



THE UNIVERSITY OF
BUCKINGHAM

HEALTH, SAFETY AND WELLBEING POLICY AND PROCEDURES

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SAFETY RECORDS	

This section will be in various locations across the University and includes:

- A comprehensive source of records relating to statutory examination periodic inspection and testing of the work equipment and installations, lifting equipment, fire safety management, asbestos and legionella will be found in the Estates Department.
- Health and safety training and occupational health records will be kept with the Human Resources Department.
- Accident and incident reports, and investigation are kept by the Health and Safety Officer.

FOREWORD

The aim of this policy is to encourage a positive health, safety and wellbeing culture and, in so doing, contribute to the wellbeing of the University society. Successful implementation of this policy will contribute significantly to business performance by reducing injuries, ill health, protecting the environment and reducing unnecessary losses and liabilities.

The University as an employer and educator is committed to ensuring that the many and varied activities that we engage in are carried out responsibly, with an understanding of the risks involved and with sensible and proportionate precautions put in place to match those risks. We aim to continue improving the way that health and safety risks are managed, developing a positive health and safety culture throughout the University building the competence and confidence of colleagues in this area.

Crucial to the delivery of this aim is effective leadership and therefore the policy identifies key leadership roles and accountabilities in the University. All academic Schools and non-academic departments are required to follow this approach in their systems for implementing the Health, Safety and Wellbeing Policy. The Head of Estates has day to day responsibility for ensuring compliance with this policy and for monitoring the effectiveness of the objectives. The policy will be monitored by the Health and Safety Committee which will assess progress against this policy on an annual basis.

Collaboration and communication with colleagues is an important element of our approach to health, safety and wellbeing. The Policy establishes formal mechanisms to encourage this and aims to promote active involvement from the membership.

The University is a major employer in the region and recognises the need to work with bodies such as the Health and Safety Executive (HSE), Fire and Rescue Service, Environmental Agency and their partners and to engage with higher education sector initiatives.

January 2022

HEALTH, SAFETY AND WELLBEING GENERAL POLICY STATEMENT

The University of Buckingham accepts its responsibilities under current health, safety and welfare legislation. We will endeavour to meet the requirements of the legislation and maintain a safe and healthy working environment for our employees, students and any others persons that may be affected by what we do.

We aim to create and maintain a positive health and safety culture that secures the commitment and participation of all employees and students to help us achieve high standards of health and safety in the workplace.

The University recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

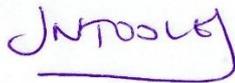
We also recognise our duty, so far as is reasonably practicable to:

- meet our legal obligations to maintain safe and healthy working conditions;
- manage and maintain safe, healthy buildings for all Accommodation, Academic and Administrative areas;
- provide adequate control of the health and safety risks, so identified;
- consult with our employees and students on matters affecting their health and safety;
- provide and maintain safe plant, machinery and equipment;
- ensure the safe transport, handling and use of substances;
- provide information, instruction and training for our workforce and students taking account of any who do not have English as a first language;
- ensure that all employees are competent to do their work;
- prevent accidents and cases of work-related ill health;
- actively manage and supervise health and safety at work;
- have access to competent advice;
- seek continuous improvement in our health and safety performance and management through regular review and revision of this policy; and
- provide the resource required to make this policy and our health and safety arrangements effective.

We also recognise our duty to co-operate and work with:

- other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work;
- other employers and their employees, when they come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work; and
- students, contractors and other persons who are lawfully on University premises to mitigate risk to their health or safety which might arise out of activities in those places.

Signature:



Professor James Tooley, Vice-Chancellor

Date: 28/01/22

The policy is reviewed on a periodic basis.

GOVERNANCE OF HEALTH AND SAFETY

The University Council have ultimate responsibility for health and safety management at the University of Buckingham.

The Executive Group, chaired by the Vice-Chancellor, has overall responsibility for achieving the objectives and implementation of the Health, Safety and Wellbeing Policy.

The policy is executed through the oversight of the Health and Safety Committee, with the Head of Estates having day to day responsibility for ensuring that the requirements are being followed and for monitoring the effectiveness of the objectives. Within this framework, key personnel have been allocated specific responsibilities for managing health, safety and wellbeing.

Emphasis is placed on recognising potential hazards and taking steps to minimise their effect on employees and others.

HEALTH, SAFETY AND WELLBEING MANAGEMENT RESPONSIBILITIES

This policy applies to all employees, students, premises and activities under the control of the University, including staff and students travelling off and between campuses in the UK or overseas on University business. If the policy is implemented effectively, not only will the risk of injury and damage be reduced, but also our students will carry forward a positive attitude to health and safety in their working lives.

Unless stated otherwise the references in this policy are; 'Department' refers to non-academic departments. 'Schools' refer to the academic Schools of Study. 'Dean' refers to Deans of Faculty and/or Associate Deans of Faculty / Associate Deans of Schools. The 'senior manager' should be taken to mean the individual responsible for the management of employees in that area of the organisation.

General

- Provide and resource an effective health and safety management system;
- Provide a suitable means of consultation with employees on health and safety matters;
- Ensure that adequate Employers' Liability Insurance cover is arranged and maintained;
- Carry out risk assessments to ensure that health and safety implications are considered when acquiring new premises, equipment or machinery;
- Ensure that contractors (when employed) are competent and monitored during work;
- Ensure that a process is in place to identify and report hazards;
- Ensure that all employees are provided with appropriate health and safety training;
- Provide measures to protect the health and safety of employees working alone;
- Monitor the health and safety performance of the organisation.

Wellbeing

All employees are entitled to consult with the Employee Assistance Programme for advice on health matters; however, employees are encouraged to discuss any health problems relating to work in the first instance with their line managers or with the Mental Health First

Aiders. An occupational health service is outsourced by the Human Resources Department and provides medical advice and assistance for employees that:

- are concerned that aspects of their jobs are making them ill;
- feel that they cannot perform at work to the best of their abilities because of health issues; and
- provide support and guidance to managers on matters related to health and fitness for work.

Accidents, Incidents and First Aid

- Ensure all accidents, incidents and near misses are recorded with either the first aider or nominated School/Department representative. This may indicate breakdowns in the School/Department's health and safety arrangements. A copy of the report must be sent to the Health & Safety Adviser.
- Managers must investigate accidents or near misses, identify causes and initiate corrective actions. For more serious (RIDDOR) accidents, contact the Health and Safety Officer, who will report to the Enforcing Authority and liaise with the Insurance Coordinator;
- Ensure adequate first aid arrangements are in place; see the First Aid Policy. A full list of first aiders is available on the intranet.

Fire and Emergency Arrangements

Ensure that:

- Adequate arrangements are in place to deal with fire safety;
- Employees and students are aware of the fire and evacuation arrangements and other emergency procedures;
- Emergency equipment is provided, tested and maintained appropriately;
- Adequate Fire Risk Assessments are completed, taking account of both the University's buildings (including fixtures and fittings) and the use to which those buildings are put by Schools/Departments;
- Means of escape are kept clear and in a condition that they can be used safely at all times; and
- Appropriate fire safety training is provided for our members of Employees and students. A full list of fire wardens, and the detailed Fire Safety Policy and Procedures, is available on the intranet.

Risk Assessment

Each Faculty / School / Department is to ensure that:

- Risk assessments are undertaken and documented and safe systems of work are produced for all activities that pose a significant risk of harm;
- Outcomes of risk assessments are communicated to employees, students and others they may affect;
- Any special or newly identified hazards in existing procedures or risks in new procedures about to be introduced are notified to students and staff;
- Risk assessments for individuals must be produced when required, such as Display Screen Equipment (DSE) all users have an ErgoPro assessment (See DSE Policy), assessment sheets,
- checklists and guidance for New and Expectant Mothers (NEM), young persons and lone workers are all available on the health and safety pages.

Premises (Academic, Administration and Accommodation)

- Provide a suitable, safe environment with adequate welfare facilities;
- Ensure fixed electrical installations are adequately installed and maintained by a qualified persons;
- Control and manage the risks posed by asbestos;
- Ensure gas equipment and installations are checked on an annual basis by a qualified persons;
- Ensure good housekeeping standards are instigated and maintained;
- Ensure legionella is risk assessed and the risk assessment is maintained.

Work Equipment

Ensure that:

- All equipment provided by the organisation is suitable and properly used;
- All work equipment is adequately maintained and safe;
- Portable electrical appliances are adequately maintained, inspected and tested; and
- Any Personal Protective Equipment (PPE) is provided free of charge and gives suitable protection, is used, and that employees are given information, instruction and training on its use.

Substances

Ensure that:

- All substances are used safely and training is given where necessary;
- Safety Data Sheets (SDS's) are available;
- All substances are appropriately assessed, stored and disposed of in the correct manner; and
- Personnel Protective Equipment is issued free of charge, where required.

Health and Safety Awareness and Competence

Each Faculty / School / Department must ensure that:

- Employees and students have an appropriate awareness of health and safety risks and of their own roles and responsibilities;
- Employees and students have the necessary competence to perform tasks which can impact on their or others health and safety;
- Training is provided by the University and School / department where necessary, so that awareness/competence can be achieved.

Health and Safety Concerns

It is expected that most health and safety problems will be resolved by discussions within the School/Department concerned. An individual with a concern about a health and safety matter should discuss it initially with their line manager, senior tutor or departmental safety representative. If not resolved, it should be brought to the attention of the Health and Safety Committee and/or Health and Safety Officer.

Any premises or equipment faults or maintenance issues can be reported via:

<https://maintenance.buckingham.ac.uk/supportdeskfm/? A=A nonNewCall& QC=QC000 025>

SAFETY RESPONSIBILITIES

University Council

The Council, as the governing body of the University, has ultimate responsibility for Health and Safety management within the University of Buckingham. This responsibility will be discharged on behalf of the University Council on a day to day basis by the Vice Chancellor.

The Council, under the requirements of the Health and Safety at Work Act etc. 1974, is responsible for issuing a written statement covering the general policy with respect to Health & Safety at work of employees, students and others affected by the undertakings of the University.

The Council shall ensure that they receive sufficient information on the status of the University health and safety management systems to satisfy themselves that all statutory requirements are being met.

While statutory compliance will be accepted as a baseline standard, the Council will ensure that the University is constantly moving towards best possible health and safety practice.

Vice-Chancellor

The Vice-Chancellor is responsible for achieving the objectives of the University Health, Safety and Wellbeing Policy and ensuring the provision and maintenance of a framework that will provide and maintain safe and healthy working conditions for all those for whom the University is responsible, therefore guaranteeing effective implementation of the policy and for assuring the Council about these matters.

The Vice-Chancellor is advised by the Health and Safety Committee on the management standards and systems to deliver agreed policies and objectives and ensure that these systems are being effectively applied. The Health and Safety Committee may take appropriate action where standards are not being met.

Executive Group

Health and safety is a key line management responsibility and the University is committed to ensuring that it is an integral part of the core management activity of the University. The Executive Group will lead by example in communicating and promoting this policy and the aim will be to strive for continuous improvement in health and safety performance. The Executive Group are responsible for implementation of the Policy within their areas of control, for ensuring that individuals under their line management take necessary action to satisfy the requirements of the Policy, and for ensuring that adequate resources are allocated to enable them to meet their health and safety responsibilities.

University Health and Safety Committee

The committee meets the statutory arrangements under the Safety Representatives and Safety Committees Regulations 1977 (as amended) and meetings are held once per term. The remit of the University Health and Safety Committee in relation to this Policy is to:

- advise on matters relating to general Health, Safety and Wellbeing Policy;
- recommend actions necessary to implement health and safety policies and procedures;
- monitor the extent of compliance with health and safety policies and procedures; recommend actions necessary to address areas of non-compliance;
- provide a forum for consultation and discussion of health, safety and welfare

matters;

- promote a culture of consciousness of health, safety and wellbeing with continuing improvement; and
- monitor incident statistics, in order to review trends and contribute to developing plans and initiatives required to address incident trends or particular areas of concern.

Deans of Faculty / Associate Deans of Schools and Heads of Department

The key to effective health and safety management in the University is the management action taken by individual Faculties, Schools and Departments.

Deans of Faculty / Associate Deans of Schools and Heads of Department are liable for the management of health and safety in their area and therefore responsible for implementation of this policy. They are accountable to the Vice-Chancellor for leading and managing their Faculty, School or Department in accordance with the Health, Safety and Wellbeing Policy.

Each Head of School/Department is responsible for appointing a safety representative who will co-ordinate and help with developing, implementing and maintaining an effective health and safety management system which is appropriate.

If a formal appointment of a Departmental Safety Representative is not made, the Dean of Faculty / Associate Dean of School or Head of Department will automatically fill the post by default.

Deans of Faculty / Associate Deans of Schools and Heads of Department responsibilities include:

- positively and proactively promoting the effective implementation of our occupational health and safety policies and procedures;
- facilitating open communication on all occupational health and safety issues throughout their Faculty, School or Department;
- integrating occupational health and safety issues into operational planning;
- monitoring the performance of their Faculty, School or Department in relation to occupational health and safety management;
- bringing to the Vice-Chancellor's immediate attention any breach of health and safety;
- providing a reasonably practicable level of safety for employees, students and others in their work area;
- developing and implementing subject-specific, safe-working practices and procedures, where required;
- facilitating regular safety inspections of work operations and areas under their control;
- assisting their junior managers to discharge their health and safety responsibilities;
- appointing appropriate employees within their Faculty, School or Department² to fulfil the role of department safety representative ;
- ensuring that activities taking place in their area of responsibility are subjected to the University's risk assessment processes;
- ensuring employees, students and visitors in their work area are aware of the procedures they should follow in an emergency, paying attention to anyone with special needs; and
- actively monitor their Faculty, School or Departments health, safety and wellbeing performance.

Responsibilities of Managers and Supervisors:

The University requires all managers and supervisors, including any such persons not actually employed by the University (i.e. Contractors), to demonstrate positive leadership in the management of health and safety, ensuring that good practice is promoted and encouraged in their areas of control. They have particular duties with regard to health and safety when in charge of students, research workers, employees, visitors, either individually or in groups, contractors and sub-contractors.

Such persons must ensure that adequate safe working arrangements are based on suitable and sufficient risk assessments. Managers and supervisors should have copies of relevant risk assessments. In cases of uncertainty, advice should be sought in the first instance through the line manager.

Responsibilities of the Health and Safety Officer:

- carry out the general health and safety coordinating role in the University;
- advise senior managers or safety representatives to investigate and record incidents;
- analyse and produce reports on incident statistics;
- co-ordinate the monitoring of safety performance by reference to accident reports, regular health and safety inspections;
- provide help and advice to line managers, including breaches of Health, Safety and Wellbeing Policy and procedures that may result in disciplinary action for either employees or students;
- advise and assist in the development implementation and review of health, safety and wellbeing policies and procedures, reviewing annually and revising, if necessary;
- maintain awareness of the introduction or changes of any health and safety legislation or standards that may affect the University, and takes whatever steps are appropriate to implement such standards;
- seek expert advice wherever necessary to achieve a good level of compliance;
- recommend training solutions, in consultation with Human Resources, required to support the implementation and on-going management of our health and safety procedures, through risk assessments, input from managers, employees and safety representatives;
- advise on a regular programme of risk assessment to analyse and keep under review work activities, and help develop safe systems of work;
- make periodic inspections of the University property to ensure that relevant health and safety legislation and University policies and codes of practice are being complied with; and
- manage the interface between the University and the Health and Safety Executive (HSE), the Fire and Rescue Service and other regulatory and enforcement agencies.

Responsibilities of Individual Employees and Students:

Everyone has a role in promoting a healthy, safe environment in all that the University does. All employees and students shall conduct their activities and those activities over which they have control in a safe, competent manner so as not to endanger themselves

or others around them, in accordance with the Policy and any associated codes of practice. The degree of such responsibility carried by particular individuals will depend on the nature and extent of their work. They must co-operate with Deans and Heads of Department to ensure safe working practices are employed at all times.

Academic members of staff know most about their research projects and associated work activities, as well as teaching in their discipline. They must, therefore, not only ensure their own health, safety and wellbeing but that of anyone who might be affected by their own work, or the work of colleagues and students.

There is a duty to report accidents/incidents and any concerns they have on health, safety and welfare. Any faults or damage should be reported to maintenance via the job requisition system. Failure to do so could result in disciplinary action.

It is a statutory requirement that all employees are competent and have received the necessary instruction, training and guidance to carry out their duties in a safe manner. Should any individual employees feel concern over the safety aspects of his/her work or a more general concern about health, safety and wellbeing at the University, they should initially bring their concern to the attention of the line manager or safety representative, and if necessary, inform the Health and Safety Officer. Students should raise concerns through an academic supervisor or personal tutor.

Our Health, Safety and Wellbeing Policy and any supplemental guidance documents and codes of practice are published on the Health & Safety Pages on the Intranet. [https://intranet.buckingham.ac.uk/health- safety/Pages/default.aspx](https://intranet.buckingham.ac.uk/health-safety/Pages/default.aspx)

Contractors:

As a major employer, the University has a role in promoting and encouraging good practice in health, safety and wellbeing amongst the contractors it engages.

Contractors must only carry out work that they are competent and contracted to do. They must adhere to legislation and to the University's health, safety and wellbeing policies and procedures and ensure that their activities do not place themselves or the University's employees, students or visitors at risk. All contractors must sign in at the Building and Maintenance Reception or with Security out of hours.

There must be communication and co-operation between contractors and the University. Any School/Department which engages a contractor must ensure that the contractor is provided with relevant information relating to the University's health and safety procedures, particularly the arrangements for action to be taken in the event of fire or other emergency. The University contact must also inform the contractor of any special health or safety concerns, requirements, or hazards relevant to the contractor's activity. Similarly, the contractor must inform the University of anything that may be a health and safety concern to the University's employees, students or visitors. A copy of this information must be sent to the Estates Department, along with any insurance details and any other relevant information. Where relevant, departments must set out local safety arrangements for managing any contractors that they engage.

Tenants:

Tenants/third parties occupying locations on campus are directly responsible for all health and safety matters which relate to them and their occupation. They must comply with all current health and safety legislation and the University's Health, Safety and Wellbeing Policy, where applicable, on such matters. Failure to do so could be classed as a breach of the tenancy agreement.

Shared Premises:

Where the University shares premises with another employer or is the tenant of another employer, special and specific arrangements must be agreed with the other party to ensure that there is appropriate co-ordination and co-operation in relation to the health, safety and wellbeing of University employees, students and visitors.

MONITORING

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Records by the Health and Safety Committee. We also undertake a departmental health and safety management review to determine whether our existing health and safety procedures and arrangements are adequate this will be coordinated with the Health and Safety Officer and departmental safety representative or senior manager.

- Each School/Department must monitor its health and safety arrangements to ensure that they are performing as intended;
- The main monitoring tool will be the periodic inspection of its activities and its health and safety records;
- The Head of School/Department must assign Employees to carry out the monitoring and ensure that they are competent so to do;
- Each School/Department must report annually on its health and safety performance to the University Health and Safety Committee in a format prescribed by the Committee.

Note:

Those persons allocated responsibilities for health, safety and wellbeing issues should ensure that the required risk assessments and safety records are completed, either by them or by other persons and that the required control measures are implemented when work activities take place.

Where more than one person has been assigned responsibility to a particular subject, each should ensure that they have completed records for the areas under their control and together should ensure that the organisation has, collectively, covered all aspects of safety management for that subject.

RELEVANT LEGISLATION

In most cases health and safety legislation requires common sense, reasonably practicable precautions to avoid the risk of injury or ill-health at work. Our health, safety and wellbeing management system does not quote specific legal references, giving instead the information and detail of what is required in practice to secure compliance. If the guidance and requirements of our health, safety and wellbeing management system are adopted, compliance with the legal requirements will be achieved.

This page sets out, for the record, details of the main statutes and regulations affecting

health and safety at work that were in force when this policy was prepared. Not every piece of the legislation will apply to our operation on a day-to-day basis, but we need to be aware of them should circumstances change:

- Building Regulations 2010
- Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- Classification, Labelling and Packaging of Substances and Mixtures Regulations 2008
- Confined Spaces Regulations 1997
- Construction, Design and Management Regulations 2015
- Control of Artificial Optical Radiation at Work Regulations 2010
- Control of Asbestos Regulations 2012
- Control of Electromagnetic Fields at Work Regulations 2016
- Control of Lead at Work Regulations 2002
- Control of Noise at Work Regulations 2005
- Control of Substances Hazardous to Health Regulations 2002, as amended
- Control of Vibration at Work Regulations 2005
- Corporate Manslaughter and Homicide Act 2007
- Electricity at Work Regulations 1989
- Employers Liability (Compulsory Insurance) Regulations 1998, as amended 2008
- Employment of Women, Young Persons and Children Act 1920.
- Equality Act 2010
- Export and Import of Dangerous Chemicals Regulations 2008
- Factories Act 1961
- Food Safety Act 1990
- Furniture and Furnishings (Fire) (Safety) Regulations 1988, as amended 1993
- Gas Appliances (Safety) Regulations 1995, as amended
- Gas Safety (Installation and Use) Regulations 1998
- Gas Safety (Management) Regulations 1996
- Hazardous Waste Regulations 2005
- Health and Safety Offences Act 2008
- Health and Safety at Work etc. Act 1974
- Health and Safety (Consultation with Employees) Regulations 1996
- Health and Safety (Display Screen Equipment) Regulations 1992
- Health and Safety (First Aid) Regulations 1981
- Health and Safety Information for Employees Regulations 1989, as amended
- Health and Safety (Safety Signs and Signals) Regulations 1996
- Health and Safety (Training for Employment) Regulations 1990
- Ionising Radiations Regulations 1999
- Lifting Operations and Lifting Equipment Regulations 1998
- Lifts Regulations 1997
- Management of Health and Safety at Work Regulations 1999, as amended
- Manual Handling Operations Regulations 1992, as amended
- Notification of Employment of Persons Order 1964
- Offices, Shops and Railway Premises Act 1963
- Personal Protective Equipment Regulations 1992, as amended
- Pressure Systems Safety Regulations 2000
- Provision and Use of Work Equipment Regulations 1998
- Radiation (Emergency Preparedness and Public Information) Regulations 2001

- The Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2007 (REACH)
- Regulatory Reform Fire Safety Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 - until 30 Sept 2013
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - from 1 October 2013
- Safety Representatives and Safety Committees Regulations 1977
- Work at Height Regulations 2005, as amended
- Workplace (Health, Safety and Welfare) Regulations 1992
- Working Time Regulations 1998 and 2003

SAFETY ARRANGEMENTS

The health, safety and wellbeing arrangements applicable to a particular activity in the University will be driven by:

- The University's Health, Safety and Wellbeing Policy;
- The risk assessments, policies and procedures of the School/Departments controlling activities;
- The University's detailed safety policies, arrangements and guidance notes on specific issues are issued by the Health and Safety Committee on behalf of Council.

The University has established a Health and Safety Committee, which reports to the Vice-Chancellor through the Executive Group, with the responsibility to determine the health, safety and welfare management strategy and policies necessary for the University to discharge its legal obligations regarding health and safety.

Deans of Faculty / Associate Deans of Schools and Heads of Departments are responsible for the overseeing of arrangements for health and safety within their area in order to ensure that they are functioning in accordance with the University's policies. They are responsible for the health, safety, and welfare of all persons who are lawfully in the buildings under their charge and are required to bring to the notice of all employees a written statement describing the organisation and arrangements for safety within their departments, institutions or units.

The Clore Laboratory, which uses ionising radiation, has a system of radiation protection management based on departmental radiation protection supervisors, whose task is to ensure compliance with statutory regulations and local rules.

The Health, Safety and Wellbeing Policy is supported by safety arrangements in several supporting documents with additional policies, procedures and guidance notes on specific topics which can be found on the intranet in the Health And Safety Pages <https://intranet.buckingham.ac.uk/health-safety/Pages/default.aspx>.

This policy supersedes all previous versions of University Health and Safety Policy. It will be reviewed annually by the Health and Safety Committee.