

# **HEALTH, SAFETY AND WELFARE POLICY STATEMENT AND ARRANGEMENTS**

## **Statement**

*This University Health, Safety and Welfare Policy Statement and Arrangements was approved and authorised by the Health, Safety and Welfare Committee 01 November 2007 on behalf of the University of York Council and forms part of the Health and Safety Policy of the University of York.*

*This document is University Policy for good health and safety management practice. This University Policy provides Deans of Faculty, Heads of Departments, Heads of College and all managers, staff and students with the necessary information to incorporate healthy and safe practices and relevant procedures into their activities. Divergence from this University Policy may result in Deans of Faculty, Heads of Departments, Heads of College and the University of York being exposed to possible legal proceedings.*

*The use of this University Policy and the incorporation of its requirements into working practices and activities will ensure that the University of York and its community achieves compliance with its legal duties with regard to health and safety.*

*The most recent version of this University Policy is available at <https://docs.google.com/document/d/1foCatOK78xTv082EqxpenITk3ybBq7eMWADLEISIX24/edit?usp=sharing>*

<i>Date of Review</i>	<i>October 2021</i>	<i>By</i>	<i>Director of Health and Safety Services</i>
<i>Date of Last Review</i>	<i>September 2021</i>	<i>By</i>	<i>Director of Health and Safety Services</i>
<i>Date of Next Review</i>	<i>October 2023</i>		

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## **1. INTRODUCTION BY THE VICE CHANCELLOR AND PRESIDENT**

I encourage you to adopt at all times a positive attitude towards health, safety and welfare requirements and to promote a healthy and safe working environment for our students, our staff, our visitors, our friends, our colleagues and others affected by the work of the University of York (University).

The University is required under the provisions of the Health and Safety at Work Act 1974, to produce a statement of policy with respect to the health, safety and welfare of everyone who uses our premises or may be affected by our undertakings off-campus. This document fulfils that requirement.

The University recognises the importance of its employees and students appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and Procedures are observed. However, the University should go beyond this and should strive to exceed and not just to rely on the legal minimum. The University expects therefore that managers at all levels will actively pursue increasing standards of health and safety management.

This document is intended to bring the University's statement of health, safety and welfare policy to the attention of all its employees and students and to provide details of the organisation and arrangements for carrying out that policy, as indicated by the Act. The health, safety and welfare policy statement is supplemented by individual procedures covering a range of topics and everyone must ensure they are aware of the safety precautions appropriate to the area in which they work. As Vice-Chancellor and President I recognise that I carry day to day responsibility for the health, safety and welfare of all people affected by the undertakings of the University.

*[Original copy signed]*

Professor Charlie Jeffery CBE  
Vice-Chancellor and President  
October 2021.

## **POLICY**

### **2. THE HEALTH, SAFETY AND WELFARE POLICY STATEMENT**

It is the policy of the University under the University Council to:

- i) Regard legal compliance as the lowest acceptable standard of management with regard to health and safety. Please note that for the purposes of this Policy document the term 'health and safety' will be deemed to include all aspects of occupational health;
- ii) Regard health and safety as a core management function;
- iii) Develop a clear structure which identifies health and safety responsibility at all management levels across the University;
- iv) Ensure there is a clear system for the effective dissemination of health, safety and welfare information to all individuals who may be affected by the University's undertakings.
- v) Ensure appropriate communications systems are in place to allow the Health, Safety and Welfare Committee (HSWC) to keep the University Executive Board (UEB) and Council appropriately informed of any health, safety and welfare issues arising out of the undertakings.

The above systems will include (but not exclusively) the following:

- Promote an attitude of safe working by employees and students in all aspects of the University's work underpinned by appropriate disciplinary procedures;
- Encourage discussion and consultation between management, employees and students on safety, health and welfare matters and establish a Health, Safety and Welfare Committee for this purpose;
- Maintain a safe and healthy working environment and safe methods of operation;
- Ensure the provision and maintenance of premises, plant and equipment to a safe level;
- Ensure the provisions of appropriate resources to meet health and safety issues;
- To bring to the attention of all staff and students, their responsibilities to ensure the health and safety of themselves and any other persons affected by their actions or omissions.
- Provide all necessary information, instruction, training and supervision, to ensure the health and safety of employees at work;
- Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions;
- Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents;
- Ensure the provision of an appropriate number of specialist safety staff with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such staff to meet the relevant statutory requirements;
- Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk management are being achieved across the University.

- Review this Health and Safety Policy not less than once every two years;
- Make specific arrangements on sites controlled by the University to ensure that contractors are carrying out their responsibilities for Health, Safety and Sustainability to a standard acceptable to University management.
- Ensure that the health and safety of all staff, students, contractors, visitors and any others who may be affected by our undertakings is safeguarded, so far as is reasonably possible.

**The University Council acknowledges ultimate responsibility for Health, Safety and Welfare management within the University. This responsibility will be discharged on behalf of the University Council on a day to day basis by the Vice-Chancellor and President through all managers of the University.**

**October 2021**

## ARRANGEMENTS

### 3. MANAGEMENT OF HEALTH, SAFETY AND WELFARE

#### 3.1 Management Structure

Overall responsibility for the management of Health, Safety and Welfare within the University lies with [Council](#). The management structure used in the administration of these functions is shown at Appendix 1.

Appendix 1 identifies three organisational parts of the overall management structure and two different relationship types between them. Shown in blue are the managerial functions and the line management of all staff within the University. Council sits at the top of the hierarchy with overall responsibility, which is discharged through the [Vice-Chancellor and President](#), Deans of Faculties and Heads of Departments to all staff. A definition of Head of Department (HoD) is given in section 3.2. It is the responsibility of all with line responsibility over staff to pass Health, Safety and Welfare information to staff under their supervision and to report matters relating to Health, Safety and Welfare to their line manager.

Departmental Health and Safety Committees play an important role in the management of the Health, Safety and Welfare within the Department and their role is recognised in this policy document.

Shown in green in Appendix 1 is the Health, Safety and Welfare Committee structure. The HSWC has responsibility for the creation and proposal of University Policy and Management Procedure documents to Council, its remit also makes it a consultative and advisory body for the University as a whole. The Committee consults with representatives of all staff and, through contact with other University Committees as appropriate, with all other functions of the University.

Central to the operational management of Health and Safety within the University is the Health and Safety Services (HSS), within Corporate and Information Services.

#### 3.2 Definition of a Head of Department/College

For the purposes of Health, Safety and Welfare management, the term 'Head of Department/College' as used in this policy document shall cover the most senior member of staff in each individual Academic Department, Professional Services Directorates, Centre, College and Business/Research Unit(s).

The Chief Operating Officer (COO) and Professional Services Directorates will produce management structures for each of their areas to clarify health, safety and welfare management responsibilities within their management structure. In addition the head of any subsidiary of the University or any company in which officers of the University may be legally regarded as the 'controlling mind' will be regarded as a 'Department' under this policy document.

### **3.3 How Health, Safety and Welfare Management Works**

Policy for Health, Safety and Welfare for the University is proposed by the HSWC and approved by UEB. This policy is promulgated to all staff through the line management structure.

Specific procedures on aspects of Health, Safety and Welfare required either by legislation or as a consequence of activities the University undertakes are drafted by HSS and proposed to the HSWC.

This committee then consults with its constituents who include technical experts together with representatives of the Unions, staff groups and student bodies and iterates the documents until agreed. The agreed documents are then sent before UEB for ratification. The ratified procedures are then promulgated to all staff through the line management structure.

## **4. STATEMENT OF RESPONSIBILITIES**

### **4.1 The University Council**

The University Council shall:

- Ensure that there is an effective policy for health, safety and welfare for all the University's activities.
- Give full support to this Policy and to any person implementing it.
- Ensure that the necessary resources are made available to meet the aims of this Policy.
- Review the effectiveness of the implementation of the Health, Safety and Welfare Policy through the receipt of annual reports.

### **4.2 The Vice-Chancellor and President**

The Vice-Chancellor and President (VC) has overall responsibility for health, safety and welfare on behalf of Council and is responsible for achieving the objectives of the University's Health and Safety Policy, namely to:

- Ensure that managers know and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and University Policy are met;
- Advise the University Council of the resources required to comply with statutory requirements and make adequate arrangements;
- Ensure adequate consultations between management, specialist advisors and employees' representatives prior to the introduction of any change which may affect the health and safety of employees;
- Make the necessary arrangements to ensure that Trades Union Safety Representatives who are appointed under statutory regulations can carry out the duties required of them;
- Ensure the establishment and maintenance of a suitable health and safety programme



- to eliminate accident potential as far as it reasonably possible;
- Ensure that adequate communication channels are maintained to promulgate information concerning health, safety and welfare.

#### **4.3 Heads of Departments and Colleges**

For the purposes of health, safety and welfare management the term 'Head of Department' (HoD) as used in this policy document shall cover the most senior member of staff in each individual academic department, central support service, centre, college and business/research unit i.e. the manager regarded as the 'controlling mind' of staffing and resources within that particular management area.

The COO and Support Directorates will produce management structures for each of their areas to clarify health, safety and welfare management responsibilities within their management structure. In addition the head of any subsidiary of the University or any company in which officers of University may be legally regarded as the 'controlling mind' will be regarded as a 'Department' under this policy document.

The HoD is responsible for the adoption of the University Health, Safety and Welfare Policy within their area of control. To achieve this they will ensure that they take the lead in driving the health and safety programme within their area of responsibility. In addition to the HoD responsibility for general safety matters, it is necessary to identify specific responsibilities for areas which present special risks, such as laboratories and workshops. These are often of a technical nature and may be outside the expertise of the HoD. Direct responsibility for these areas and for the associated risk assessments will be carried out by members of staff nominated by the HoD. The HoD must demonstrate visible commitment by acting in the following way:

- Each HoD is responsible for ensuring that an effective structure is established and maintained for the promulgation of Health, Safety and Welfare information to all staff under their leadership; and for the effective communication of all Health, Safety and Welfare issues to the appropriate University body. This should include, where appropriate, Laboratories, Workshops and Stores etc;
- Accept their own responsibility in health, safety and welfare, and encourage colleagues to do the same;
- Set the local health, safety and welfare policy based on institutional requirements and their own assessment of the risks inherent in the work of their Department. Through this mechanism, the HoD shall inform their staff of their own responsibilities, the arrangements for the introduction and maintenance of measures designed to identify, assess, control and monitor risks, and the process of health, safety and welfare planning in the department;
- Appoint a [Departmental Safety Advisor \(DSA\)](#) as appropriate;
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their DSA;

- Establish local consultative health and safety arrangements in the form of a Departmental Health and Safety Committee or staff forum, where the size of department does not warrant a formal health and safety committee;
- Provide the necessary information, instruction and training to enable staff to perform their job in a safe manner;
- Make health and safety training a core element of departmental teaching at all levels;
- Ensure their staff provide appropriate supervision of students, based on risk assessment;
- Adopt health and safety advice received from the HSS and from the D/CSA as appropriate;
- Ensure that any matter brought to their attention by safety representatives is given prompt and appropriate attention;
- Bring to the Vice Chancellor's attention any breach of statutory requirements which cannot be dealt with effectively at Faculty/Departmental/College level;
- Encourage and support the attendance of appropriate members of the Department on relevant internal and external health and safety training events;
- Provide as appropriate, correct protective clothing to all persons under their control;
- Take personal action to suspend or stop any activity that is dangerous or not carried out within departmental health, safety and welfare policy;
- So far as it is reasonably practicable, ensure all contractors engaged by the Department are adequately supervised and conduct their work in accordance with:
  - The specified terms of contract;
  - Agreed method statements and risk assessments;
  - Statutory regulations and University Approved Codes of Practice.
- Actively monitor health and safety performance across the Department by receiving regular updates on departmental health, safety and welfare related occupational ill-health issues/accidents/incidents and health, safety and welfare inspections/investigations.

#### **4.4 Director of Technology, Estates and Facilities (DTEF)**

In addition to the responsibilities identified in Section 3.2 of this policy and the general responsibilities the Director has as a 'Head of Department' (Section 4.3), the Director is responsible for:

- Ensuring the provision and maintenance of all University premises, plant and equipment to a safe level. This responsibility can be discharged through the Director's line management responsibilities or to other HoD where appropriate and where agreed with that HoD.

#### **4.5 Director of Health and Safety Services**

The Director of Health and Safety Services (DHSS) shall:

- Be responsible for the development and implementation of the University's Health and Safety Policy and shall provide health and safety advice to all departments and

- health and safety committees; having particular regard to changes in relevant legislation, approved codes of practice and guidance issued by regulatory authorities.
- Report to the University Council via the Chair of the HSWC on matters relating to the implementation of this Policy.
  - Ensure that systematic safety monitoring is carried out through regular health and safety audits and accident studies, to identify unsafe or unhealthy conditions or work practices and ensure relevant managers are informed of the conditions; shall ensure that periodic monitoring is undertaken to assess compliance with this Policy and associated guidance and implement preventive action, through the use of risk assessments.
  - Work closely with the DSA and specialist Advisors for Lasers, Radiation, Genetically Modified Organisms and other activities, where appointed, and ensure the maintenance of registers where required.
  - Be a member of the HSWC.
  - Monitor the University's emergency procedures.
  - Be responsible for reporting to the Health and Safety Executive (HSE) as required by the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR).
  - Be responsible for producing an annual report on health and safety across the University and regular reports and statistics for the UEB, Council and the HSWC concerning the status of health and safety management and health and safety hazards, accidents and incidents.
  - The DHSS will be the nominated 'competent person' on behalf of the University, as required by the 'Management of Health and Safety at Work Regulations'.

#### **4.6 University Advisors**

##### **4.6.1 *University Medical Advisors***

University Medical Advisors shall:

- Advise the University on health matters through its Senior Administrative Officers and Committees, in liaison with the DHSS where appropriate.

##### **4.6.2 *University Occupational Health Advisors***

University Occupational Health Advisor shall:

- Advise the University on all matters relating to occupational health through the HSWC, in liaison with the DHSS where appropriate.
- Carry out regular health monitoring and surveillance of staff whose work involves recognised health hazards, as determined by legislation, or by the University through its Officers, Advisors or Committees.

#### **4.7 University Specialist Health, Safety and Welfare Advisors (lasers, radiation, genetically modified organisms, occupational health etc.)**

University Specialist Health, Safety and Welfare Advisors (lasers, radiation, genetically

modified organisms, occupational health etc.) shall:

- Advise, in liaison with the DHSS, on all aspects of their specialism in health and safety, and compliance with relevant legislation, regulations and codes of practice, and report as required to the HSE.
- Be responsible for the training of staff in specialist health and safety matters.
- Report, as required, to the HSWC.

#### **4.8 University Fire Safety Officer**

The University Fire Safety Officer will:

- Provide professional fire safety advice as needed to staff and students across the University. Other duties include.
- Shall act as a competent source of advice in relation to the requirements of the Regulatory Reform (Fire Safety) Order 2005.
- Ensure the development and implementation of a rolling programme of fire risk assessments as required by the Fire Precautions (Workplace) Regulations.
- Provide advice to the University concerning appropriate standards for Fire Precautions in buildings and the development and maintenance of effective fire prevention strategies.
- Develop compliance and control strategies as required by the relevant statutory provisions. Monitoring Departmental and University fire safety arrangements and making recommendations to HSWC as necessary.
- The University Fire Safety Officer will be responsible to the DHSS.

#### **4.9 University Students**

University students shall:

- Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health, Safety and Welfare Policy and comply with any health and safety instructions given to them by the University, its Departments, the Students' Union, Athletic Union, Graduate Students Association or Overseas Students' Association.
- Shall not, without the consent of the member of staff in charge of the area or activity, introduce any equipment for use on University 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 employees of the University.
- Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare.

### **5. STATEMENT OF RESPONSIBILITIES**

#### **5.1 Health, Safety and Welfare Committee**

##### **Terms of Reference**

To receive:

- To oversee the formulation, revision and implementation of the University's Health, Safety and Welfare Policy Statement and Arrangements.
- To monitor changing Health and Safety legislation and the management actions and works undertaken in order for the University to comply with new and revised legislation.
- To receive internally generated reports, Information Sheets, procedural documentation in respect of Health, Safety and Welfare matters, audit and inspection reports and review these, as appropriate.
- To prepare and present an Annual Report on health, safety and welfare arrangements to UEB and Council.
- To make recommendations to the Policy and Resources Committee in respect of the appropriate resources required to ensure proper implementation of the University's Health, Safety and Welfare Policy Statement and Arrangements.
- To receive items for attention from the meetings of the Genetic Modification and Dangerous Pathogens Safety Group, the Ionising Radiation Safety-Group, the Departmental Safety Advisory Group and Professional Services and to receive annual reports from each of these Groups/Committees.
- To consider any matters within the Committee's remit which are referred by other Committees/Groups, and to discuss any HS&W issue that is placed on the agenda, via the Chair, by any member of the University community.
- To take account of equality and diversity of opportunity in its work.

## **5.2 Departmental Safety Advisors Group (DSAG)**

### **Terms of Reference**

- To receive, consider and advise on information relating to health, safety and welfare policy and procedures to be adopted in Facilities and Departments.
- To share and disseminate good practice in health and safety to allow a consistent approach across all departments.
- To advise on resource implications of implementing new and existing policies and procedures are fully considered before being adopted and if necessary make appropriate recommendations through the DHSS as to the most efficient way of prioritising actions.
- To advise those with a responsibility for safety management of ways of improving safety management policies, procedures or implementation.
- To oversee the work of the departmental safety committees by monitoring minutes.
- To submit a report of its meetings and recommendations to the HSWC.
- To meet at least three times a year.
- Meetings will take place normally three weeks prior to the meeting of the HSWC to allow consideration of proposed policies and procedures. Meetings will be held more frequently if there is appropriate business to conduct.

### **5.3 Health and Safety Services (HSS)**

HSS provides support and advice to all departments of the University to facilitate the attainment of its core objectives in teaching and research, whilst preserving the highest standard of health and safety practice. In this way we can ensure the University is meeting all legal and moral obligations with respect to health, safety and welfare.

HSS has a central coordinating role in relation to general health, safety and welfare matters and acts as advisor to the University on health and safety strategy and the requirements and interpretation of relevant legislation.

HSS has a vital role in the development of the University's health and safety policy and plan, and the development of an effective health and safety management system.

HSS will ensure the effectiveness of departmental health and safety management structures through regular auditing of these systems and where necessary by carrying out investigation into health and safety incidents to determine root causes.

HSS fundamental mission is therefore to assist and advise the University Council, and all members of the University community, in ensuring, so far as is reasonably practicable, the health, safety and welfare whilst at work of all employees and students, and the safety of authorised visitors and members of the public entering the precincts of the University.

## **6. MONITORING THE EFFECTIVE APPLICATION OF THIS POLICY**

### **6.1 Safety Audits and Workplace Inspections**

Departmental and workplace health and safety inspections will be carried out on a regular basis on behalf of the HoD. The frequency of the inspections and the composition of the safety inspection team will be determined by the HoD concerned, depending upon the nature of inspection to be undertaken. Inspections should take place not less than once every six month period.

Health and Safety Management Audits will be carried out by the central HSS on a scheduled basis to monitor the implementation and effectiveness of the University Policy. These are expected to have both a preventive and a responsive function as a safety audit system provides a framework for the examination of managerial and operational procedures and practices, and ensures verification of the overall adequacy of preventive plans and actions.

Reports on health and safety audits will be prepared and made available to the HSWC.

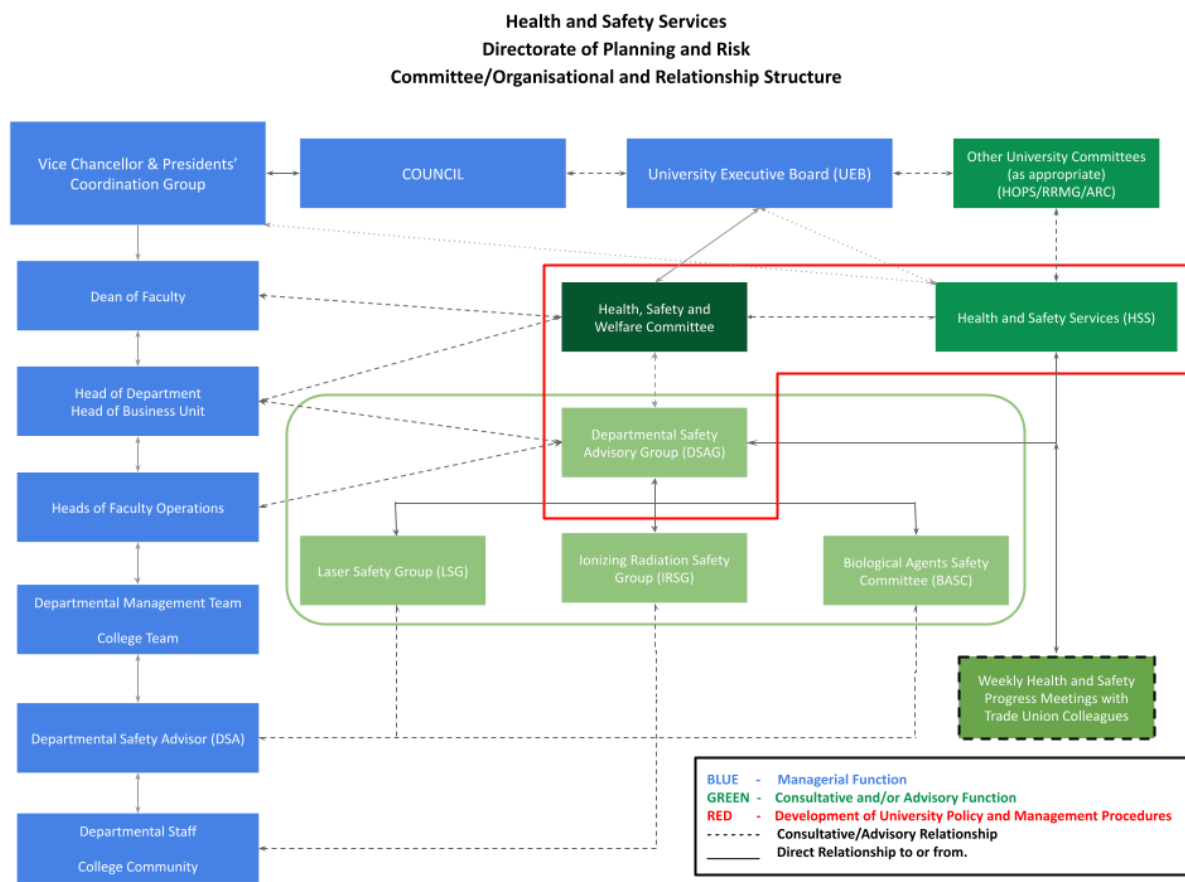
### **6.2 Review of Health, Safety and Welfare Policy**

The Health, Safety and Welfare Policy will be revised as necessary to allow for changes in legislation, changes in University management structure and/or working practices. In any event the Policy will be subject to review at least every two years.

# Appendix 1

## Health, Safety and Welfare Policy Statement and Arrangements

### Health, Safety and Welfare Organisation and Communication Structure



[Committee/Organisational and Relationship Structure link](#)

## **Appendix 2**

### **Health, Safety and Welfare Policy Statement and Arrangements**

#### **Roles and Responsibilities of Key Personnel**

#### **Departmental Safety Advisors (DSA)**

DSA's must be appointed for each Department, Section, Centre or equivalent. DSA's are appointed by the HoD (or equivalent) and must be given adequate time and resources for performance of this role.

For Colleges, this role will be undertaken by the Deputy Head of College, who will advise the Head of College.

#### **1. Advisory Role**

- assist the HoD and departmental managers in delivering their responsibilities under the Health, Safety and Welfare policy;
- assist the HoD in producing and maintaining a local Health and Safety Policy Statement and also assist in bringing this to the attention of all relevant staff;
- assist the HoD in ensuring that appropriate departmental procedures are in place to control (so far as is reasonably practicable) the risks presented by the department's undertakings;
- contact the HSS on behalf of the HoD if specialist risk management advice is required.

#### **2. Communication**

- provide a focal point for risk management issues within their Department, Section or Centre/Unit and advise accordingly on local policies and procedures (within the scope of their competence to do so);
- provide a contact point for the HSS, and to receive and circulate relevant information, including new policies and management procedures, to all stakeholders;
- provide a conduit whereby staff can be consulted on new policies and management procedures prior to implementation at organisational level;
- escalate any relevant risk management issues on the HoD's behalf at an organisational level through the DSA's Group/DHSS to the HSWC.

#### **3. Risk Management Arrangements**

- assist the HoD in ensuring a regular programme of audits and workplace inspections is implemented and maintained;
- assist departmental managers in completing accident/incident investigations, taking the lead in these investigations where necessary;
- assist departmental managers and supervisors of academic activities in completing risk assessments.

DSA's will be fully supported by the HSS, including appropriate information, instruction and training.



### **Supervisors of Members of Staff**

1. Shall be fully familiar with the University's Health, Safety and Welfare Policy Statement and Arrangements and understand and apply it within all areas of their responsibility.
2. Shall ensure that their staff operate in accordance with the University's Health, Safety and Welfare Policy Statement and Arrangements, together with departmental health and safety statements, codes of practice and procedures, relevant to their work.
3. Shall ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health, safety and welfare.
4. Shall ensure the competence and training of their appointees to allotted tasks.
5. Shall ensure that safe working practices are used by all staff and that appropriate risk assessments are carried out.

### **Supervisors of Student Academic Activities (including Principal Investigators, Research Directors, Readers, Professors, Lecturers and Tutors)**

1. Shall be fully familiar with the University's Health and Safety at Work Policy and understand and apply it within their area of responsibility.
2. Shall be responsible for ensuring, so far as is reasonably practicable, the health and safety of the students and researchers whilst these persons are directly under their supervision.
3. Shall ensure that their students and researchers operate in accordance with the University's Health, Safety and Welfare Policy, together with departmental health and safety statements, codes of practice and procedures, relevant to their work.
4. Shall ensure that they and their students and researchers are trained in the principles, operations and emergency procedures necessary for health and safety.
5. Shall ensure that those under their direction are competent and trained to carry out such tasks as are allocated to them.
6. Shall ensure that safe working practices are used by all students and researchers and that appropriate risk assessments are carried out.
7. Shall ensure the assessments are performed where additional risks arise due to the activities of the students and researchers.
8. Shall ensure that suitable safe working practices are implemented and appropriate personal protective equipment is provided where necessary, as identified by the risk assessment.

### **All Staff and Postgraduate Research Students**

1. Shall make themselves familiar with the Health, Safety and Welfare Policy, statements, codes of practice guidance notes and procedures of the University and the departments in which they are employed, and be fully familiar with those that directly affect their particular activities.
2. Shall at all times make full use of appropriate protective clothing and appropriate safety equipment and devices provided.
3. Shall report to supervisory staff any accidents or dangerous occurrences, whether or not injury is sustained, and any unsafe practices and shall report systems of work or conditions they consider may create risks to their own health and safety or damage to equipment and premises.

4. Shall accept 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 cooperate with the University so far as is necessary to enable it to comply with its legal duties.
5. Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare.
6. Shall undertake any health and safety related training, as identified by the University to ensure compliance with this Policy.

**Appendix 3**

**Health, Safety and Welfare Policy Statement and Arrangements**  
**Generic Terms of Reference - Health, Safety and Welfare Advisory Group**

**Terms of Reference**

In general, the Advisory Group will provide technical expertise in a specific field which has important Health, Safety and/or Welfare implications for the University. Each Advisory Group shall comprise those experts within the University who are in a position to advise the Council, through the HSWC on matters of policy and practice within the scope of the Advisory Group. The HSWC reserves the right to appoint members to the Advisory Group.

The Advisory Group will:

- Monitor legislation and the current state of the art within the scope of the Advisory Group and the Health, Safety and Welfare implications of these to the policies and procedures of the University to ensure it remains compliant with legal requirements.
- Keep under review the health and safety measures in all Departments relating to work within the scope of the Advisory Group and advise and make appropriate recommendations to UEB and Council, through the HSWC.
- To provide a forum for consultation and discussion of health, safety and welfare issues relating to its scope.
- Promote good practice by all those engaged in activities within the scope of the Advisory Group.

**Specifically the Advisory Group will:**

- Receive information on all activities undertaken in the University that fall within its scope.
- To receive, discuss and act upon reports from external agency inspectors, incident reports and internal audits and inspections
- To receive from the HSWC draft copies of policy and procedure documents for comment with specific expert advice and guidance on the implications of activities within its scope.
- Keep under review any changes in relevant legislation and related approved codes of practice and guidance.
- Receive and consider reports on facility inspections.
- Review, advise on, and approve all risk assessments within its scope.
- To meet at least once every term, and additionally as necessary and to record formal minutes of each meeting.
- To make all information relating to the Committee's activities freely available (subject to compliance with the Data Protection Act).
- To appoint a Chair from amongst its members
- Report to the HSWC:
  - Minutes of all meetings,
  - Any changes in legislation within its scope,
  - Any changes that require a change to the Health, Safety or Welfare policy or procedures of the University,

- Any other matters it considers necessary to report for the better management of activities within its scope,
- Notify the HSWC of any change in its Chair.