

Health and Safety Policy Statement



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Health and Safety Policy Statement

The Board of Governors recognises the importance of the positive management of health and safety. This policy has been developed, in consultation with all interested parties, to ensure that the University is at all times a safe and healthy environment for staff, students and visitors. This Policy also constitutes compliance with the duty under the Health and Safety at Work etc. Act 1974 s. 2(3) to prepare and keep up-to-date a written safety policy supported by information on the organisation and arrangements for carrying out the policy.

1. Statement of Intent

- 1.1 Teesside University recognises and accepts its responsibility as an employer to provide and maintain, so far as is reasonably practicable, a safe and healthy environment for all its employees, students and other persons who may be present within the buildings and places under the control of the University. The University intends to comply with the requirements of the Health and Safety at Work etc. Act (1974), and also undertakes to conduct its affairs in accordance with the provisions of all other relevant health and safety legislation and codes of practice.

2. Statement of Responsibilities

- 2.1 The overall responsibility for ensuring compliance with legal requirements rests with the Vice-Chancellor.
- 2.2 Deans/Directors/Heads are responsible for ensuring that proper health and safety arrangements are made in conformity with this Policy, and must ensure that health and safety is treated as an essential and integral part of School/Department activity.
- 2.3 All staff must take appropriate care to maintain the health and safety of themselves and others and must not knowingly put themselves or others at risk by their actions. Those with a supervisory or management role have an additional responsibility to ensure the safety and wellbeing of those under their control.

3. Health and Safety Practice

- 3.1 In implementing this overall Health and Safety Policy, the University will:
 1. involve recognised Trade Unions, employees and students in all matters concerning safety;
 2. ensure that staff and students are provided with suitable and appropriate access to safety information;

3. ensure that a programme of induction and appropriate safety training for staff is carried out;
4. ensure the provision and maintenance of safe plant, equipment and a healthy working environment;
5. ensure the provision of safe processes and systems of work, with 'permits to work' when appropriate;
6. make appropriate arrangements with regard to the safe working practices of contractors;
7. ensure the provision, maintenance and replacement of personal protective clothing and equipment, with appropriate training in its use;
8. establish and maintain procedures for dealing with emergencies;
9. ensure that there is a procedure for the reporting and investigation of accidents, incidents and potentially dangerous situations;
10. ensure the provision of adequate arrangements for First-Aid;
11. ensure the provision of information on potential hazards and subsequent identification by the use of signs, notices and labels;
12. make appropriate arrangements for the safe transport, handling and storage of hazardous substances;
13. make arrangements for the safe disposal of all waste;
14. identify all workplaces for which the University has responsibility and ensure that safe working practices are established in them;
15. make appropriate arrangements for the safe conduct of work outside normal hours and for field-work activities;
16. ensure that health screening is carried out for all employees where appropriate to the nature of their work;
17. minimise any impact upon the environment by any of its activities;
18. produce written risk assessments for those activities that have the capacity to generate a medium to high risk, detailing those measures which are required to minimise the risk.
19. Written risk assessments will also be specifically produced for:
 - Fire
 - Display Station Equipment (DSE)
 - New and Expectant Mothers

The above list is not exhaustive and further policies will be developed as appropriate and will form part of the University's Health and Safety Policy.

4. Specific Responsibilities

4.1 Vice-Chancellor

The Vice-Chancellor shall (delegated as appropriate):

1. allocate adequate personnel and financial resources to ensure compliance with the Health and Safety Policy;
2. ensure the commitment and co-operation of University staff;
3. advise the Board of Governors on all requirements in respect of health and safety issues and ensure that all reasonable steps are taken to maintain compliance with current legislation;
4. maintain the University as a safe and healthy environment.

4.2 Health and Safety Practitioners

The Health and Safety Adviser, the Health and Safety Officer and the Occupational Health Adviser are responsible for ensuring that the University's Schools/Departments are aware of existing and future health and safety legislation, and for advising on the implementation, practice and development of health and safety matters.

4.3 Health and Safety Group

In order to meet its statutory obligations, under the Safety Representatives and Safety Committees Regulations (1977) and the Health and Safety (Consultation with Employees) Regulations (1996), the University has established a Health and Safety Group.

Terms of Reference and Constitution of the Health and Safety Group are attached as Appendix 1.

4.4 Executive Health and Safety Group

The Vice-Chancellor will maintain an Executive Health and Safety Group as a Standing Sub Group of the University Corporate Executive Team (UCET), composed of representative senior managers of the University.

Terms of Reference and Constitution of the Executive Health and Safety Group are attached as Appendix 2.

4.5 Deans/Directors/Heads

The Deans/Directors/Heads are responsible for ensuring that proper health and safety arrangements are made which comply with this policy and must

ensure that health and safety is treated as an essential and integral part of School/Department activity by:

1. encouraging a safety conscious environment;
2. ensuring that safety information is prepared and distributed within the School/Department;
3. ensuring that staff receive appropriate instruction and training to deal with the hazards associated with their work;
4. providing students with suitable supervision and instruction, so as to ensure their safety while carrying out any activity under the control of the University;
5. promoting a mechanism within the School/Department for raising health and safety matters;
6. ensuring that regular safety inspections are carried out as appropriate by inspection teams, comprising representative members of staff who will formally tour their area of work to evaluate health and safety conformance; A key member of the team will be the Departmental Safety Officer;
7. cooperating with the Health and Safety Centre in ensuring that all serious accidents/incidents reported to them are investigated and remedies sought to prevent a reoccurrence;
8. ensuring that all accidents/incidents are reported to the Health and Safety Centre by use of the Accident/Incident Report Form.

4.6 Departmental Safety Officers

Departmental Safety Officers are members of staff who are required to carry out health and safety duties under the management of Deans/Directors/Heads.

Details of their duties are attached as Appendix 3.

4.7 Managers and Supervisors:

There are a number of positions across the University where managers, supervisors and academics supervise the work of staff or students and are therefore required to fulfil the following obligations;

4.7.1 Managers and Supervisors of Staff

Managers and Supervisors of staff must take all steps necessary to ensure the health, safety and well-being of the persons under their supervision, ensuring that actions are initiated to correct any shortfalls regarding health and safety matters and that these concerns are communicated to their line manager.

4.7.2 Academic Supervisors of Undergraduates

The University will provide such supervision as is necessary to ensure the health and safety of students. This level of supervision will be assessed by the supervising academic, who will ensure that adequate training and procedures are put in place to maintain sufficient control over any activities which the student may participate in while at the University. Where potentially hazardous activities are taking place, then the level of close supervision will be increased. Students will be made aware by the supervising academic of fire evacuation and accident reporting procedures.

4.7.3 Academic Supervisors of Postgraduates

The duty of the University to supervise postgraduates will not be discharged entirely by relying upon a student's status or competence to ensure that they are working safely. Planned work will be discussed with the supervising academic and cases involving any potential for hazard shall only be carried out after a written risk assessment has been produced by the postgraduate and closely vetted by the supervising academic. If the assessment is adequate, then supervision should be sufficient to ensure that the agreed procedures are followed. In cases of uncertainty, advice should be sought from the Departmental Safety Officer or the Health and Safety Centre.

4.8 Employees

It is the duty of employees to take reasonable care for the health and safety of themselves and others and not to put at risk either themselves or others by their acts or omissions. They should also ensure that they are familiar with emergency evacuation procedures. Should any individual feel concern over any health and safety aspects of their work, this should be brought to the attention of their manager and Departmental Safety Officer, either orally or by using the Health and Safety Concern Report Form.

4.9 Students

Undergraduate students are responsible only for their own safety and well-being but must not adversely affect the safety and well-being of others by their activities. In order to meet this personal responsibility, all students must acquaint themselves with health and safety procedures for the University and for their own area of study. All procedures must be followed, but particularly those for emergency evacuations. Students must not misuse any equipment provided by the University for the protection of staff or students.

In addition to the general responsibility of students, postgraduates may also be members of staff and supervise the work of others. Where this occurs, any health and safety policy relating to employees also applies.

5. Monitoring

- 5.1 This Health and Safety Policy Statement will be monitored by the Vice-Chancellor, Deans/Directors/Heads, the Executive Health and Safety Group and the Health and Safety Group to ensure that:

- 1 all members of staff/students are aware of their health and safety responsibilities;
- 2 the Health and Safety Policy is being effectively pursued;
- 3 health and safety standards in all areas are audited and that working practices and procedures with the capacity to generate significant harm are regularly examined to maintain legal compliance;
- 4 the Health and Safety Policy is updated to maintain high health and safety standards.

Signed:.....

Date:....29 May 2020...

Professor P Croney,
Vice-Chancellor
Teesside University

Terms of Reference of the Health and Safety Group

- 1.1 The University will ensure the operation of a Health and Safety Group with terms of reference which incorporate the University's statutory obligations under the Safety Representatives and Safety Committees Regulations (1977) and the Health and Safety (Consultation with Employees) Regulations (1996). Agreement has been reached with the recognised Trade Unions over the appointment of workplace Safety Representatives. The University will ensure that the Health and Safety Group incorporates representation from management, staff, students, and professional advisers.
- 1.2 The Group will:
 1. study accidents and occupational diseases with a view to identifying trends and reporting to management on unsafe/unhealthy conditions and practices, and provide recommendations for corrective action;
 2. action concerns raised by Safety Representatives;
 3. assist in developing safety policies, safety rules and systems of work;
 4. check on the effectiveness of safety training and communications;
 5. action reports and information provided by the Health and Safety Executive and to provide a link, via the Health and Safety Adviser to them;
 6. carry out inspections where appropriate;
 7. examine audits and safety inspections and monitor corrective actions.

The Health and Safety Group currently comprises:

Deputy Director of Human Resources (Chair)
Deputy Director of Campus Services
School Manager
Darlington Campus Representative
UCU Safety Representatives
UNISON Safety Representatives
Students' Union Representative
Occupational Health Adviser
Health and Safety Adviser
Health and Safety Officer
Well-being Services Co-ordinator
Transformational and Organisational Development Representative

Terms of Reference of the Executive Health and Safety Group

1. To review health and safety performance.
2. To evaluate the cost benefits of health and safety measures.
3. To prioritise health and safety initiatives.
4. To review the operation of policies/procedures.

Constitution of the Executive Health and Safety Group

Executive Director - Human Resources (Chair)
Dean of School
Director – Student Recruitment and Marketing
Director of Student and Library Services
Assistant Dean of School
Deputy Director of Finance & Commercial Services
Deputy Director of Human Resources
Deputy Director of Campus Services
School Manager
Chief Executive of Students' Union
Technician Manager
Occupational Health Adviser
Health and Safety Adviser
Health and Safety Officer
Well-being Services Co-ordinator

Duties of Departmental Safety Officers

1. providing advice and guidance to their Dean/Directors/Head on current health and safety legislation affecting their School/Department;
2. monitoring implementation of health and safety procedures;
3. assisting in accident/incident investigation, safety audits and inspections within their areas, ensuring that deficiencies are brought to the attention of their Dean/Director/Head;
4. representing the Dean/Director/Head at meetings with regard to health and safety issues;
5. liaising with the Health and Safety Centre in matters affecting the health and safety of their colleagues.

It is accepted that:

- a) Departmental Safety Officers do not carry any special legal responsibility for safety and cannot be held responsible for errors made by others.
- b) The duties of the Departmental Safety Officers may differ considerably depending upon the nature of the work.
- c) Departmental Safety Officers may not feel competent in advising on all safety problems. If this situation arises they should seek advice from the Health and Safety Centre.