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Health and Safety Policy Statement
08 July 2019

Royal Holloway, University of London is committed to ensuring the highest academic standards and providing an excellent student experience through responsible management. As part of this commitment, the College will ensure, so far as is reasonably practicable, the health, safety and welfare of its students, staff, contractors and visitors. We will meet the legal requirements of the Health and Safety at Work etc. Act 1974, and all subsidiary legislation, and will strive to achieve excellence in our management of health and safety.

Our overarching aim is that everyone who works on, or visits, our campus can enjoy its distinguished and distinctive history without detriment to their health and safety. This requires the identification, and management, of a diverse range of risks, some unique to Higher Education.

While every employee has a duty to ensure their own health and safety, as well as anyone who could be affected by their acts or omissions, the College has an equal duty to provide a safety and healthy workplace. We will ensure that proportionate resources are available to manage the risks to health and safety and that everyone working on our campus is aware of their responsibilities and what they can expect from the management of the College, in terms of health and safety. This includes providing reasonable adjustments where required to ensure that we provide all individuals, without discrimination, a safe and healthy working environment.

The Health and Safety Office will produce and manage a clear, concise, health and safety policy to outline, in detail, the responsibilities and arrangements for health and safety, and will work with all stakeholders to prevent accidents and work-related ill health where at all possible. The policies, and responsibilities, will be reviewed and updated at least annually or where there have been significant changes to the College or the nature of the College's activities. We will audit and inspect against our own policies and procedures, as well as British, European, and International standards as required.

The College will provide information, instruction, and training to ensure that those we owe a duty of care to are competent to complete any roles assigned to them, without prejudicing the safety or health of themselves, or anyone who could be affected by their work.

We will collaborate with our students, contractors, professional bodies, and other Universities to our mutual benefit, and be open with our decisions and communication about health and safety issues. Consultation will be carried out with relevant parties before fundamental changes are made to any aspect of the health and safety management system.

The senior management of the College is committed to this policy and its implementation. We expect every member of the College to share this commitment and work together with us to achieve it.

Signature

Paul Layzell
Principal

Signature

Elaina Moss
Director of Governance & Legal Services and Secretary to Council

Signature

David Ashton
Deputy Principal (Operations)

Signature

Douglas Searle
Director Health and Safety
Individual Responsibilities
16 July 2019

Every employee of Royal Holloway, including any individuals or companies employed by the College to carry out work, has a number of personal responsibilities with regard to health and safety. In general this requires that they do not harm themselves, or others, either by their actions or through inaction. This is both a moral and a legal duty.

Royal Holloway takes the health, safety, and welfare of its students, staff, contractors, and visitors seriously; the College expects that its students and staff also take health and safety seriously. This goes further than an expectation to just follow policies and procedures. To keep us all safe individuals must take responsibility for the health and safety of themselves, their work area, and anyone else who could be affected by their work.

All individuals living or working at Royal Holloway are expected to:

- Work and act safely at all times to ensure the health, safety, and welfare of all students, staff, visitors and contractors.
- Cooperate with the College to meet its health and safety duties.
- Familiarise themselves with the College and local health and safety arrangements for the places that they work, including any relevant Policy sections, the location of fire exits, names of the first aiders, and who their Health and Safety Coordinator (HSC) is.
- Inform the College, usually through their HSC, of any hazards or risks that have not been identified or that require additional controls.
- Report any accidents, incidents, or near misses that you witness or are involved in.
- Complete any health and safety training assigned to them in a timely fashion.
- Wear any Personal Protective Equipment (PPE) they are required to use during the operations when it is specified.
- Visually inspect any vehicle, equipment, or PPE, prior to use to ensure that it appears to be in good working order.
- Attend any health surveillance appointments specified and follow any guidance given by the occupational health professionals.

For those who work off site, either in the field or at a site owned or operated by another organisation:

- Comply with local health, safety, and welfare procedures in addition to any specified by the College.
- Ensure that they have received travel health advice for locations outside of the UK and that they have received all vaccinations recommended.
- That they plan their travel to minimise the risk to their health, safety, and welfare.

You are expected to take reasonable steps to keep yourself and others safe and cooperate with the College in fulfilling its duty to safeguard the health, safety, and welfare of its students, staff, contractors, and visitors.
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. Responsibilities are split into two groups. Every single person is responsible for themselves, the work under their control, for those working under their control, and for any people who could be affected by their work. The College also has a legal duty to its students, staff, contractors, and visitors and this cascades down the line management chain from the Principal to the individual.

2. A chart showing 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 is accountable 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 Health, Safety and Wellbeing 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 Executive Board and is a member of Council.

9. The Principal shall authorise this policy and arrangements made under it.

Deputy Principal (Operations)

10. The Deputy Principal (Operations) has the responsibility for the day-to-day management of health and safety for the College. He is advised by the Director of Health and Safety and the Health, Safety and Wellbeing Management Committee.

11. The Deputy Principal (Operations) is a member of the Executive Board, and also a member of Council.

12. The Deputy Principal (Operations) has authority to approve health and safety standards and changes to the College’s health and safety management system.

13. The Deputy Principal (Operations) is also responsible to the Principal for the line management of the Directors of Professional Service, the exception being the Chief Financial Officer, who reports directly to the Principal.
Heads of Schools

14. Heads of School are the most senior member of staff within each School and have overall accountability for the implementation of the College’s health and safety policies and procedures within their School. They may delegate the day-to-day responsibility for health and safety to individuals within their School but remain ultimately accountable.

- Providing their Heads of Department (HoD) with the resources they require to meet the health and safety requirements of the College.
- Ensuring that the School provides health and safety resource efficiently and effectively. They must clearly specify what roles will be covered at School level and which are the responsibility of the Departments. For example, appointing a Health and Safety Coordinator (HSC) for the School to cover general building or estates issues to allow the Technical Operations Managers (TOMs) within the Departments to concentrate on technical health and safety issues.
- Chair a School Health and Safety Committee to sit a minimum of once a term and to include representatives from: each Department, TOMs / HSCs, and Trade Unions. Committee would be Quorate if the HoS and a representative from each Department is present.
- Escalating health and safety issues as required.

15. The Deputy Principal (Operations) will assume these responsibilities in respect of their Directors of Professional Service.

Heads of Department

16. Heads of Department are accountable to the Head of School for the implementation of the College’s health and safety policies and procedures within their Department. They must have a clear understanding and oversight of the operations and activities conducted in their Department.

- Providing their TOMs and HSCs with the resources required to meet the health and safety requirements relevant to their Department.
- Appointing sufficient competent people to complete the health and safety roles required within their Department, including: TOMs, HSC, First Aiders, and Fire Marshalls. More technical roles may be appointed at School level, but the HoD remains responsible for ensuring the needs of their Department are met. These roles could include: risk assessors, COSHH assessors, manual handling assessors, or specialists in biological, radiological, or laser safety.
- Ensure that a Department Induction is carried out for all new starters.
- Provide reasonable adjustments for staff within the Department to allow them to work safely and without risk to their health. This includes the provision of equipment identified within a DSE assessment.
- Walk their estate every 6 months as a minimum with a TOM/HSC to ensure that all buildings and outside areas are safe and that any issues are being reported and rectified in a timely manner.
- Escalating health and safety issues as required.

Directors of Professional Service

17. Directors of Professional Service are accountable to the Deputy Principle (Operations)\(^1\) for the implementation of the College’s health and safety policies and procedures within their Department\(^2\). They must have a clear understanding and oversight of the operations and activities conducted in their Department. They must ensure that:

- They are aware of their responsibilities under the College’s health and safety policies and procedures.
- That they have clearly defined the roles and responsibilities for health and safety within their

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\(^1\) The Chief Financial Officer is accountable to the Principal.

\(^2\) The Director of Health has additional responsibilities outlined below.
Professional Service.
- Risks associated with their departments activities are appropriately assessed and controls implemented.
- 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 can be satisfied by having a regular agenda item at management meetings.
- 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.
- Escalating health and safety issues as required.
Director of Health and Safety

25. 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.

26. The post holder will also be responsible for:
   - Developing the health and safety policy and any associated procedures or 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 program 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 website.
   - Monitoring compliance with the requirements of the Policy.

Safety Representatives

27. Safety Representatives (trade union or non-trade union) for the Department or area they represent will:
   - 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 or Service, and the Director of Health and Safety, in incident investigations and health and safety audits.
   - Where they are a member of the Health and Safety Consultative Group, take part in proceedings, representing their staff and presenting to them information from meetings.
   - Report any hazardous or potentially hazardous situations and encourage other staff to do the same.
   - Familiarise themselves with the action required in cases of emergency such as those related to fire, accidents and security issues.

Health and Safety Committees

28. This Committee structure forms part of the College’s health and safety management arrangements.

29. A chart which provides an overview of this Committee structure is provided in Appendix 2.

Health and Safety Assurance Committee

30. This Committee is chaired by an independent member of Council, appointed by the Governing Body.

31. The purpose of the Committee is 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, on behalf of the Council. 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.

32. The Committee reports to Council and the terms of reference can be found here.
Health, Safety and Wellbeing Management Committee

33. This Committee is chaired by the Director of Governance and Legal Services and is a sub-committee of the Executive Board.

34. This Committee has the purpose of developing and managing the College’s health and safety policy and strategy, under the delegated authority of the Principal. The Committee 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.

35. The Committee reports to the Executive Board and the Health and Safety Assurance Committee. The terms of reference can be found here.

Health and Safety Consultative Group

36. 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.

37. 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 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.

38. The Group reports to the Health, Safety and Wellbeing Management Committee and is chaired by the Director of Health and Safety. The terms of reference can be found here.

39. 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.

Individual Policies and Procedures

40. 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.

41. These standards establish the College’s management arrangements for health and safety and the manner in which risks are to be assessed and managed. They:
   - Identify the health and safety standards to be attained,
   - Identify who is to do what and when, and the specific results to be achieved.
   - Set performance standards and connect individual responsibilities to required outputs with measurable results.

42. Details of these policies and procedures is provided in Appendix 3.

Monitoring health and safety

43. To confirm the continued validity and effectiveness of the existing health and safety management system, including the implementation of this Policy and associated policies and procedures, the College will adopt proactive and reactive monitoring arrangements, which where appropriate will use sector benchmarks.
44. 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

45. The College is committed to continuous improvement of its health and safety policies and procedures. The Director of Health and Safety will ensure that this Policy is reviewed annually, following a significant organisational change, or where there is reason to suspect it is no longer effective.

46. 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, Safety and Wellbeing Management Committee.

47. Final agreement to any changes will be sought from Council, through the Health and Safety Assurance Committee, with final approval at the Executive Board.

Douglas Searle
Director of Health and Safety
Version 6

Approved by: Executive Board
Date: 02 September 2019
To be reviewed: before August 2020