

Institutional Health and Safety Policy

2023 -2024



Edge Hill
University

Institutional Health and Safety Policy

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Summary

This policy defines, in overall terms, those principles accepted by the University as essential in promoting the health, safety and well-being of the Edge Hill community and others who may come into contact with the University or our activities.

Glossary of Terms

N/A

Purpose

The safety and wellbeing of our staff, students and visitors is of fundamental importance to the University and an integral part of developing a successful future. The purpose of this policy is to set out the arrangements that the University has in place to ensure suitable management of health and safety.

Policy Statement

The safety and wellbeing of all our staff, students and visitors is of fundamental importance to the University and an integral part of developing a successful future.

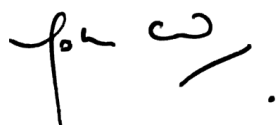
Edge Hill University's declared policy is:

“To deliver and maximise performance improvements within health and safety management, creating the conditions for a successful future for our students

In order to meet our responsibilities, Edge Hill University will:

- Demonstrate best practice through compliance with relevant current and foreseeable statutory regulations and implementing further measures to adhere with recognised best practice relating to health and safety management,
- Educate, train and motivate our staff, students and visitors to work in a safe and responsible manner and to actively participate in developing our management process and initiatives,
- Pro-actively monitor our performance through regular audit, process review and the development of clear key performance indicators to demonstrate continual improvement in these areas.
- Manage risk with a view to ensuring the potential for harm or ill health is minimised.

The University has established representative forums to facilitate participation and consultation on safety management issues, to review our performance in these areas and identify appropriate initiatives to ensure these responsibilities are met.



Dr. John Cater
Vice-Chancellor
May 2023

General Statement

This policy defines, in overall terms, those principles accepted by the University as essential in promoting the health, safety and well-being of the Edge Hill community¹ and others who may come into contact with the University or our activities.

Specifically, this policy will:

- Describe how we aim 'to deliver and maximise performance improvements within safety management' and create the conditions for doing so,
- Apply to all academic and service areas,
- Be compliant with legal and other requirements relevant to health and safety,
- Will be reviewed and revised as necessary, on a minimum annual basis.

The subsequent sections of the policy state, in general terms, both the organisational structure responsible for effectively managing safety matters, and those arrangements in place for implementing this policy.

The organisation and arrangements for managing these aspects are particular to each Faculty and Service Area. Consequently, these are detailed in the specific subject and service area documentation.

¹ This term encompasses our employees, students and visitors (including contractors) who may be engaged within the activities of Edge Hill University.

1. Management Responsibilities

1.1 Board of Governors

Under the requirements of the Health and Safety at Work Act etc. 1974 and subsequent statutory regulations, the Board of Governors are responsible, through the Vice-Chancellor, for issuing a written statement covering our general policy with respect to the health, safety and wellbeing of our staff, students and visitors.

1.2 Vice-Chancellor, Deputy Vice-Chancellor and Pro Vice-Chancellors

The Vice-Chancellor, Deputy Vice-Chancellor and Pro Vice-Chancellors are responsible for achieving the objectives of this policy. To effectively execute their responsibilities, they will:

- **Fulfil** the role as client in relation to Construction (Design and Management) Regulations,
- **Under** the terms of the University's Asbestos Management Policy and Management Plan, and in accordance with CAR 2012, the Vice Chancellor will perform the role of 'Duty Holder,'
- **Ensure** that the Directors and Deans, for whom they are responsible, understand and execute their individual responsibilities for safety management, and that the requirements of applicable legislation are met,
- **Advise** the Board of Governors of the resources required to comply with statutory requirements and make adequate arrangements for doing so,
- **Facilitate and encourage** appropriate consultation between senior management, trade unions, representatives of the Edge Hill community and, where necessary, specialist advisors prior to the introduction of any changes that may affect safety or health,
- **Implement** the arrangements that are necessary to ensure that key role holders appointed under statutory regulations e.g. health and safety representatives, first aiders, emergency coordinators etc. can effectively carry out the functions required of them,
- **Maintain** an appropriate management system to demonstrate compliance with applicable statutory duties, codes of best practice through continuous monitoring and review,
- **Introduce and maintain** suitable communication channels to disseminate information relating to safety and environmental management and raise its profile across the University,
- **Deputy** Vice Chancellor to provide assistance to the Vice Chancellor in the implementation of the University's Asbestos Management Plan.

1.3 Directors and Deans

Under the direction of the Vice-Chancellor, Deputy Vice-Chancellor and appropriate Pro Vice-Chancellor, the Directors and Deans are responsible for the effective implementation of this policy. As an integral part of their management responsibilities they will:

- **Ensure** that they, and all persons for whom they are responsible, both

understand and execute their responsibilities for health and safety management,

- **Ensure** all persons, for whom they are responsible, are adequately trained to competently discharge those responsibilities (including those policies operated by other organisations within shared premises),
- **Promote** the implementation of this policy and applicable procedures by establishing an adequate programme to:
 - Ensure that assessments of risk to safety and the environment are conducted and that adequate control measures are introduced and maintained,
 - Conform to all applicable statutory duties and University procedures relating to the reporting of accidents and environmental incidents so that hazards may be identified and eliminated,
- **Ensure** arrangements for health and safety management are duly considered and discussed, seeking expert advice where necessary, with regard to:
 - Current working practices and processes,
 - Planning new activities e.g. the development of new teaching syllabuses etc.
 - Designing or acquiring new buildings, including the procurement of plant and equipment,
 - General housekeeping and building management, particularly in relation to fire safety.
- **Provide** adequate and appropriate information, instruction, training and supervision, as may be necessary, to ensure the safety and wellbeing of those under their control,
- **Prepare** and regularly review a suitable Operational Emergency Response and Business Continuity Plan, which both compliments and is consistent with the University's Emergency Management Plan, and ensure the provision of regular briefings to staff, students and visitors on these procedures,
- **Review** the effectiveness of this policy and advise the Vice-Chancellor of any changes they consider necessary on any matters in breach of statutory requirements which cannot be effectively dealt with by them,
- **Ensure** individuals are appointed to key roles in relation to health and safety that have the necessary skills, knowledge, and competence to carry out these roles.

1.4 Heads of Department / Subject and Line Managers

All Heads of Department / Subject and Line Managers are responsible for the adoption of this policy within their areas of control. To achieve this, they will:

- **Ensure** appropriate safety information is provided for staff, students and visitors,
- **Nominate** appropriate staff to fulfil specific roles with relation to safety management i.e. fire wardens, first aiders etc.,
- **Respond** appropriately to any matter brought to their attention by persons for whom they are responsible,
- **Ensure** that they, and all persons reporting to them, understand and execute their responsibilities under this policy, and all are adequately trained to enable

- successful implementation of the safety management system,
- **Ensure** all applicable statutory regulations, codes of best practice and University policies are adhered to, and where not these are challenged,
 - **Develop** and adhere with safe working practices to ensure the safety and wellbeing of the Edge Hill community and protect our environment,
 - **Assess** the safety and environmental risks associated with departmental activities through suitable and sufficient risk assessment, ensuring adequate control measures are introduced, maintained and regularly reviewed,
 - **Liase** with the Facilities Management Department in order to co-ordinate the University's safety audit programme for their department, fully co-operating with that process and acting on findings,
 - **Review** their departmental practices and inspect their operational areas on a regular basis to maintain a safe environment,
 - **Provide** adequate and appropriate personal protective equipment (PPE), where identified through the risk assessment process, including training it its correct use,
 - **Ensure** all plant and equipment is procured and provided to facilitate safe working practices with consideration of the environmental impact it may have,
 - **Seek** specialist, expert advice on any health, safety and environmental matters for which clarification or assistance is required,
 - **Notify** the appropriate Director or Dean of any breach of statutory requirements which cannot be dealt with effectively,
 - **Advise** the Director or Dean of those resources required to make adequate arrangements for safety management,
 - **Ensure** danger to members of the Edge Hill community or risks to our environment are avoided,
 - **Ensure** that all accidents and near misses are investigated and any findings acted upon.

1.5 Health and Safety Committee

This forum has a key role in the development of health and safety management practices, and its objectives are summarised within the following modus operandi:

- **Act** as the decision-making forum for matters brought to the Committee. This includes any items escalated from the other HSE committees and forums across the University,
- **Promote** a positive health and safety culture across the University,
- **Support** all areas of the University in effectively managing their safety responsibilities and, thereby fulfilling their statutory obligations,
- **Advise** the Vice-Chancellor, Deputy Vice-Chancellor, Pro Vice-Chancellors and Board of Governors on matters relating to safety and health policies, procedures and management processes,
- **Provide** a platform for consultation and discussion on safety matters including issues relating to health and wellbeing,
- **Monitor** and review the impact of legislative requirements and recommend changes to appropriate bodies such as changes to this policy, as may be necessary,
- **Consider** reports from external bodies e.g. Health and Safety Executive, Environment Agency etc.,

- **Monitor** and review the performance of departments in relation to safety management by considering reports from, for example, internal audits, , safety inspections and statistical data relating to accidents and environmental incidents,
- **Review** the effectiveness of safety training and its provision across the University.

1.6 Director of Facilities Management

In addition to those responsibilities outlined within the Directors / Deans section, this role has additional specific responsibilities with relation to safety management including:

- **Developing and monitoring the Health and Safety Strategy** for the university, ensuring that plans are in place to deliver the aims and objectives of the strategy
- **Appointment** of competent persons to provide health and safety assistance in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations (1999),
- **Ensure**, so far as is reasonably practicable, that all contractors engaged by the University conduct their work in accordance with current legislative requirements and applicable University policies to assist the University in meeting our objectives,
- **Fulfil** the role and duties of the 'responsible person', with specific reference to the Regulatory Reform (Fire Safety) Order, including the development, implementation and monitoring of the University's fire safety strategy,
- **Ensure** that appropriate University-wide policies and procedures are developed in relation to asbestos management and are adhered to,
- **Ensure** a structure is established which ensures key responsibilities are allocated at the appropriate level, with particular emphasis on the management of the Asbestos, Construction Management and Fire Safety,
- **Escalate** any breach of legislation or policy to the University Directorate,
- **Assume** the role of 'Duty Holder' in relation to Legionella.

1.7 Human Resources Department

The Human Resources Department in liaison with the University's Health and Safety Manager is responsible for ensuring the provision of appropriate health and safety awareness training, liaison with Occupational Health experts and assisting in the development of the health and wellbeing aspects of the University's sustainable development strategy.

Occupational Health is sought when required to work collaboratively with partners across the University to assist in the delivery of a strategic and cohesive approach to staff health and well-being. This is in line with relevant health and safety legislation.

1.8 Departmental Health and Safety Representatives

Departmental Health and Safety Representatives will be appointed by the Heads of Department / Service and their primary function will be to represent their respective area(s) at the University's Health and Safety Committee.

They will play an integral role in the effective management of health and safety through active participation within the safety audit and workplace inspection processes, in accordance with the University's Health and Safety Representatives' Charter.

1.9 Fire Wardens

Fire Wardens will be nominated by the Heads of Department / Service and have primary responsibility for coordinating controlled evacuations of a designated building. This is a key role is assisting the University to execute an effective building evacuation strategy..

1.10 All Supervisory Staff

All staff with supervisory responsibilities (for example Supervisors, Senior Technicians, etc.) will:

- **Be fully familiar** with this policy and any other policies and procedures relating to health and safety management, understanding and applying them within all areas of their responsibility,
- **Ensure** that their staff operate in accordance with this policy, as relevant to their work,
- **Ensure** that they and their staff are trained in the principles, operations and are knowledgeable of the emergency procedures necessary for protecting their safety and the environment,
- **Ensure** that their staff have received appropriate training, instruction and supervision to undertake the tasks required of them,
- **Respond** appropriately to any matter brought to their attention by persons for whom they are responsible,
- **Ensure** that all accidents and near misses are investigated and any findings acted upon.

1.11 All University Staff

The Health and Safety at Work Act etc. 1974 states that everyone has a responsibility for safety. It is important that everyone understands and acknowledges the extent of their responsibilities, specifically that they:

- **Shall** familiarise themselves with this and other applicable University policies including departmental procedures of the areas in which they are employed,
- **Shall** acknowledge their individual responsibility:
 - To take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions,
 - To co-operate with the University, so far as is necessary, to enable it to

- comply with its legislative duties with regards to safety management,
- **Shall** promptly report all accidents, dangerous occurrences or environmental incidents to their supervisor / line manager,
- **Shall** report any unsafe practices and systems of work or conditions which they consider may create risks to their own health and safety or danger to the environment,
- **Shall not**, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or wellbeing,
- **Shall** comply with all instructions, written and oral, provided to ensure their personal safety, the safety of others and protect the environment,
- **Shall** attend training courses required to comply with statutory regulations, and develop the individual's safety competency, as appropriate to their role,
- **Shall**, at all times, correctly use personal protective clothing, equipment and devices provided in the interests of their safety,
- **Shall** maintain tools and equipment in a good, usable condition, reporting any defects to their supervisor / line manager.

1.12 All Students

As with all members of University staff, all our students have specific legal responsibilities for safety and the protection of the environment, specifically that they:

- **Shall** at all times, whilst on Edge Hill University premises or taking part in Institutional activities, follow this and all other applicable University policies, and comply with any health and safety instructions provided to them,
- **Shall not**, without the consent of the member of staff in charge of the areas of activity:
 - introduce any equipment for use on the University's premises,
 - alter any fixed installations,
 - alter or remove health and safety notices or equipment, or
 - otherwise take any action which may create hazards for persons using the premises or other members of Edge Hill community,
- **Shall** at all times, whilst in residence within Edge Hill University property, comply with all safety procedures, as stipulated within the Student Residential Agreement and applicable codes of conduct,
- **Shall not**, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of safety or protection of the environment,
- **Shall** correctly use any personal protective clothing, as instructed and required, and shall correctly use any equipment provided in the interests of their safety,
- **Shall** conform to all instructions, written or oral, provided to ensure their personal safety, the safety of others and protect the environment,
- **Shall** maintain tools and equipment in good useable condition, reporting any defects to their lecturer / course tutor,
- **Shall** promptly report all accidents, dangerous occurrences or environmental incidents to their lecturer / course tutor and record the incident using the on-line system,

1.14 Identification and communication of responsibilities for the management of health and safety

More specific accountabilities and responsibilities for the management of specific areas of responsibility are detailed within the suite of procedures which make up the safety management system. For an individual role, these responsibilities are captured within a RASCI matrix which maps roles and their involvement in policy and procedure, identifying whether they are:

Responsible – have specific responsibilities for a function of the procedure

Accountable – have overall accountability for the procedure to be delivered

Support – provide a function that supports the delivery of the procedure

Consulted – should be consulted on any updates to the procedures

Informed – need to be informed of the procedure and kept up to date with any changes.

The RASCI matrix will be kept up to date by the Operational Risk and Environment team within FM and uploaded to the Health & Safety wiki.

2. Key to Relevant Documents

N/A

3. Annexes

3.1 Document Control

Version	Date	Change Author	Summary of Changes
V.1	December 2014	Francis Carragher	Minor amendments to text
V.2	December 2015	Carol James	Minor amendments to text
V.3	February 2017	Carol James	Minor amendments to text
V.4	February 2018	Health and Safety Manager	Minor Revisions – Responsibilities expanded and introduction of Fire Warden role.
V4.1	June 2018	Health and Safety Manager	Minor Revisions – Responsibilities expanded to correlate with other Institutional Policies

V4.2	April 2019	Health and Safety Manager	Minor Revision – Director of Facilities Management responsibilities regarding asbestos management updated
Inst H&S 8 V4.3	May 2020	Health & Safety Manager	Document now uses current Institutional policy template. Minor amendments to text – reference made to the production of an Operational Emergency Response and Business Continuity Plan under role of Deans & Directors; reference to the University's Environmental Sustainability Policy and strategy, and supervisory staff to be aware of all H&S/environmental policies and procedures.
Inst H&S 8 V4.4	April 2021	Health & Safety Manager	Reference added to the Committee being a decision-making forum on HSE matters. Facilitating consultation with trade unions on health and safety added to roles and responsibilities of VC, DVC, and PVCs. Updated wording on Occupational Health following outsourcing of service. Requirement added to regularly review the Operational Emergency Response and Business Continuity Plan.
Inst H&S 8 V4.5	April 2022	Health & Safety Manager	Minor amendments to text. Re wording of 'Purpose' and first sentence of Policy Statement.
Inst H&S 8 V4.6	May 2022	Health & Safety Manager	Section added regarding 'Identification and communication of responsibilities for the management of health and safety'.
Inst H&S 8 V5.0	Apr 2023	Health & Safety Manager	Removal of all elements which make reference to environmental sustainability.

Endmatter

Title	Institutional Health, Safety and Environmental Policy
Version	Inst H&S V5.0
Policy Owner	Director of Facilities Management
Approved by	Institutional Health and Safety Committee
Date of Approval	May 2023
Date for Review	May 2024