



## Health, Safety and Wellbeing Policy

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## **VICE CHANCELLOR'S STATEMENT OF INTENT**

The University of Roehampton is committed to providing a healthy and safe environment for work and study. It aims for progressive improvement in health and safety performance leading to standards beyond the legal minimum requirements. To achieve this, we will ensure that health and safety is integrated with other core management functions in order to meet all relevant statutory health and safety requirements.

The University aims to:

- Take responsibility for the health, safety and welfare of employees and students and the health and safety of others affected by our undertakings;
- Identify work-related hazards arising from our undertakings and take precautions to reduce the risk of injury and ill health to the lowest reasonably practicable level;
- Investigate and learn from accidents and work-related ill health, including near miss events, share experience and best practice across Departments and Colleges and strive to continuously improve health and safety performance;
- Ensure employees, students and contractors are informed about work-related hazards and employees and students receive appropriate health and safety training and are provided with any necessary personal protective equipment;
- Engage and consult with employees on matters concerning their health, safety and welfare and provide access to occupational health advice and support;
- Communicate and cooperate with other organisations where we share a site or premises, including the Roehampton Students Union, GLION and other partnership organisations, to ensure risk assessments take account of each other's operations;
- Implement appropriate emergency procedures for fire, injury or ill-health, and other situations causing imminent danger;
- Provide and maintain safe plant equipment and machinery, and ensure safe storage and use of substances;
- Maintain adequate levels of public and employee liability insurance;
- Develop a culture of ownership and responsibility for health and safety across the University and strive to be an exemplar within the higher education sector.

Vice-Chancellor  
For and on behalf of the University of Roehampton

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# HEALTH, SAFETY AND WELLBEING POLICY

## 1. About this Policy

This policy sets out the University's commitment to health, safety and wellbeing and details how work-related risks are managed, reviewed and monitored across the University. It applies to all University activities, wherever they take place, and to all sites and premises under the control of the University. The University will review this policy regularly, at least every 3 years, and revise it whenever necessary and bring it to the notice of its employees.

### 1.1 Health and Safety

This policy sets out the principles and practices which managers and employees are required to apply in order to fulfil their legal responsibilities and demonstrate good management and leadership of health, safety and wellbeing.

Individual employees are accountable for their actions in relation to Health and Safety. Failure to observe this policy and the supporting procedures could lead to investigation and potential for formal sanction up to and including dismissal dependent upon circumstances.

A chart setting out the University's Health and Safety Organisational Structure is attached at **Appendix 1**.

The full content of the policy is available on the University Staff Portal and members of staff should refer to the Staff Portal for the most up-to-date version of the policy.

### 1.2 Wellbeing

The University is committed to take all reasonable and practicable steps to safeguard the health and wellbeing of employees when they are at work and providing a supportive environment that maintains, fosters, and actively promotes the health and wellbeing of all employees. This policy aims to support the University's commitment to wellbeing through promoting positive mental wellness and the effective management of work-related stress.

The University seeks to formalise its commitment to achieving mental wellness through the introduction of wellbeing within this policy. The University will undertake a thorough review of this policy over the next 12 months.

The University recognises work-related stressors as a potential hazard to health and is committed to managing work-related stress in a proactive manner to reduce the personal impact on its employees. The University commits to using the HSE Management Standards to help identify sources of harmful levels of stress at work

with a view to minimising the likelihood of stress (through risk assessments) and dealing with individual cases which arise.

To fulfil its commitment and obligations the University will provide the necessary resources to implement this policy and support delivery of the associated procedures, in particular its new procedure providing guidance on the management of work-related stress and mental wellness. The University will support managers in fulfilling their obligations in managing work-related stress and ensure that our additional support services are promoted.

### **1.3 Review**

The policy will be reviewed biennially jointly by the Executive Director of Human Resources and the Associate Director of Health and Safety, or earlier if there are any significant changes to relevant legislation or to the organisation, activities or risks affecting the University.

### **1.4 References**

Accident reporting and Investigation Procedure  
Safe Driving at Work Procedure  
Management of Work-related Stress and Mental Wellness Procedure

## **2. Organisation and Responsibilities**

### **2.1 The University Council**

The University Council has ultimate responsibility for health and safety matters across the University and has delegated executive responsibility for the development and implementation of this policy to the Vice-Chancellor.

The University Council shall receive a health and safety report from the University Health, Safety and Welfare Committee annually and approve the University Health, Safety and Welfare Policy and all related policies affecting health, safety and welfare at the University as required by the committee.

The University Council shall consider the health and safety implications of strategic decisions and ensure that emergency planning arrangements are kept up to date.

### **2.2 University Health, Safety and Welfare Committee**

The University Health, Safety and Welfare Committee (the “Committee”) shall establish the health and safety standards and objectives for the University.

The Committee shall keep this policy under review; review the health and safety performance measures identified in the Health & Safety Strategy, monitor compliance with the policy by University Colleges and Departments; and report at least annually to the University Council. The Committee shall be aided and advised by the Head of Health and Safety in the performance of its aforementioned duties.

The Chair of the Health, Safety and Welfare Committee shall be appraised of any serious health and safety incidents or risks as soon as they are identified.

### **2.3 Academic Department Committees and Professional Department meetings**

Health and Safety shall be a standing agenda item for all academic department committees and professional department meetings, to ensure that matters concerning health, safety and welfare can be brought to the attention of senior managers.

Health and safety matters that are brought to these committees and meetings that have a wider impact than the department, or require resources beyond the scope of the committees and meetings, shall be escalated to the Health, Safety and Welfare Committee for wider consideration.

### **2.4 Health, Safety and Welfare Sub-Committees and Health and Safety Forums**

The Committee can adopt health, safety and welfare sub-committees created within individual departments or schools, where it is considered necessary to maintain oversight of effective risk management by the sub-committee.

Health and Safety Forums can be established by the Head of Health and Safety to enable communication and consultation with employees and to ensure that the health and safety standards established by the Committee are being achieved.

### **2.5 Vice-Chancellor**

- The Vice-Chancellor is responsible for the overall implementation of this policy and shall ensure that appropriate resources and systems are in place and senior managers and other staff adequately discharge their duties in accordance with this policy.
- The Vice-Chancellor is advised on health and safety matters by the Chief Operating Officer, the Head of Health and Safety, and the Health, Safety and Welfare Committee.
- Health and Safety shall be a standing agenda item on the University Executive Board (UEB) agenda to allow the Estates and Campus Services department, or the Head of Health and Safety, to apprise UEB members of any significant health and safety issues.

### **2.6 Chief Operating Officer**

The Chief Operating Officer is responsible for ensuring the University is supported with competent advice and assistance to meet its statutory health and safety duties. The Chief Operating Officer shall ensure that:

- There is an effective policy for health and safety that is reviewed when necessary and at least biennially, to ensure it remains relevant and fit for purpose.
- Adequate resources, including suitably competent personnel, are provided to fulfil the requirements of the policy.

- The University maintains sufficient awareness of the health and safety legislation governing its operations to ensure the policy and all supporting procedures will fulfil statutory requirements.
- There are suitable arrangements for consulting employees on matters affecting their health, safety and welfare and informing them about changes to the policy and procedures.
- Employees are provided with information about work-related hazards and any training necessary to ensure they can work safely.
- Sufficient resources are allocated to allow for the elimination or control of known hazards and to safeguard against the introduction of new risks, including the provision of any necessary personal protective equipment.
- Any individual failing to adequately discharge their health and safety responsibilities is dealt with appropriately, including application of the University's disciplinary procedures where appropriate.
- The implementation of the health, safety and welfare policy is effective.
- Risk assessments are undertaken, reviewed and action plans are agreed and implemented.
- Effective systems of communication for health and safety are provided.
- Regular inspections of the premises and plant are made and records kept.
- Any issues presenting a risk to health and safety are reported to the Head of Health & Safety.

## **2.7 Director of Campus Operations**

The Director of Campus Operations is responsible for ensuring compliance with all statutory obligations concerning the estate and grounds. The Director of Campus Operations shall ensure that:

- Adequate resources, including suitably competent personnel, are provided to fulfil all relevant statutory obligations.
- Sufficient resources are allocated to allow for the elimination or control of known hazards and to safeguard against the introduction of new risks, risk assessments are undertaken, reviewed and action plans are agreed and implemented.
- Contractors are managed effectively and permit to work procedures are adhered to.
- Statutory Inspections and all relevant corrective actions are implemented for maintenance of lifts, lifting equipment, suspended access equipment, hot and cold-water systems, work equipment, electricity, gas and pressure systems etc. and are duly completed.
- All necessary records are kept in accordance with the University document retention policy and can be retrieved when required.
- Any issues presenting a risk to health and safety are reported to the Head of Health & Safety.

- The Head of Campus Security in consultation with the Fire, Health and Safety Advisor, is responsible for fire safety compliance: All fire alarm systems, passive fire protection, fire detection systems and fire signage are compliant with the current legislation and best practice.

## **2.8 Head of Health & Safety**

Day-to-day responsibility for health and safety matters lies with the Head of Health and Safety, reporting to the Director of HR. Together with the Health and Safety Advisors, the Head of Health and Safety works closely with staff and students across the University to achieve effective control of health and safety risks and a proactive health and safety culture. The Head of Health and Safety is responsible for:

- Providing advice on strategic and operational health and safety issues and developing and recommending policies, procedures and compliance strategies in line with best practice to ensure that the University complies with its obligations under health and safety legislation, supporting the health and safety risk assessment process, for example, providing training to ensure that line managers identify workplace hazards and that sufficient precautions are put in place to prevent injury and ill health.
- Providing information and advice to assist staff to fulfil their health and safety duties and keeping it up to date with changes in legislation and best practice within the University Sector.
- Recommend, coordinate or deliver training to ensure staff and students can understand and fulfil their health and safety responsibilities and duties, and advise on the scope of specialist health and safety training sourced elsewhere.
- Preparing and delivering a scheme of audits and inspections to monitor how effectively health and safety is managed by all parts of the University.
- Ensuring staff are consulted on matters affecting their health, safety and welfare, including liaison and consultation with elected trades union representatives and staff elected health and safety representatives.
- Liaising with the Roehampton Students' Union on matters affecting student health and safety.
- To attend the Health, Safety and Welfare Committee meetings as the competent person advising the University on compliance with occupational health and safety legislation and sector best practice.
- Supporting the Director of Campus Operations and the Head of Technical Compliance to ensure that statutory inspections and fire regulations are adhered to.
- Supporting the Head of Security and Logistics to ensure that first aiders are suitably qualified, and first aid facilities are adequately equipped and maintained.
- Ensuring that accidents, near misses and cases of work-related ill health and disease are recorded and investigated.
- Administering the accident reporting system and reviewing its data for measuring performance and identifying trends and investigating significant accidents and



reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) on behalf of the University

- All necessary liaison with health and safety and fire safety enforcement officers and providing support for any related visits or interventions.

In all cases and at all times, the Head of Health and Safety shall make the Vice-Chancellor aware of any serious health and safety incidents and risks as soon as they are identified.

## **2.9 Heads of College**

Heads of College are responsible for managing the health and safety of their staff and students, and ensuring that health, safety and welfare risks are considered when planning any College events.

## **2.10 Deans of Academic Schools and Faculties, and Directors of Professional Services Departments**

Deans of academic schools and faculties, and directors of Professional Services departments, have overall responsibility for the management of health and safety in their department or directorate, and for ensuring that members of their staff adequately discharge their duties and responsibilities in accordance with this policy.

Deans of Academic schools and faculties, and Directors of Professional Services Departments, shall work with their staff to:

- Ensure coordination with other Directors, Heads of Colleges and Deans regarding health and safety matters in circumstances where there is shared use of a site, e.g. where a school or faculty from one academic discipline or support function shares, temporarily or permanently, a building or facility jointly with another school, faculty or academic discipline.
- Ensure that suitable and sufficient risk assessments for activities within their schools and faculties are completed, including fieldwork, and that control measures and safe systems of work are implemented and in compliance with all relevant University policies.
- Ensure that new members of staff complete the mandatory University induction training modules within an appropriate timeframe and additional health and safety training needs are identified and acted upon for all staff members.
- Ensure that appropriate health and safety information, instruction, training and supervision is provided for their staff and visitors to their schools and faculties, including students.
- With support from the Health and Safety Office, lead accident investigations for incidents arising within their schools and faculties, agree suitable corrective actions and ensure closeout of these action to improve control measures to prevent recurrences.
- Establish clear lines of communication for dealing with health and safety issues within their schools and faculties, or directorate, including placing health and

safety on the agenda of schools, faculties, or directorate meetings as a standing agenda item.

### **2.11 Managers and Supervisors**

Managers are responsible for ensuring that their staff adequately discharge their duties and responsibilities in accordance with this policy and should ensure that:

- Risk assessments for work activities within their area of responsibility are carried out.
- Appropriate precautions and safe systems of work are implemented.
- They provide necessary health and safety information, instruction, training and supervision for their staff, contractors and visitors.
- They establish clear lines of communication for dealing with health and safety issues including placing health and safety on the agenda of team or office meetings, and
- They ensure that accidents and near-miss incidents are reported and that they investigate promptly in accordance with current procedure.

### **2.12 Principle Investigators (PI) and Supervisors of Students**

The Principal Investigators/Supervisors are responsible for:

- Ensuring health and safety arrangements (including the supervision, assessment of risks and training) are included in all phases of the projects, that is from planning to completion.
- Working with the Health & Safety Office to achieve the above arrangements.

### **2.13 Occupational Health**

The Human Resources department provides the University's Occupational Health Service which is delivered by an external service provider. This includes the following responsibilities:

- Advising management and employees on all matters relating to the effects of health on work and work on health.
- Ensuring a collaborative approach between OH service, HR and the University Health & Safety team and members of senior management, when necessary.
- Employment health assessments, staff wellbeing, fitness to return to work and ill-health retirement and liaising with Faculties/Directorates on involvement in individual arrangements.
- Providing a Health Surveillance programme to relevant staff, as identified in workplace risk assessment.
- Promoting staff wellbeing and prevention of illnesses and injuries arising from work activity.

- Providing periodic updates to the University Health, Safety and Welfare Committee and/or UEB, as required.

## **2.14 Staff**

All University employees are expected to demonstrate a proactive commitment to working safely. Those with line management responsibilities shall be a positive role model to their staff. All employees of the University, including temporary and contracted workers, whether full or part-time shall:

- Comply with the University's health, safety and welfare policy and procedures and take care of not only their own health and safety, but that of any person who may be affected by their acts or omissions.
- Bring to the attention of their line manager any health and safety concerns or dangerous work situation.
- Familiarise themselves with all relevant information in the health, safety and welfare policy and any additional relevant procedures and to cooperate in the implementation of their contents.
- Comply with all instructions, working procedures, safety rules etc. which apply to their work and to work with due care and attention at all times.
- Never operate plant tools, equipment and vehicles or undertake any tasks unless trained and authorised to do so.
- Keep all plant tools, equipment and vehicles in their care in good condition and report any defects to the appropriate person immediately.
- Wear/use personal protective equipment in accordance with risk assessments and their training, and notify their line manager if it becomes lost, worn or deteriorates and may no longer function effectively.
- Report any situations creating serious and imminent danger to any person promptly to their line manager and where practicable, take immediate action to prevent serious harm.
- Ensure their work area is kept clean and tidy.
- Never intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare.
- Report all accidents, near misses or cases of work-related ill health to their Line Manager.
- Cooperate in the investigation of complaints, accidents, near misses and cases of occupational ill health.

## **2.15 Staff Trades Unions**

Elected representatives from recognised staff Trades Unions, currently UCU and GMB, are members of the Health, Safety and Welfare Committee and will also be entitled to attend any subordinate Health, Safety and Welfare Committees and forums established to support this committee.

Staff Trades Unions shall be consulted on all matters relating to their members' health, safety and welfare and are entitled to investigate accidents involving injury to their members, in accordance with statutory requirements.

The Health and Safety Office shall ensure that elected trades union representatives can access the University accident reporting system.

## **2.16 Roehampton Student's Union (RSU)**

The elected President of Roehampton Students' Union shall be a member of the University Health, Safety and Welfare Committee to represent the University student body.

The Roehampton Students' Union will fulfil their statutory duties as an employer and undertake appropriate prior risk assessments for their activities. They will also liaise in advance with the Health and Safety Office and the appropriate University Departments and Colleges with regard to their undertakings and activities.

The Roehampton Students' Union will cooperate and coordinate with the University of Roehampton to ensure each can fulfil their statutory duties, audit and risk assessments to take account of each other's operations.

## **2.17 Fire Wardens**

- As per the University Fire Safety Policy, the Heads of Department and Directors of Professional Services will cooperate with the Head of Health and Safety and/or the Fire, Health and Safety Advisor to ensure sufficient, suitably trained staff are available to act as fire wardens in each building.
- Fire Wardens shall direct and aid personnel to evacuate safely in the event of a fire alarm activation and supervise the evacuation of the building.
- All Fire Wardens will attend periodic training.

## **2.18 First Aid**

The Head of Security and Logistics, and relevant Directors and Deans shall cooperate with the Head of Health and Safety to ensure that sufficient appropriately trained staff are available to fulfil the University's duty to provide first aid.

Designated first aiders shall:

- Be appointed in writing for a period not exceeding the duration of their first aid qualification.
- Make themselves immediately available to attend to injured persons when notified of an accident or other emergency.
- Provide first aid treatment in accordance with their training and summon suitable emergency response support where necessary.
- Keep appropriate records of any treatment and advice provided to injured persons.

- Attend the training necessary to maintain their competency to act as a workplace first aider.

## **2.19 Radiation Protection Supervisor**

Radiation Protection Supervisors (RPS) are appointed by the Dean of the relevant academic department. They have a supervisory role in assisting the University to comply with the requirements of relevant Regulations and are directly involved with work with ionising radiation sources in their schools and faculties. In collaboration with an externally appointed RPA (Radiation Protection Advisor) to the University, the RPS assist the Health and Safety Office in ensuring that the work is done in accordance with local rules.

# APPENDIX 1

## Health, Safety and Welfare Committee Organisational Structure

