but also who must carry them out, when and how often, with what equipment and what records need be created and maintained. Performance standards are integral to the planning process.

The structure contains 3 tiers of documents. At the top level, Tier 1 is this Policy and all System Policies. Tier 2 contains University-wide Processes and Procedures. Tier 3 contains documents that are relevant for individual Faculties/ Departments. Process and Procedure Owner responsibilities are defined and include requirements to regularly review relevance and adequacy of documents in consultation with users and related process owners. Tier 1 and 2 documents are initiated and developed through the Health and Safety Committee and approved by the Culture, People and Values Committee of the Board of Governors. Once approved these Policies and Procedures become part of the University's Health and Safety management system.

The sources of policy and performance standards are:-

- The requirements of the Health and Safety at Work etc. Act 1974, appropriate Regulations and Approved Codes of Practice together with the requirements of other regulatory bodies.
- Guidance on safe working and conditions as developed by the Health and Safety Executive (HSE), British Standards Institution (BSI), Universities & Colleges Employers Association (UCEA), Universities Safety and Health Association (USHA) and Trade Associations, etc. These standards will be adopted whenever possible and particularly so in the absence of standards laid down by the University.



- The University's own Procedures developed with particular relevance to the University's activities. These state requirements and give guidance for practical compliance.
- The Health and Safety Management Action Profile (HASMMap) developed for higher education institutions by USHA.

4.3 Faculty and Professional Services Departments Procedures

Faculties / Professional Services Departments must produce written arrangements which:

- Acknowledge the University Health and Safety Policy and sets out the Faculty/ Professional Services Department's commitment to health and safety. They are expected to use the University Policy as a template.
- Establishes management arrangements setting out health and safety responsibilities of Deans, Directors, Deputy Deans, Departmental Health and Safety Coordinators and others with such responsibilities; Faculty/Department Management Group; consultation arrangements; communication arrangements; training arrangements.
- Includes specific procedures and working practices at Faculty/Department level to implement effectively all appropriate University Procedures and Schemes and activities of a Departmental nature not covered by University Codes, etc.
- Establishes arrangements to ensure the Faculty/Department has an annual Health and Safety Management Plan that is aligned to the organisational objectives and HASMAP standards.
- Establishes arrangements for the day to day monitoring of health and safety performance
- Allows periodic review of the Faculty/Department's arrangements.

4.4 Internal Audit

The Health Safety and Wellbeing Manager will establish, document and implement a programme of audits which objectively evaluates the adequacy and effectiveness of the Management System and its compliance with legislation and regulatory requirements and alignment with the HASMAP standards.

Audit reports and associated tasks are logged and notified to the relevant managers. Audit findings are to be analysed by Managers in order to detect and eliminate potential causes of non-conformance and thus prevent recurrence, wherever possible. All Managers have access to specific Audit reports

Analysis of audit findings is to be included in the agenda for Faculty/ Professional Services Departments' Health and Safety Committee/ Senior Management Team Meetings as appropriate. All Managers must implement any changes to local procedures found to be necessary as a result of audit findings. Any changes required to University procedures should be suggested to the H&S Manager for consideration and review.

4.5 Managing risks

Continuous risk assessment is a core element of our overall management strategy. All activities must follow the University procedure in order to meet our legal requirements and assist personnel who are required to carry out risk assessments to generate a safe system of work for all operational activities carried out by University personnel, either on University premises, clients' sites or elsewhere and eliminate or reduce exposure to risk so far as is reasonably practicable.

Risk assessments identify;

- the risks to health and safety of any person arising out of, or in connection with, work or the conduct of their undertaking.
- the potential impacts on the environments in which we conduct our activities
- the risks to the services we deliver and the impacts on our reputation

Preparation of a written assessment of risk after "walking the job" should identify how the risks arise and how they impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and the action taken is proportionate. Risk Assessment procedure gives more details.

Title: USW HEALTH AND SAFETY POLICY					
Version	Issue Date	Revision Description	Author	Approved By & Date	Next Review Date
1.0	10/14		Ian Pugh	H&SC 10/14	
2.0	10/17		Mike Salmon	H&SC 10/17	10/19
3.0	19/01/2022	Inclusion of HASMAP, Update of structure,	Mike Bassett	04/22	01/2024
4.0	04/2024	Regular review	Mike Bassett	H&S Committee 04/24	01/2026