



# Health and Safety Policy

(Version 5)

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## Our Commitment to Health and Safety

### Vision

1. Royal Holloway, University of London and its Council fully commits to ensuring the health, safety and welfare of all staff and students, contractors working on its premises, as well as others, including visitors, who may be affected by College activities. Health and safety is considered of paramount importance and our Health and Safety Policy enables the College to operate effectively and allow activities to be undertaken without detriment to people's health, safety and well-being.
2. We recognise and value the contribution made by our employees and by working together. We strive to ensure the work we do sustains a safe and healthy environment for everyone. We take the view that accidents at work are avoidable, and all work-related ill health, preventable.
3. Our goal is to continually improve our health and safety management and performance leading to standards beyond legal minimum requirements. In setting this objective, the College recognises that a positive health and safety culture can be achieved through:
  - Strong leadership and management that focuses on safe working practices and behaviours. We recognise that such an approach is essential to encouraging and fostering a culture where people actively engage with and commit to improving our standards of health, safety and welfare;
  - Developing appropriate organisational structures to provide direction and support for senior managers in achieving a positive culture. We recognise that this also secures the full participation of all members of the College and supports the management of risk.
  - Ensuring that health and safety is integrated into every aspect of College business, including all educational, research, commercial, residential accommodation, recreational and management activities.
  - Providing those with accountability or responsibility for health and safety with the necessary training, information, guidance and support to enable them to perform their roles effectively. We recognise that health and safety is a line management responsibility and improvements in performance can be achieved through positive action by our competent managers and staff;
  - Sensible risk management that meets defined health and safety standards, including compliance with regulatory requirements. We recognise that taking due account of health and safety risks and ensuring such risks are managed through processes of risk assessment and risk control is integral to our operation and the prevention of injury, ill health and loss;
  - Full engagement with safety and safe working practices by staff at all levels, and by students, contractor and visitors. We recognise that health and safety is everyone's responsibility and, as such, we all have a contribution to make in improving our standards and performance.
  - People feeling they can question and challenge assumptions, which so often incubate mistakes and are encouraged to be proactive in raising concerns or reporting problems. We recognise that empowering people engenders commitment and drives improvements in our performance;
  - Continually improving our level of performance, and adapting to changing circumstances and demands while maintaining focus on health, safety and well-being. We recognise the importance of reviewing our current performance and will aim to measure the effectiveness of all our systems and processes regularly to ensure that we continually improve.

Together we can work to continually improve our health and safety performance.

The organisation and arrangements that support this Vision and the supporting Policy Statement can be found on the Health and Safety Office webpages.

## Organisation and arrangements

This document contains information on the College's organisation and arrangements for the implementation of its health and safety policy.

## Roles and Responsibilities

1. Responsibility for health and safety cascades down the line management chain of the College from the Principal to each individual. Responsibilities are allocated based on the principle that you are responsible for the work under your control, for those working under your control, and for people who are affected by your work.
2. A chart which shows the College's organisation for health and safety is provided in [Appendix 1](#).

### ***Council***

3. Ultimate responsibility for health and safety within the College rests with the College's governing body, the College Council. Council set and monitor progress against the College's Health and Safety Strategy.
4. Council have appointed an independent member to Chair the Health and Safety Assurance Committee. This Committee has accountability for seeking assurance on health and safety performance on behalf of Council. The Committee receives reports on health and safety performance at each meeting and an annual report from the College's Health and Safety Management Committee.
5. The Council have delegated to the Principal the executive accountability for health and safety.

### ***Principal***

6. The Principal is accountable to Council for health and safety performance and has executive authority for setting policy for the management of health and safety.
7. The Principal has delegated authority for the day-to-day management of the College's health and safety function to the Deputy Principal (Operations).
8. The Principal chairs the Planning and Resources Committee (Executive Board) and is a member of Council.
9. The Principal shall authorise this Health and Safety Policy and arrangements made under it.

### ***Deputy Principal (Operations)***

10. The Deputy Principal (Operations) is advised by the Director of Health and Safety and the College's Health and Safety Management Committee.
11. The Deputy Principal (Operations) has authority to approve health and safety standards and changes to the College's health and safety management system.
12. The Deputy Principal (Operations) meets with the Director of Health and Safety on a regular basis, is a member of the Planning and Resources Committee, and also a member of Council.
13. The Deputy Principal (Operations) is also responsible to the Principal for the line management of the Directors of Professional Service, the only exception being the Chief Financial Officer, who is directly accountable to the Principal.
14. The Deputy Principal (Operations) is assisted in his responsibilities for health and safety by the Director of Legal and Governance Services who has responsibility for the directorate in which health and safety sits.

## ***Deans of Faculty***

15. The Deans of Faculty are responsible to the Principal for the line management of the Heads of School/Department, including:
  - Actively seeking assurance on the health and safety performance of their Departments/Schools to ensure necessary health and safety standards are being progressed and maintained.
  - Overseeing the allocation of health and safety responsibilities at departmental level.
  - Ensuring that consistency of approach is achieved throughout their area of responsibility.
  - Working with Heads of Department/School where limited resources may present difficulties in meeting the health and safety standards set, in order to resolve such issues.
16. The Deputy Principal (Operations) will undertake the above duties of the Deans in respect of his/her Directors of Professional Service.

## ***Heads of Department/School and Directors of Professional Service***

17. Heads of Department/School and Directors of Professional Service are accountable to either a Dean of Faculty or the Deputy Principal (Operations)<sup>1</sup> (as is administratively appropriate) for the health and safety of all staff within their area of responsibility, and for others who may be affected by the work/activities of their Department, School or Service.
18. They must be aware of the health and safety issues within their area of responsibility and the necessary risk control measures, and ensure that these measures are implemented.
19. Heads of Department/School and Directors of Professional Service must also ensure:
  - They are aware of their responsibilities/accountability under this Policy and other Policies and Procedures, including their Department, School or Services performance in relation to these policies and procedures.
  - The roles and responsibilities for health and safety within their Department, School or Service are clearly defined.
  - Risks associated with departmental activities are appropriately assessed and controls implemented.
  - The recommendations of health and safety audits are completed within required timescales, or where this is not achievable, appropriate interim measures (which may include cessation of the activity) are implemented to ensure safety and health is not compromised.
  - The health and safety competency and training needs of staff are identified, according to their role or work activities, and staff complete such training.
  - That any changes to the working arrangements in their area of responsibility that have implications for health and safety are brought to their attention, assessed and appropriate remedial action taken.
  - Staff are consulted on matters that may affect their health and safety. This requirement will either be satisfied by having a regular agenda item at Department, School or Service management meetings, or, where the health and safety risk profile makes it appropriate, to establish a specific health and safety committee. The meeting or committee should have the aim of:
    - a) Furthering consultation on health and safety issues;
    - b) Providing a forum for workplace health and safety issues to be discussed and resolved;
    - c) Monitoring health and safety performance of the Department, School or Service.
  - A document is produced to communicate the health, safety and welfare arrangements of the Department, School or Service. The document must contain, as a minimum:
    - a) A statement setting out that the Head/Director is accountable for health and safety
    - b) A description of the organisational arrangements for health and safety, and
    - c) The information required by staff (and others) to be able to work safely and to safeguard their health, including any action required in the event of an emergency.
  - Health and safety audits and/or inspections of the premises occupied and activities take place at a frequency commensurate with the risks within the Department, School or Service, and at least once per

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<sup>1</sup> The Chief Financial Officer is accountable to the Principal.

year. Remedial action taken in response to these inspections should be reported through the above described meeting or committee. This will ensure that existing systems are kept under review and remain effective.

- An annual report is made to their line manager on health and safety performance achieved and their plans to address any identified concerns, including possible bids to be considered as part of the planning round.
20. In certain circumstances, the establishment of performance standards and management arrangements for their execution may be better achieved at a Faculty level. In such cases, arrangements will be agreed with the relevant Dean to ensure that responsibilities and accountabilities are clearly defined and effective co-ordination and monitoring processes are in place to ensure consistency of approach and practice across all Departments.
  21. Where it may lie outside of a manager's level of responsibility to take appropriate action (which may include funding), the matter must be referred to the next level of management.

### ***Health and Safety Co-ordinators***

22. Heads of Department/School and Directors of Professional Services are responsible for appointing at least one Health and Safety Co-ordinator to assist them in meeting their health and safety responsibilities.
23. Departmental Health and Safety Co-ordinators will be accountable to their Head/Director for the day-to-day creation and maintenance of the health and safety management system for the Department, School or Service.
24. The appointment of more than one Health and Safety Co-ordinator may be necessary and will be dependent on such factors as the size of the Department/Service and the potential risk presented by its activities.

### ***Supervisors***

25. Supervisors (i.e. staff in a supervisory position), including Principal Investigators and faculty members responsible for 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 and control measures relevant to their activities and projects and ensure that a risk assessment is in place before commencement of any hazardous activity. They must also comply with the College's Health and Safety Policy, other policies and procedures, and any other relevant arrangements within their area or activity.

### ***Individual Members of Staff and Students***

26. Individual Members of Staff and Students will co-operate and comply at all times with the health and safety information, instruction and training provided and bring without delay to the attention of their line manager or person responsible for the area or activity, any identified hazards or necessary improvements. They do, therefore, have a duty to take reasonable care for the health and safety of themselves, and of others whom their actions or omissions may affect.
27. Each member of staff is accountable to their line manager for the health and safety of all the staff they line manage, of others who may be affected by their work, and for the premises and equipment that they manage. Staff cannot delegate this accountability, but must take positive steps to demonstrate that any delegation of tasks to others is accompanied by a monitoring system which ensures such tasks are carried out.
28. While involved in College activities on or off campus, students must comply with the College's [General Regulations](#).
29. All persons must co-operate with the College to enable it, or any other person, to comply with any duty or requirement imposed by health and safety legislation. Specifically, no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.

30. Failure to comply with the above requirements may be regarded as a breach of English Law and/or College Regulations and may result in disciplinary action.

### ***Contractors***

31. The term Contractors will include agency staff and consultants.
32. The College requires that contractors ensure their activities will not endanger College staff, students or others.
33. All contractors will be required to:
- Comply with this Health and Safety Policy, and any College Policies and Procedures applicable to their operations.
  - Comply with the health and safety conditions specified in the contract and with all statutory requirements.
  - Employ persons competent to carry out their duties without risk to health and safety of themselves and others.
  - Treat the College's arrangements and procedures as minimum standards to adhere to and follow appropriate industry guidance and best practice at all times. Failure to comply could prejudice the awarding of future contracts by the College.
34. College staff that appoint contractors are responsible for managing their relevant contractors who provide services and/or work in premises occupied by or on behalf of the College.

### ***Visitors***

35. All visitors to the College are required to follow any [health and safety instructions](#) given to them.

### ***Director of Health and Safety***

36. The Director of Health and Safety is accountable to the Principal for ensuring that the College has appropriate professional advice on health and safety issues. The post holder has authority from the Principal to stop activities that put people at imminent risk of harm. The Director of Health and Safety reports to the Deputy Principal (Operations) through the Director of Legal and Governance Services.
37. The post holder will also be responsible for:
- Developing the Health and Safety Policy and other performance standards.
  - Advising on the application of relevant health and safety legislation.
  - Providing a range of training to enable members of the College to meet their responsibilities for health and safety.
  - Managing the ongoing programme of health and safety audits.
  - Administering the incident reporting system and reviewing the incident data to identify trends and any lessons learned.
  - Investigating significant incidents and for reporting on behalf of the College under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
  - Liaising with the Health and Safety Executive (HSE), the Environment Agency and other regulatory authorities on matters of health and safety.
  - Maintaining a resource of information and guidance on the College's Health and Safety website.
  - Monitoring compliance with the requirements of the Policy.

## ***Safety Representatives***

38. ***Safety Representatives*** (trades union or non-trades union) should, within the Department or area they represent:
- Assist with the promotion of safe working practices.
  - Familiarise themselves with this Health and Safety Policy, individual policies and procedures and associated performance standards.
  - Liaise with their Head of Department/Service, and the Director of Health and Safety, in incident investigations and health and safety audits.
  - Where a member of the Health and Safety Consultative Group, take part in proceedings, representing their staff and presenting to them information from meetings.
  - Report personally, or endeavour to ensure that other staff report, any hazardous or potentially hazardous situations.
  - Familiarise themselves with the action required in cases of emergency such as those related to fire, accidents and security issues.

## **Health and Safety Committees**

39. This Committee structure forms part of the College's health and safety management arrangements.
40. A chart which provides an overview of this Committee structure is provided in [Appendix 2](#).

### ***Health and Safety Assurance Committee***

41. This Committee is chaired by an independent member of Council, appointed by the Governing Body.
42. The purpose of the Committee, is on behalf of the Council, to satisfy itself that the College is managing all activities in accordance with its responsibilities in respect of the health and safety of staff, students and any other persons who could be affected by such activities. The Chair of the Committee (and other members representing Council) will seek assurance from members of the senior management team through an ongoing review of the College's management arrangements and health and safety performance.
43. The Committee reports to Council and the terms of reference can be found [here](#).

### ***Health and Safety Management Committee***

44. This Committee is chaired by the Director of Governance and Legal Services and is a sub-committee of the Planning and Resources Committee.
45. This Committee has been established under the delegated authority of the Principal, with the purpose of developing and managing the College's health and safety policy and strategy. The Committee also monitors the health and safety performance of the College, reviews incidents and provides a forum for obtaining input from management and representatives of the Health and Safety Office on the development and direction of health and safety at the College.
46. The Committee reports to the Planning and Resources Committee and the Health and Safety Assurance Committee. The terms of reference can be found [here](#).

### ***Health and Safety Consultative Group***

47. The College consults with and involves staff and student representatives on health and safety issues. It achieves this formally through the Health and Safety Consultative Group.
48. The purpose of the Consultative Group is:
- To meet the statutory requirement for the College to consult with its employees on health and safety-related issues, specifically, the following Regulations: the *Safety Representatives and Safety Committees*

*Regulations 1977 (as amended) the Health and Safety (Consultation with Employees) Regulations 1996 (as amended)*

- To be the formal means for representatives of management, staff and students to meet regularly for the purpose of establishing and developing a positive and progressive health and safety culture.
49. The Group reports to the Health and Safety Management Committee and is chaired by the Director of Health and Safety. The terms of reference can be found [here](#).
  50. The College recognises health and safety representatives appointed by UCU, UNITE and GMB. Representatives of the Students' Union are also invited to represent the student body. Furthermore, the College will consult with staff and students as appropriate on relevant issues related to health and safety performance.
  51. All Departments, Schools and Services must have their own health and safety arrangements, which provide opportunities for staff and managers to consult on, discuss and agree measures to improve health and safety within their respective areas.

## Individual Policies and Procedures

52. The detailed arrangements for dealing with specific health, safety and welfare issues are identified in this Policy, individual policies and procedures and associated formal documents. These are available on the [College Health and Safety Office website](#).
53. These standards establish the College's management arrangements for health and safety and the manner in which risks are to be assessed and managed. Specifically, they identify the health and safety standards to be attained, who is to do what and when, and the specific results to be achieved. They set performance standards and connect individual responsibilities to required outputs, with the achievement of objectives based on specific tasks, the results of which are measurable.
54. Details of these policies and procedures is provided in [Appendix 3](#).

## Monitoring health and safety

55. In order to confirm the continued validity and effectiveness of the existing health and safety management system, including the implementation of this Policy and the requirements of individual policies and procedures, the College will adopt suitable proactive and reactive monitoring arrangements, which where appropriate will be sector benchmark related. Such indicators will facilitate a critical review of trends and necessary corrective action.
56. The College's arrangements for monitoring health and safety will be detailed in formal procedures (to be produced as an Appendix to this Policy).

## Review

57. The College is committed to reviewing and developing its policy, and these organisation and arrangements for implementation, to ensure that they remain both current and relevant. To achieve this, the Director of Health and Safety will ensure that this Policy is reviewed annually, with additional reviews being initiated following a significant organisational change or where there is reason to suspect it is no longer effective.
58. No alterations to the Policy or organisation and arrangements will be made without formal consultation through both the Health and Safety Consultative Group and the Health and Safety Management Committee.

59. Final agreement to any changes will be sought from Council, through the Health and Safety Assurance Committee, with final approval at the Planning and Resources Committee.

Matt Purcell  
Director of Health and Safety  
Version 5

**Approved by: Planning and Resources Committee**

**Date: 22<sup>nd</sup> January 2018**

**To be reviewed: before January 2019**

*Note: In November 2018, all references to Chief Operating Officer (COO) were changed to Deputy Principal (Operations). The post of COO no longer exists, and his/her responsibilities are transferred to the Deputy Principal (Operations). No other changes were made to this Policy.*