

HEALTH, SAFETY & WELLBEING POLICY

Health and Safety Policy

January 2024

Contents

Summary	5
Introduction	6
Aims	7
Objectives	7
Scope	8
Responsibilities	9
Summary of Health and Safety Leadership	10
Board of Governors	11
University Executive Board	12
Vice-Chancellor	13
Director of Estates and Campus services and Health and Safety Lead	14
Deputy Vice-Chancellor(s), Director of Estates and Campus Services and Chief People Officer	15
Pro Vice-Chancellor(s)	16
Deans and Faculty Managers	16
Heads of Schools/Services or Equivalent	18
Academic Supervisors, Principle Investigators or Equivalent	20
Staff with Line Management responsibilities	21
All Staff/Students	22
Employed Students	23
Contractors and Service Providers	23
University Campus (Built Environment)	24
Corporate Health and Safety	25
Fire Safety	26
Occupational Health and Wellbeing	27
Subsidiaries and Students Union	27
International and Global Application	28
Visitors	28
Trade Union Health and Safety Representatives	29
Specialist Safety Roles	29
Health, Safety and Wellbeing Coordinators	30



Specialist Safety Officer Roles	31
Arrangements	31
Health and Safety Management System	32
Governance and Assurance	34
Assessing Risk	36
Training Requirements	36
Monitoring Compliance	37
Legislation.....	39
Document Control.....	40
Change Record	40
Reviewers / Contributors	40

Document title		
Health, Safety and Wellbeing Policy		
Document author and department		
Brent Schwarz Head of Health and Safety Corporate Health and Safety Estates and Campus Services		
Approving body		
University Executive Board (Approval)		
Date of approval		
8 th January 2024		
Review date		
Minor review (Legislative compliance) annually 3 yearly major review or earlier if required		
Edition no.		
2		
ID Code		
UOP-HS-P-01		
Date of effect		
January 2024		
EITHER For public access online (internet)? <i>Tick as appropriate</i>		YES
For public access on request copy to be mailed <i>Tick as appropriate</i>	NO	YES
OR For staff access only (intranet)? <i>Tick as appropriate</i>		YES
Password protected <i>Tick as appropriate</i>	NO	YES
<p>External queries relating to the document to be referred in the first instance to Corporate Health and Safety: email hsservicedesk@port.ac.uk</p> <p>If you need this document in an alternative format, please email hsservicedesk@port.ac.uk</p>		

The latest version of this document is always to be found at:

Summary

What is this document about?

This Policy has been produced in accordance with the requirements of Section 2(3) of the Health & Safety at Work etc. Act and applies to the University of Portsmouth in its entirety. It will be substantially reviewed every three years and a minor review will be conducted annually to ensure continued compliance with statutory and/or regulatory requirements. Any amendments will be brought to the attention of all employees. This policy contains details of respective roles and responsibilities for the management of Health and Safety throughout the University and is supported by other more detailed arrangements, procedures, and guidance documents which should be read in conjunction with it. The Health and Safety 'Statement of Commitment', signed by the Chair of the Board of Governors and Vice Chancellor sets out the University's commitment towards Health, Safety and Wellbeing.

Who is this for?

This Policy is intended for all University staff and students, governors, visitors and contractors and applies to all educational, research, commercial, residential, recreational, facilities and management activities considered to be wholly or partly under the University's control. It covers all members of staff, students, researchers, governors and others involved with those activities and accessing those facilities. It is important that all relevant parties understand their responsibilities and what they have to do to meet them as laid out in this policy and supporting specific arrangements.

How does the University check this is followed?

The Corporate Health and Safety Department monitor University activities to ensure compliance with legislation, best practice, University policies, arrangements and procedures associated with the safety of staff, students, governors and visitors. Monitoring health and safety performance occurs in a number of ways.

Active methods monitor the design, development, implementation and operation of management arrangements. These tend to be preventive in nature. For example: inspections of premises, plant and equipment; health surveillance to prevent harm; and auditing to ensure effective implementation of arrangements. Reactive methods respond to evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of the University. For example: investigating accidents and incidents and monitoring cases of ill health and sickness absence records.

Estates and Campus Services also monitor results from inspections of all University buildings and property compliance, as well as feedback from staff and students.

Outcomes from audits, risk assessments, accident and incident data, fault reporting, as well as feedback from staff and students are utilised to ensure continual improvement.

Who can you contact if you have any queries about this document?

Any questions about this arrangement should be directed to the [Corporate Health and Safety Department](#).

Introduction

The University is committed to ensuring the health, safety and welfare of all staff, students, governors, contractors and others who could be affected by its activities, so far as is reasonably practicable. This Policy has been produced in order that all relevant parties are aware of both the University's and their own responsibilities under the Health and Safety at Work etc. Act.

The development of a positive health, safety and wellbeing culture is crucial in managing health and safety. By integrating awareness of health and safety requirements into everyday working activities and management systems, the University supports a safe, healthy workplace. To this end, every individual member of staff, student, visitor, governor or contractor must take care of their own health

and safety and take due consideration of the health and safety of others. Whilst comprehensive, the document is not exhaustive and, as such, all employees are required to take reasonable care of their own Health, Safety and Wellbeing and that of others who may be affected by their acts or omissions, i.e. students, visitors, governors, members of the public and contractors.

Arrangements have been developed to support this Policy; they reflect the requirements set out in various Health and Safety Regulations and other statutory provisions. The arrangements which support the Policy are key to the development of management systems and the controls required to manage risks in the context of health and safety and are developed to ensure the University meets Statutory Health and Safety Regulations. The University community must read, acknowledge and implement those arrangements that are applicable to their roles and areas of responsibility.

Aims

The University is committed to ensuring the health, safety and welfare of all staff, students, governors, contractors and others and in principle, aims to reduce the risk to the University community and property to enable the University to achieve its strategic objectives. It will work to allow staff, students, contractors, visitors and others to carry out their activities without detriment to their health, safety or wellbeing whilst embedding health and safety as a core foundation to its values in all that the University does.

Objectives

To achieve our aims, the following objectives have been set:

- Roles, responsibilities and accountabilities for all staff, at all levels within the University which are clearly defined and understood in order to secure corporate and individual compliance with relevant legislation.
- A positive Health and Safety culture and a Health and Safety management system is in place.

- All significant risks are identified that may arise through University activities, assessing these and ensuring suitable and sufficient measures are in place to eliminate, minimize or manage the risks to employees, students and others.
- Implementation of systems of work, plant and equipment that are safe and without risks to health including arrangements for the use, handling, storage and transport of substances and articles.
- Information, instruction, training and supervision is provided that is necessary to ensure adequate Health and Safety at work.
- Measures to prevent and manage risks to employee wellbeing are put in place including monitoring workloads, together with appropriate training and support, seeking to foster a mentally healthy culture.
- Processes to monitor workloads through suitable measures to ensure wellbeing of staff are established.
- A working environment is created that is made safe and without risks to health and safety together with adequate arrangements for welfare at work including access and egress.
- Adequate resources and provided to ensure health, safety and wellbeing is effectively managed and implemented.
- Processes for monitoring and reviewing the suitability and effectiveness of the University's health, safety and wellbeing arrangements are in place and ensure they are adequate.

Scope

This Policy seeks to protect all relevant parties against risks to their health and safety, whether immediate or delayed, arising from University activities and applies to:

- All staff, students and governors of the University (including those individuals who would otherwise be classed as staff such as volunteers, employed students, apprentices, work experience, etc.).
- All Contractors and Service Providers working on behalf of or in connection with the University.

This policy applies across all locations and activities operated by the University. It is supported and underpinned by additional health, safety and wellbeing arrangements and guidance where necessary which form part of the Health and Safety management system.

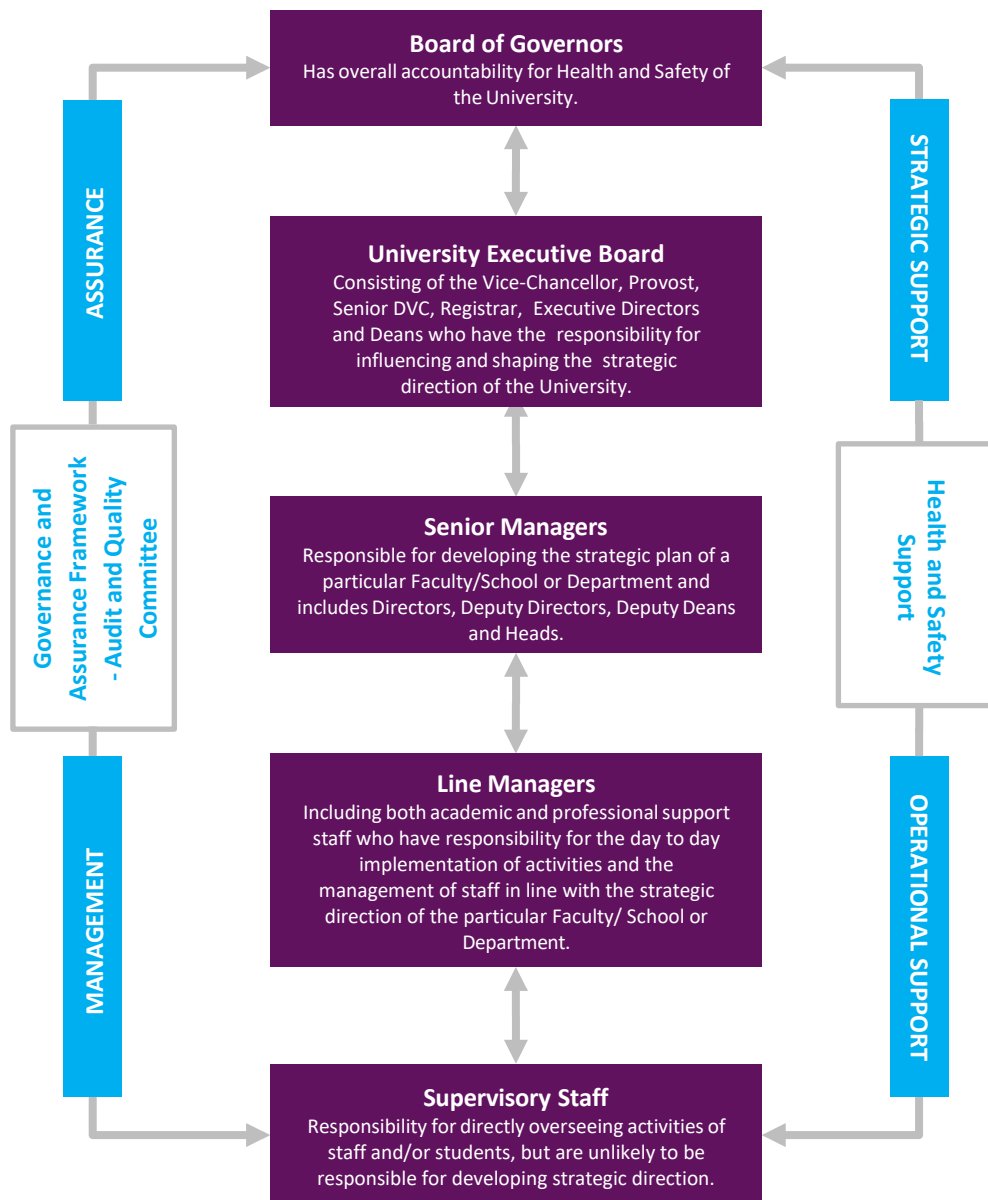
Responsibilities

The University recognises and accepts its responsibility for complying with Health and Safety legislation and for ensuring the Health, Safety and Welfare of its employees and others who may be affected by the University's business. By implementing this policy and through the provision of associated information, instruction and training, the University seeks to manage the risks associated with health, safety and wellbeing. In addition to the roles and responsibilities outlined within this policy, detailed roles and responsibilities are further defined within specific subject matter health, safety and wellbeing arrangements made available to staff, students and others through the corporate health and safety department and are communicated regularly.

The Health and Safety Statement of Commitment and Policy is approved by the University Corporate Health, Safety and Wellbeing Committee, University Executive Board and the Board of Governors. Health, Safety and Wellbeing forms the foundation in enhancing our staff and student experience, ultimately protecting the University community, to achieve this the University ensures that it follows the strategic framework as set out by the Universities and Colleges Employers Association (UCEA) and latest Universities Safety and Health Association (USHA) guidance for best practice for managing health and safety within Higher Education Institutions (HEIs). The USHA guidance for best practice is based upon the Health and Safety Executive's 'Plan, Do, Check, Act' management standards. In complying with the USHA guidance, the University is well placed to ensure compliance with best practice and legal requirements, the following responsibilities outline the organisation and arrangements for managing health and safety (A Technical Note has been produced for Senior Managers, UoP-HS-TN-01, which provides a summary to help understanding) responsibilities.

Summary of Health and Safety Leadership

The Governing Body has strategic oversight of all matters related to health and safety for the University and will seek assurance that effective arrangements are in place and are working. A Summary of management tiers in line with the USHA Best Practice Guide for Managing Health and Safety is shown below.



Board of Governors

The Board of Governors is ultimately responsible for health, safety and wellbeing. Its members must collectively ensure that the University has the organisational arrangements and systems in place to enable the effective management of health, safety and wellbeing. The commitment and authority of the Board of Governors for health, safety and wellbeing matters is set out in the University's statement of commitment signed by the Chair of the Board of Governors and by the Vice-Chancellor. All Board members will act as 'champions' of health, safety and wellbeing, promoting the benefits of positive health and safety practices and behaviours. The Board of Governors itself is required to:

- satisfy itself that the University has an appropriate written statement of commitment and policy on health and safety, and effective arrangements for the implementation of that policy;
- provide an effective mechanism by which employees are consulted on health and safety;
- provide facilities for recognised trade unions to appoint safety representatives and to enable them to discharge their responsibilities.
- satisfy itself that adequate resources are in place for effective health and safety management throughout the University, effective and efficient use of those resources, and for safeguarding assets, taking advice from Audit and Quality Committee;

In discharging these responsibilities, the Board of Governors is advised in particular by the Vice-Chancellor, as the principal academic and administrative officer of the University and Chair of the University Executive Board; by the Director of Estates and Campus Services who has responsibility for the oversight of corporate health and safety matters and by the Health and Safety lead under the Management of Health and Safety at Work Regulations who has responsibility for health and safety matters.

In exercising its responsibilities, the Board of Governors will:

- receive regular reports on health and safety from the University Executive Board and Health and Safety Committee,
- receive regular assurance on health and safety obligations and statutory compliance from the Audit and Quality Committee,
- be notified of inadequate resources or competent advice in relation to effective health and safety management as set out in statute,
- be notified of any untoward risks and/or health and safety issues and concerns carrying a major risk that has the potential for, or leads to enforcement action being taken against the University by the Health and Safety Executive, the Environment Agency, the Fire Authority, the Environmental Health Agency, UK Health Security Agency and/or any associated enforcement authorities and of the action taken in respect of such risks and/or issues and concerns or enforcement action.

University Executive Board

The University Executive Board is required to demonstrate its ownership of the University Health, Safety and Wellbeing Policy and to communicate its values across the University. This accountability cannot be delegated but operational aspects of Health and Safety management may be delegated to other responsible persons. The University Executive Board must gain assurance that these responsibilities are being fulfilled and ensure that resources are available to fulfil the University's health and safety obligations and duty of care. The University Executive Board will:

- receive regular reports on health and safety from the Corporate Health, Safety and Wellbeing Committee.
- seek to ensure, encourage and foster an established positive health, safety and wellbeing culture across the University.
- establish and foster a University Health, Safety and Wellbeing Committee.
- ensure adequate resources are allocated for the adequate management and delivery of health and safety.
- agree strategic and operational Health, Safety and Wellbeing objectives for the University.

- monitor the University's Health, Safety and Wellbeing risks and ensure their effective mitigation.
- Receive monitoring information and comment on Health, Safety and Wellbeing performance and legislative compliance.
- ensure Health, Safety and Wellbeing is embedded within the processes of the University.
- ensure accountability for properly discharging health and safety responsibilities.
- ensure consultation is undertaken with staff, students and others where decisions are made which may affect their Health, Safety and Wellbeing.

Vice-Chancellor

The Vice-Chancellor is the principal executive officer of the University and is accountable to the Board of Governors for the operational implementation of the University's Health, Safety and Wellbeing Policy. Responsibility for health and safety on a day to day basis is delegated by the Vice-Chancellor to the Director of Estates and Campus Services. The Vice-Chancellor will seek assurance from the Director of Estates and Campus Services and the appointed Health and Safety lead that health and safety is being managed effectively across the University and that the University's health and safety responsibilities are being met. This will be achieved via the governance arrangements outlined in this policy.

As the principal academic and administrative officer of the University, the Vice-Chancellor has a legal responsibility, alongside the Board of Governors, for ensuring that the University complies with all relevant health and safety legislation and, in particular, for ensuring that:

- the University has policies for the management of health, safety and wellbeing and that these policies are communicated to all employees;
- appropriate structures, resources, systems and arrangements are in place for effective implementation;

- the University Executive Board discharge their responsibilities detailed within the Health, Safety and Wellbeing Policy and that their discussions and decisions take account of any implications for health and safety;

The Chief People Officer chairs the University Health, Safety and Wellbeing Committee to ensure effective consultation with staff via their representatives as detailed in the terms of reference.

The Vice-Chancellor (or in their absence his/her delegate) must take any executive action considered necessary to prevent serious harm to the University community, this may include closing (in whole or in part) particular University buildings, sites, operations or activities. On a day-to-day basis, the Director of Estates and Campus Services and appropriate Health and Safety lead act on behalf of the Vice-Chancellor in discharging his/her responsibilities for the management of health and safety.

Director of Estates and Campus services

The Director of Estates and Campus Services oversee the management of Health and Safety, exercising management responsibility for the work of the Corporate Health and Safety Department, and have a particular responsibility for ensuring that:

- appropriate measures are taken to promote an effective Health and Safety culture within the University;
- an appropriate Health, Safety and Wellbeing Policy and arrangements are developed that are aligned with the University's strategic imperatives;
- the University's Health and Safety policy and arrangements are reviewed regularly, that they remain appropriate, are fit for purpose and reflect good practice, and that they comply with legislative requirements;
- effective communications, implementation, inspection and audit systems are in place;
- implementation of the University's Health and Safety policy and arrangements are appropriately and regularly monitored and evaluated;

- employee representatives are appropriately involved and consulted as equal partners in delivering and implementing the University's health and safety objectives;
- that appropriate and timely training is provided to members of the University who have significant responsibilities for the management and delivery of health and safety.

In the absence of the Vice-Chancellor or any individual(s) designated to act on their behalf in their absence, the Director of Estates and Campus Services and Deputy Director of Estates and Campus Services are authorised to take appropriate and proportionate action to prevent serious harm to individuals or to the University.

Deputy Vice-Chancellor(s), Director of Estates and Campus Services (DE&Cs) and Chief People Officer (CPO)

The Deputy Vice-Chancellor(s), DE&Cs and CPO are accountable to the Vice Chancellor for the implementation of the University's Health, Safety and Wellbeing Policy across the academic faculties and endeavours. This includes the line management of the Deans and Pro Vice-Chancellors, with responsibility for health and safety cascaded through the University's management structures.

The Deputy Vice Chancellor(s) are required to seek assurance from the Deans that Health, Safety and Wellbeing is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will include assurance relating to:

- providing leadership and promoting a positive health and safety culture;
- ensuring practices comply with the Health, Safety and Wellbeing Policies and relevant legislation;
- ensuring health and safety related risks are effectively identified and managed;
- identifying and seeking opportunities to improve the performance of health and safety.

The primary mechanism for seeking assurance and driving improvement in health and safety management is the self-verification assessment process.

Pro Vice-Chancellor(s)

Where appropriate Pro Vice-Chancellor(s) will provide advice and guidance in relation to good Health, Safety and Wellbeing management as part of their mentoring role. They will also advocate and champion a positive Health and Safety culture within their individual portfolios, ensuring that Health and Safety risks are considered and effectively managed through the necessary workstreams they oversee.

Deans and Faculty Managers

Deans are responsible for ensuring compliance with health and safety matters on a day-to-day basis within their Faculties and are therefore responsible through the Vice-Chancellor and Deputy Vice-Chancellor to the Board of Governors through the University Executive Board for ensuring compliance with the requirements of the University's Health and Safety Policy and associated arrangements, and generally for ensuring, in the areas for which they are responsible, that there are satisfactory local policies, procedures, mechanisms and guidelines in place to provide a safe and healthy environment for staff, students and visitors.

Faculty Managers of each Faculty will be accountable for the health and safety of Faculty employed professional services staff and will work in partnership with the Dean to ensure there is effective collaboration in the management of health and safety across the Faculty following the outlined responsibilities of Deans.

Deans are accountable to the Deputy Vice-Chancellor for the line management of the Heads of School and centres within their faculty and the implementation of the University's Health, Safety and Wellbeing Policy and arrangements. Responsibility for health, safety and wellbeing will be cascaded through their management structure. The Dean is required to seek assurance from Heads of School or centres and the Faculty Manager that health and safety is being managed effectively across their areas of control and that their health and safety responsibilities are being met. This will include assurance relating to:

- providing leadership and promoting a positive health and safety culture;

- ensuring practices comply with local protocols and relevant corporate health and safety policies and arrangements;
- ensuring health, safety and wellbeing related risks are effectively identified and managed;
- identifying and seeking opportunities to improve the performance of health, safety and wellbeing.

The primary mechanism for seeking assurance and driving improvement in health, safety and wellbeing management at a School level is the self-verification assessment process.

Dean(s) will work in partnership with the Faculty Manager to ensure there is effective collaboration between academic and professional services in the management of health, safety and wellbeing across the Faculty. In particular, Deans are responsible for:

- fostering a proactive positive health and safety culture in which health, safety and wellbeing related issues are seen as essential and integral parts of the Faculty or Service's activity to ensure effective governance on health and safety issues;
- ensuring that staff and students are fully consulted as equal partners, as is necessary, in inspections, meetings and formulation of arrangements, protocols and procedures;
- ensuring that appropriate structural and operational arrangements are in place to support the management of health, safety and wellbeing;
- ensuring that all relevant health, safety and wellbeing communications, notices and requirements are brought to the attention of, and understood by, staff, students and visitors as appropriate;
- nominating staff for specific health and safety functions such as Health and Safety Coordinators, Fire Marshals, First Aiders (as a minimum, in each School) and, as appropriate, Radiation Protection Supervisors, Laser Safety Supervisors, Biological Safety Supervisors and any specialist roles deemed necessary for health, safety and wellbeing. The Dean will ensure appropriate resources are allocated for these persons to be developed to ensure competency and time to carry out their tasks;

- ensuring that all Schools are inspected periodically in accordance with each risk profile, not exceeding every 3 years. Inspections are to be documented and logged centrally with the Corporate Health and Safety Department;
- ensuring that staff attend appropriate mandatory and statutory training courses - both in terms of developing and maintaining specific expertise, and in terms of general awareness and understanding. Records must be kept;
- ensuring that arrangements pertaining to risk are in place to identify and control 'significant' risks;
- liaising, cooperating and coordinating with the Corporate Health and Safety Department and other professional advisers, as appropriate and necessary.
- arrangements for how health, safety and wellbeing is managed within the Faculty is documented, approved by the Dean and communicated to staff.
- Staff are consulted on matters that may affect their health, safety and wellbeing including staff who work away from the School or Service's primary base of activities. This requirement can be satisfied by establishing a Faculty Health, Safety and Wellbeing Committee a subcommittee of the Corporate Health, Safety and Wellbeing Committee, or in the case of Services, a standing agenda item on the Service's senior management meetings. Any such committee or group should meet at least 3 times per academic year.

Delegating the day-to-day management of health and safety does not remove any statutory accountability from the Dean of Faculty.

To enable the Deans to effectively carry out these responsibilities and, hence, ensure compliance with statutory requirements; the University will provide essential training and development which Deans are expected to attend.

Heads of Schools/Services or Equivalent

Day-to-day management responsibilities for implementing health and safety policies and arrangements rest with Heads of Schools/Services. Heads of Schools/Services are therefore responsible in their area for the detailed implementation of the Corporate Health, Safety and

Wellbeing Policy and arrangements. Heads of Schools/Services also have an important role in providing leadership with regard to health, safety and wellbeing. The Heads of Schools/Services will work in partnership with Faculty Managers to ensure there is effective collaboration between academic and professional services in the management of health, safety and wellbeing across the School/Service.

The Heads of Schools/Services, in liaison with the Faculty Managers, are required to seek assurance that health, safety and wellbeing is being managed effectively across their areas of control and that their health and safety responsibilities are being met and must ensure:

- Provision of health, safety and wellbeing leadership and promoting a positive health and safety culture;
- Practices comply with local rules and relevant Corporate Health, Safety and Wellbeing policies and arrangements;
- Health, safety and wellbeing related risks are effectively identified and managed;
- Identification of opportunities to improve the performance of health, safety and wellbeing.
- Awareness of the provisions of the University's Corporate Health, Safety and Wellbeing Policy;
- Roles and responsibilities for health, safety and wellbeing within the School or Service are clearly defined;
- Where appointed, Trade Union Safety Representatives must be consulted concerning the introduction of any measure or activity that the School or Service undertakes that may affect the health, safety and wellbeing of the University Community.
- An annual assurance report is provided to Senior Management of the School or Service, providing assurance that health, safety and wellbeing is being managed effectively across their areas of responsibility;
- An individual or individuals are appointed as Health, Safety and Wellbeing Coordinator (dependent on the size and risks associated with the operational activities of the school or service) to assist them in meeting their health and safety responsibilities.

It is important at School/Service level to ensure that hazards are identified and risk is assessed and must ensure the assessments are:

- written to a consistent and reasonable standard;
- maintained (so that they relate to current work in progress);
- properly documented;
- retained, as appropriate, for future reference and any significant issues are escalated.

The Heads of Schools/Services are operationally responsible for the implementation of control measures identified by the risk assessment process, including the effective communication of these measures to relevant employees, students and visitors.

To enable the Heads of Schools/Services to effectively carry out these responsibilities and, hence, ensure compliance with statutory requirements; the University will provide essential training and development which Heads of Schools/Services are expected to attend.

Academic Supervisors, Principle Investigators or Equivalent

Whether working within academia or professional services, anyone who has some level of control or influence over the activities being undertaken by another (including staff, researchers, students, PGTs or PGRs) and how those activities are undertaken, has a responsibility for their health and safety. As a result, they have a duty to ensure that risks associated with those activities are assessed, effectively managed and controlled. The health and safety management of research projects and other related academic activities is usually delegated to research supervisors, principle investigator(s) and group leaders. This is assumed unless an alternative arrangement is agreed with the Head of School and written down as part of the research documentation. Their duties include:

- ensuring that risk assessments take place at the planning stage of any research proposal, and that the costs of implementing suitable risk control measures, and disposing of any hazardous substances or materials, are included in the funding arrangements;
- ensuring that risk assessments are reviewed and kept up to date as the research proceeds, and that everybody involved in the work activity has read and understood the risk assessment;
- ensuring local inductions into the work area are carried out and recorded;

- ensuring that control measures such as guarding of moving parts; provision of protective equipment, are implemented and continue to be effective;
- leading on the performance of risk assessments and, where appropriate, working with specialist advisors and officers to carry out the risk assessments for their work;
- ensuring those involved remain competent and receive appropriate training, resource, advice and support;
- ensuring that risk assessments are regularly reviewed. In the event of an incident, accident or process change, the risk assessment must be reviewed immediately;
- understanding the University's Corporate Health, Safety and Wellbeing Policy and arrangements, technical notes and guidance, how they are applied within the school, and within the working space;
- maintaining suitable records of exposure to substances hazardous to health, in accordance with University policies and arrangements;
- arranging for any necessary and appropriate health and safety training, including training identified in the risk assessment;
- liaising with specialist advisers, and providing information on request about the risks and control measures;
- ensuring that all research group members respond to, and cooperate with any requests for them to attend for health surveillance.

The health, safety and wellbeing management with respect to teaching is usually delegated to programme leaders and course/module leaders. The following duties are included in addition to the duties set out above:

- ensuring that class lecturers/teachers, whether University employees or not, are fully informed of all risks and controls required as an outcome of any risk assessments;
- monitoring that work-based teaching in partner organisations is undertaken safely and without risk to health.

Staff with Line Management responsibilities

All staff with line management responsibilities including first line supervisors and unit/section leaders have an important role in setting performance standards for their specific area of responsibility and monitoring for standards in these on an on-going basis. They will ensure that risk assessments in their area are completed, that staff are aware of them and that staff are aware of and adhere to all relevant safety policies and arrangements. Line Managers must ensure that Health, Safety and Wellbeing is considered in the PDR process.

All Staff/Students

All staff are responsible for their own health, safety and wellbeing, and the health, safety and wellbeing of others who may be affected by their acts and omissions. All staff must ensure that they conduct their duties in a safe manner and in accordance with the University Corporate Health, Safety and Wellbeing Policy and arrangements; any Faculty/School/Service policies or arrangements as appropriate; any specific arrangements and guidance relating to particular activities; and any relevant safety legislation and guidance.

The attention of all staff and students of the University is drawn to their legal responsibility, under section 8 of the Health and Safety at Work etc. Act, not to interfere with or misuse anything, any objects, structures or systems of work, provided by the University in the interests of health and safety. Staff and students must ensure that they:

- take reasonable care of themselves and have due regard for others;
- where necessary help the University meet the duties imposed on it;
- don't interfere with or misuse anything provided for health and safety;
- bring any breaches of policies and arrangements to the University's attention via their Line Manager/Tutor/Course Leader or the Corporate Health and Safety Department;
- report any incident/accident, ill health at work, near miss or hazard however minor, and every dangerous occurrence, including fire, using the approved reporting mechanisms;
- notify the Corporate Health and Safety Department when suffering from a disease or medical condition which may be caused by, or made worse by, work/learning activities;

- not proceed with any work/learning activity if they feel it poses a threat to their health and safety, or to that of others;
- report any unsafe or unhealthy working/learning conditions, or suspected faults in buildings, building fabric, or in any equipment, without delay;
- assist any visitors who may not be familiar with University arrangements, to the best of their abilities;
- understand their particular duty, to consider the health, safety and wellbeing of staff and students, especially where hazardous activities are carried out as part of work/learning or any other activity under the supervision or control of the University. It is essential that risks associated with these activities are assessed, effectively managed and controlled before the activity takes place, considering the inexperience or other vulnerabilities of staff and students.

Employed Students

Students employed to carry out work on behalf of the University (including demonstrations or tutorial services, etc) will be categorised as staff for the purposes of this policy. The supervision of employed students should be appropriate to their experience and competence and should be at a higher level than that expected for a more experienced member of staff.

Contractors and Service Providers

The University has a duty to provide a safe working environment for contractors working on University owned, managed and controlled property. The University must take all reasonable steps to ensure that the contractor is competent to undertake the work required in a healthy and safe manner.

Contractors working on University owned, managed and controlled property must be informed of the University's emergency procedures relevant to them and must be advised of any known hazards and risks for them to work safely and, where relevant, for inclusion within their risk assessments/safe systems of work. In each case the sponsor of that contractor or service provider will be responsible for ensuring that the relevant information is made available to the contractor or service provider.

Contractors and service providers must comply with the University's Corporate Health, Safety and

Wellbeing policies and arrangements and any relevant local protocols.

University Campus (Built Environment)

In addition to their responsibilities, the Director of Estates and Campus Services is accountable to the Vice-Chancellor in undertaking the role of 'landlord' and ensuring that premises or land it owns and leases are safe and healthy to occupy and use by users/tenants (including where appropriate subsidiaries). This includes:

- The provision of an environment suitable for its intended use (e.g. office, laboratory, workshop, residence, etc.);
- To ensure that the Estate is designed, constructed and managed in a way that effectively identifies and manages Health and Safety related risks;
- The maintenance and management of buildings and provision of hard and soft facility management services;
- Ensuring that health, safety and wellbeing obligations are clearly documented within any lease agreements;
- Producing and maintaining building statutory compliance;
- Statutory testing of building fabric and related systems (e.g. water, gas, electrical systems);
- Seeking assurance that statutory requirements in relation to the Estate are being complied with;
- Informing estate and building occupiers/users of the actions they may need to take to maintain their health, safety and wellbeing;
- Consulting with building occupiers/users on any changes to the building that may have an impact on their health and safety;
- Seeking assurance that third party accommodation provided for staff or students is safe and meets statutory requirements.

It is the responsibility of the building occupier to ensure that the space allocated to them is used safely and according to its design and expected use. Overall responsibility of an occupier must be agreed and documented. In particular, occupier(s) will be responsible for:

- Ensuring they communicate and cooperate with other occupiers/users of the building (including visitors) to ensure that risks to health, safety and wellbeing are effectively managed;
- Consulting with the Director of Estates and Campus Services or other nominated person (landlord) when requesting changes to layout, structure or services within the building;
- Informing the Director of Estates and Campus Services or other nominated person (landlord) of any building related issues that may impact the other occupiers/users or visitors;
- Consulting with the Director of Estates and Campus Services when defining responsibility for managing equipment or services where boundaries may be unclear;
- Organising and managing work, processes and equipment to prevent injury or ill health;

To assist the Director of Estates and Campus Services, an Estates Health and Safety Compliance Manager has been employed who has specific responsibilities and in particular, is required to:

- Ensure the compliance of specific statutory and best practice maintenance, examination and testing is appropriately undertaken including: work equipment; pressure systems; lifting equipment; fire equipment; asbestos; water systems; electrical and other associated facility related obligations are achieved.
- Providing regular compliance assurance to the Corporate Health, Safety and Wellbeing Committee.

Corporate Health and Safety

The Corporate Health and Safety Department acts on behalf of the University on all health and safety matters. Reporting to the Director Responsible for Health and Safety, its role is to guide and shape the way that health and safety is managed and delivered across the University, obtaining assurance of effective health, safety and wellbeing management and statutory compliance. Provide professional advice and guidance, through a team of subject matter experts, on all matters relating to the health and safety of staff, students, governors, visitors and others and in particular:

- Ensure that the University is aware of its responsibilities and requirements to comply with relevant statutory provisions and codes of practice;
- Providing regular health, safety and wellbeing assurance to the Board of Governors, University Executive Board, Audit and Quality Committee and Corporate Health, Safety and Wellbeing Committee;
- Provide Health and Safety advice to all areas of the University;
- Create and maintain the University's Health and Safety Policy and Arrangements;
- Monitor compliance with Regulations, Policy and Arrangements, advising and reporting on areas of health, safety and wellbeing management that are lacking, inconsistent or not in accordance with statutory requirements and best practice;
- Reporting on key performance indicators to the associated committees and boards;
- Advise and support Faculties/Schools/Services where necessary on matters pertaining to health, safety and wellbeing;
- Identify Health and Safety training as appropriately required to ensure competency of the University staff and students;
- Carry out and support investigations in relation to incidents/accidents and recommending areas of improvement and corrective actions;
- Attend Faculty Health, Safety and Wellbeing Committees and Safety related groups where appropriate to address health, safety and wellbeing issues or concerns;
- Liaise regularly with the University's trade unions in regard to health, safety and wellbeing matters;
- Liaising and working with the relevant enforcing authorities, in conjunction with the Health and Safety lead;
- Keeping abreast of, and bring to the attention of the University any relevant legislation changes.

Fire Safety

The University of Portsmouth actively seeks to create and maintain a working environment safe from the risks of fire, in compliance with legislation. The University will ensure, so far as is reasonably practicable, the health, safety and welfare with regard to fire, of all its employees, students and any

other persons in University buildings. The University also acknowledges its responsibility to protect its buildings and assets from the threat of arson, the accidental outbreak of fire and the risk of serious disruption to the University, to achieve this a Fire Safety Policy has been produced which outlines the University's arrangements with regards to fire safety.

Occupational Health and Wellbeing

Occupational Health supports the University in protecting the health of students and staff. Occupational Health assists with the preservation of physical and mental health contributing to the overall prevention of ill health and assists the University with meeting its duties as defined in the Health and Safety at Work etc. Act. In particular it is responsible for:

- Supporting the fulfilment of the University's statutory duties (e.g. Health Surveillance);
- Providing Occupational Health management information to relevant committees;
- Ensuring health issues are effectively and appropriately managed;
- Promoting a positive Health and Wellbeing culture;
- Advising issues affecting attendance and performance due to Health;
- Providing Immunisation and Vaccination as identified by the University;
- Providing advice and guidance on fitness to work, return to work, ill health retirement, ill health and effective management of health hazards.

Subsidiaries and Students Union

Subsidiaries and Students' Union is expected to properly manage health, safety and wellbeing themselves and have an effective health, safety and wellbeing management system in place aligned to its associated risk profile. The University recognises that it should seek assurances that such systems are in place and how effectively they are working. The Students' Union is required to:

- Align with the University's Corporate Health, Safety and Wellbeing Policy and arrangements;

- Provide the University on an annual basis with evidence that it has a health, safety and wellbeing management system in place (Health and Safety Policy, Statement of Commitment, including roles and responsibilities for implementing the policy and how performance is monitored);
- Provide evidence to demonstrate the effectiveness of its health, safety and wellbeing management (e.g. audit/assessments, relevant accreditation, reports, minutes, etc.);
- Provide evidence of obtaining competent health and safety advice;
- Monitor and review any programme of statutory inspections of owned plant and equipment.

International and Global Application

This Health, Safety and Wellbeing Policy applies to all work undertaken by the University at any of its locations and activities outside of the United Kingdom. In keeping the legal interpretation of its United Kingdom duties to employees and others working outside the United Kingdom, the provisions within the policy are expected to apply to International and Global operations so far as is reasonably practicable. International travel for research in regions where the health and safety risk is likely to be increased is subject to additional approvals and controls. Further guidance and arrangements have been produced which provides further advice and guidance on international travel in respect to health and safety and must be referred to when considering the application of this policy.

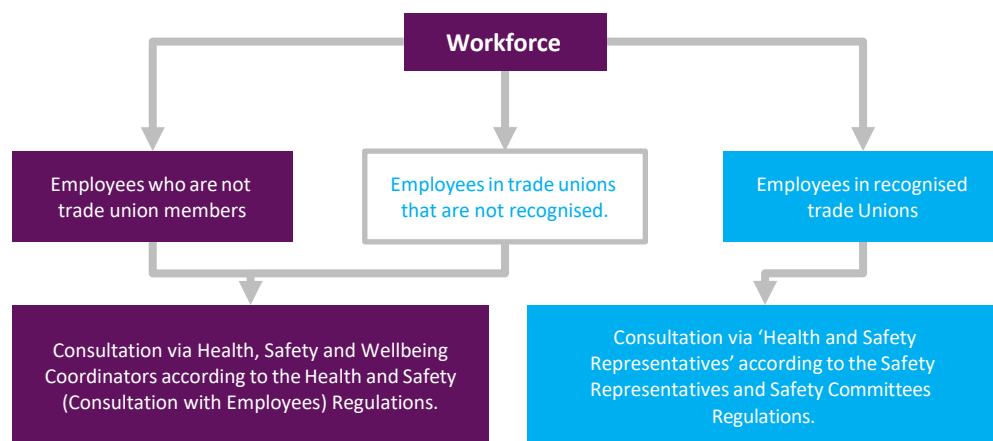
Visitors

The University often hosts visitors and recognises its duty to these visitors as required by Section 4 of the Health & Safety at Work etc. Act, which applies to the University in its entirety. The University will ensure that suitable arrangements are in place and provide relevant and accessible Health, Safety and Wellbeing information to visitors. While it is recognised the University has a duty to protect the Health and Safety of all visitors to its premises, including contractors and temporary workers, as well as any members of the public who might be affected by its activities and operations, it will ensure as far as reasonably practicable, within its powers to ensure the Health and Safety of visitors. The University also recognises that Health and Safety is the responsibility of every individual and visitors must take

reasonable care or their own health and safety and that of others who may be affected by their acts or omissions.

Trade Union Health and Safety Representatives

The University recognises the statutory requirement for consultation and the benefits and values of union appointed 'Health and Safety Representatives'. In order to comply with the Safety Representatives and Safety Committee Regulations, consultation with 'Health and Safety Representatives' as appointed by the Union(s) and those who are not trade union members, is essential in fulfilling its obligations and securing a safe, healthy and secure workplace. All Schools and Services must equally have their own local arrangements for consultation with staff, the University supports and encourages schools and services to appropriately consult with staff. The University's arrangements include both the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations. The framework for consultation is provided below:



Specialist Safety Roles

Assisting the University in complying with its statutory obligations, it must ensure that appropriate competent persons are appointed to support its compliancy and provide the necessary advice and guidance required in specialist risk areas. To achieve this, the University has appointed a number of specialist roles which fulfil this requirement and are detailed below:

Health, Safety and Wellbeing Coordinators

Health, Safety and Wellbeing Coordinators act as valued members of the University's Health and Safety framework, supporting the development and implementation of strategic and operational frameworks which facilitate a positive health and safety culture and good practice in all matters relating to health, safety and wellbeing. Health, Safety and Wellbeing Coordinators also fulfil the University's obligations under the Health and Safety (Consultation with Employees) Regulations. Assisting Schools and Services on matters relating to health, safety and wellbeing ensuring that suitable and sufficient systems and processes are established throughout the organization and are effective. Through collaborative working, supporting robust links and triangulated improvement of health, safety and wellbeing management and compliance. Health, Safety and Wellbeing Coordinators contribute to the successful management and delivery of health, safety and wellbeing activities across the University and provide a key interface with key stakeholders. Each Health, Safety and Wellbeing Coordinator will be different and is dependent on local arrangements and based on risk, the below guide may be applicable in part or whole where it is agreed with the Faculty Manager, Corporate Health and Safety and Head of School or Service; Health, Safety and Wellbeing Coordinators are required to:

- Provide advice and support on arrangements to ensure the health and safety of operations within the school/service. Actively participate in the development of policies, arrangements and protocols and assist with facilitation of staff and student consultations.
- (In conjunction with other members of staff, the Dean; Head of School/Service; Faculty Manager and Corporate Health and Safety) Ensure health and safety performance monitoring functions are completed. For example: workplace inspections; risk assessments are available and are kept up to date; auditing; incident analysis; condition of safety equipment; etc. reporting as is necessary to Corporate Health and Safety.
- Use best endeavours to encourage incident/accident reporting and participate in investigations, in accordance with University arrangements and to report any case of non-compliance to Corporate Health and Safety.

- Consult and represent their colleagues, peers and students as appropriate for matters which relate to Health, Safety and Wellbeing.

Specialist Safety Officer Roles

The University must ensure that it has provision for specialist competent advice to the Schools and Services on matters relating to specific statutory requirements, ensuring that suitable and sufficient systems and processes are established throughout the University and are effective. These specialist roles are responsible for ensuring that, as a minimum standard, the requirements of the specific statutory requirements are met, a detailed role descriptor has been produced for each which details the requirements of each specialist role and should be referred to, these include:

- Radiation Protection (Inc. Radioactive Waste) Officer
 - Radiation Protection Supervisors
- Biological (inc. Genetic Modification) Safety Officer
 - Biological (inc. Genetic Modification) Safety Supervisors
- Genetic Modification Safety Committee Chair
- Laser Safety Officer
 - Laser Safety Supervisors
- Un-crewed Aircraft Systems Safety Officer (Drones)
- First Aiders, Fire Marshals and Fire Liaison Officers

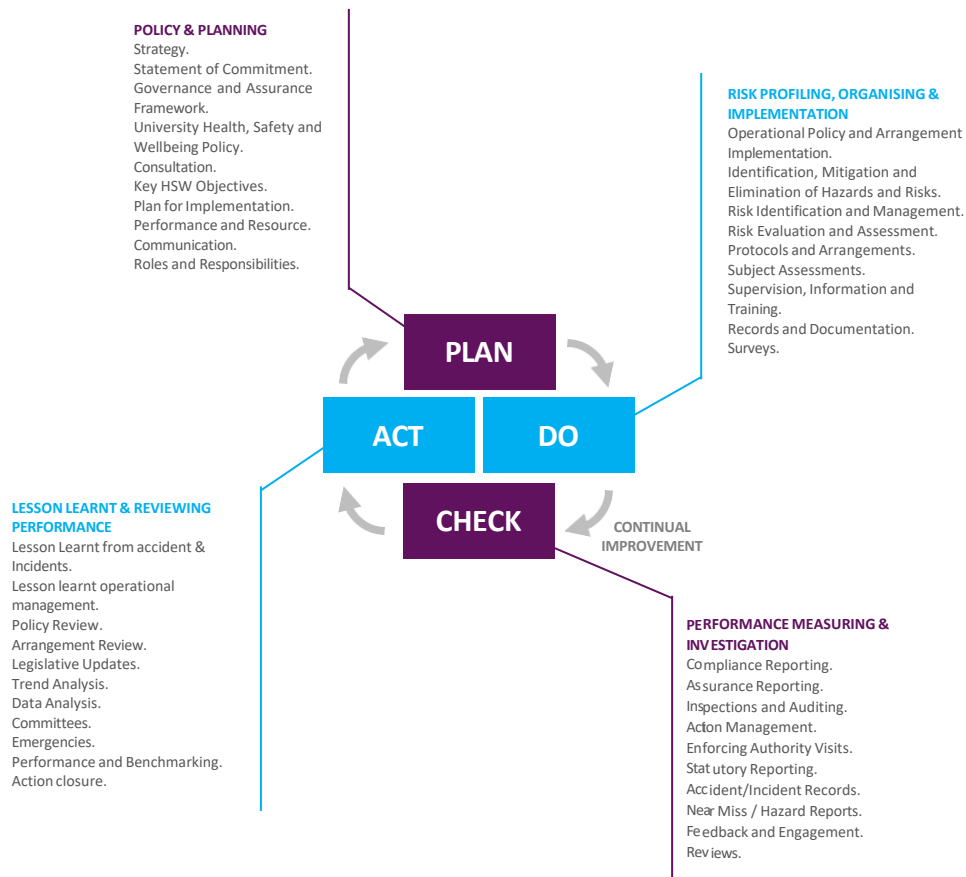
Arrangements

Implementation of the Health, Safety and Wellbeing Policy is detailed in subject matter arrangements, policies, procedures, codes of practice, guidelines and other specific health, safety and wellbeing arrangements and detail how the University does things safely, meeting its legal obligations for health and safety. It is important that managers and employees follow the policies and arrangements and they are therefore mandatory and apply across the University.

Health and Safety Management System

The principal aims of the University are to reduce risk and protect people and property and to achieve best practice in complying with its statutory duties. The nature of the University and its activities mean that these risks are complex and it also means that its statutory duties are extensive. For these reasons the detailed arrangements for health, safety and wellbeing are set out in a series of documented specific subjects.

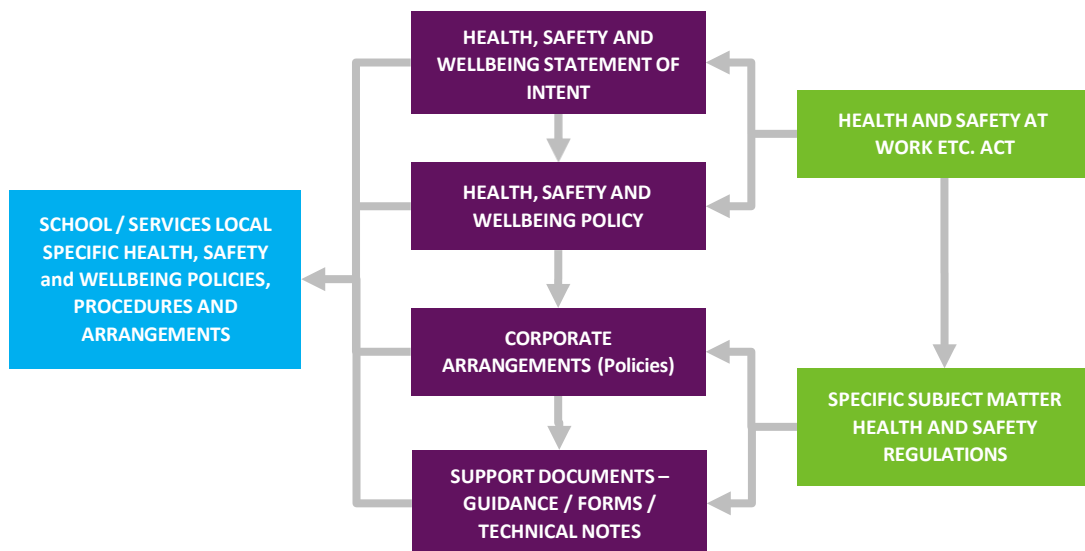
The health and safety management system has been developed to be easily explored on the health and safety webpages. As with all quality-standard based systems, each policy and arrangement will be continually reviewed for the identification of improvements and gaps in information provision. This formal management system or framework will help staff manage health, safety and wellbeing within their remits. The University has based its management system on the Health and Safety Executives Guide for Managing Health and Safety, HSG65, following the Plan, Do, Check and Act model.



Each subject (for example Manual Handling) contains the following information:

- A series of policies “arrangements” – these are the health and safety management system building blocks and set out formally the University’s expectations in relation to health, safety and wellbeing management practice to ensure it meets its legal duties. Each arrangement will comprise of:
 - Scope – extent and range for which the arrangement applies.
 - Roles and responsibilities – aligned to each specific arrangement are clear responsibilities of the roles identified to achieve statutory compliance and best practice. Will include Individual roles, departments and schools and specific groups.
 - Arrangements – The way in which the University arranges its activities and operations in respect of the subject.

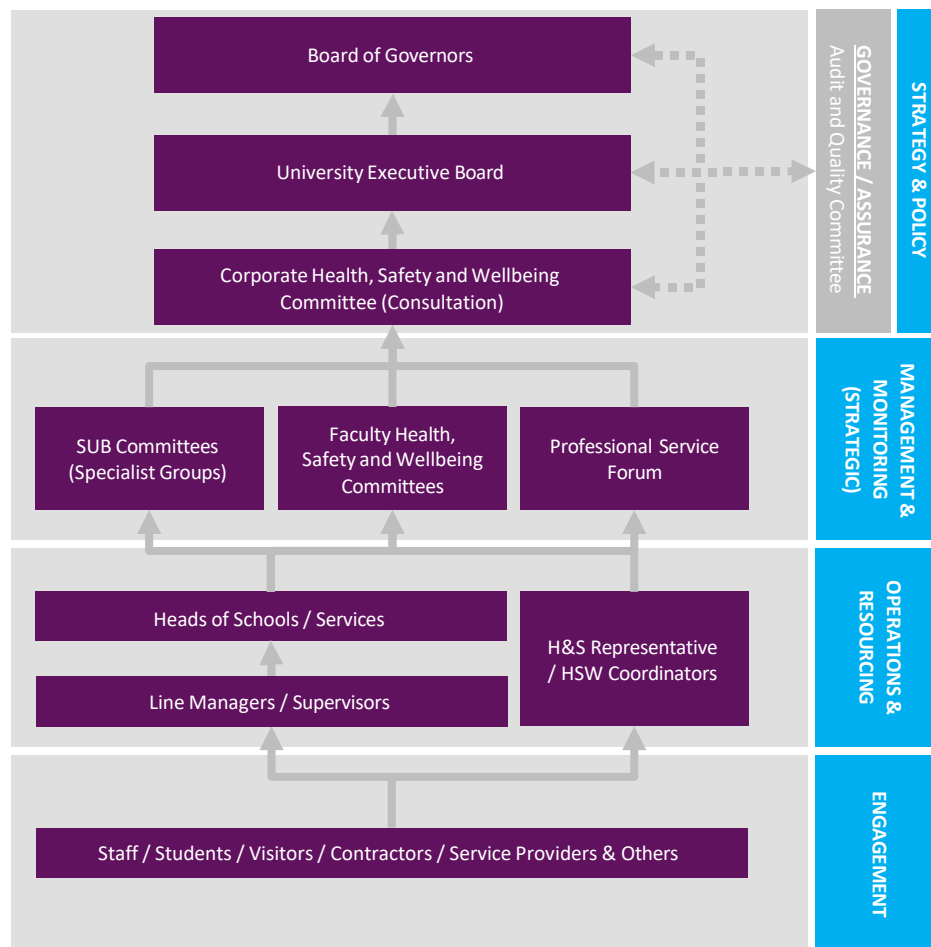
- Training – Any specific training required which is associated with the subject the arrangement covers. Sometimes role holders require further training or instruction to enable the fulfilment of responsibilities, details are associated with topics in the specific arrangements. In many instances there is a statutory requirement to ensure competency.
- Monitoring – How the implementation of the arrangement and its requirements will be monitored.
- Legislation – All associated legislation applicable to the specific arrangement.
- Associated Documents – Documents which are associated with the arrangement such as detailed guidance, forms, templates, protocols, technical guides and technical notes - further, more detailed information to provide role holders with an understanding of the actions they need to take to fulfil their responsibilities.



Governance and Assurance

The University Board of Governors has strategic oversight of all matters related to health, safety and wellbeing for the University and seeks assurance and reassurance that effective arrangements are in place and are working. The flow chart below provides information on the framework for health, safety

and wellbeing management and details the arrangements in place, assisting in ensuring members of the Governing Body satisfy themselves that the University is meeting its health and safety responsibilities and their own individual responsibilities.



Committee of University Chairs guidance for members of UK Higher Education Governing Bodies states that an independent member of the Governing Body shall act as its Health and Safety Champion. The Governing Body has ultimate responsibility for ensuring the University complies with its Health and Safety legal obligations and duties. The mechanism for obtaining and receiving assurance of compliance is established through the Audit and Quality Committee as outlined in the Audit Committees Code of Practice.

The Governor Champion has observer status on the Corporate Health, Safety and Wellbeing Committee which meets four times a year. The Champion will be provided with all papers and resulting minutes/briefings and given an opportunity to comment (A minimum of one meeting of the Corporate Health, Safety and Wellbeing Committee should be attended each year). Should they wish, the Governor Champion will be afforded the opportunity to meet periodically with staff and/or students to discuss aspects of health, safety and wellbeing. This will take place within the context of the existing Governor Visits programme.

Assessing Risk

The University will establish a risk profile as outlined within the Health and Safety Executives guidance document HSG 65 and agree specific health and safety objectives informing the strategic plans of the University. The Corporate Health, Safety and Wellbeing Committee will agree objectives and keep them under review during the effective period.

Assessing risk is vital to the effective management of Health, Safety and Wellbeing within the University, as laid out in the Management of Health and Safety at Work Regulations. The Regulations require a 'suitable and sufficient' assessment of identified risks to health and safety in order to ensure suitable controls are in place using the principles of prevention. Each Head of School and Service is responsible for ensuring that these risk assessments are completed, are suitable and sufficient and are reviewed.

Training Requirements

To comply with legislation, staff (and where appropriate, students) must have the training, skills, knowledge and experience to carry out their duties safely. The University also takes into account staff and students' capabilities, to ensure the demands of their job, research and learning activities, do not exceed their ability to do the work without risk to themselves or others. Everyone in the University requires adequate health and safety training. Training helps people to gain the skills and knowledge, and ultimately the competence, to carry out their work or activities safely and without risk to their health. The University does not believe that training is only about formal 'classroom' courses – it can

be delivered in a number of ways, for example:

- informal, 'on the job' training;
- written instructions;
- online information;
- simply telling someone what to do.

The training delivered will be assessed to determine the level of training required. Staff and students must be given information about the health and safety risks involved in their work, and the steps that need to be taken to reduce or remove those risks.

The University has developed a training matrix specifically in relation to Health and Safety which outlines those training courses which are deemed mandatory and statutory for specific roles. This matrix is reviewed periodically to ensure appropriate training is delivered and made available.

Monitoring Compliance

Monitoring and reporting are important parts of health and safety arrangements. Management systems allow the University to receive both specific (e.g. incident-led) and routine reports on the performance of health, safety and wellbeing policy.

Checking that we are managing risks in the University is a vital, sometimes overlooked step. It provides the University the confidence that enough is being done to keep on top of health and safety and shows how we could do things better in the future. Checking involves setting up an effective monitoring system, supported with sensible performance measures. Investigating and analysing incidents/accidents will also make a key contribution to understanding health and safety in the University and thus it is critical that all incidents/accidents and ill health are reported.

There are many different types of monitoring but they can generally be categorised as either 'active' or 'reactive'.

Active methods:

- monitor the design, development, installation and operation of management arrangements.

These tend to be preventive in nature, for example the University undertakes:

- routine inspections of its premises, plant and equipment by staff;
- health surveillance to prevent harm to health;
- planned activity checks for key pieces of plant.

Reactive methods:

- monitor evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of the University, for example the University undertakes:

- investigating accidents and incidents;
- monitoring cases of ill health and sickness absence records.

Each specific health and safety arrangement will stipulate what and how it is monitored for suitability and compliance, in specific it will detail the following monitoring elements:

- Arrangement responsibilities;
- Arrangement suitability, effectiveness and implementation;
- Operational effectiveness;
- Incidents/accidents, near misses and complaints in relation to the arrangement.

The monitoring and review of health and safety arrangements and compliance with the University's arrangements is an everyday responsibility of all staff, however, managers and supervisors hold a higher duty of responsibility to monitor and ensure compliance. In addition to daily supervision a variety of Corporate and Faculty, School or Department and Service systems are used to monitor and measure health and safety performance across the University. Heads of School and Services or

equivalent should implement suitable and sufficient internal health and safety inspections and auditing, undertaking a self-verification assessment, the frequency and detail of such activities must be commensurate with the size of the Faculty, Service or School, level of risk, and nature of the hazards within each.

Audit types to measure compliance with this Policy include (both internal and external auditors may be used):

- Health and Safety Management Audits: reviewing the arrangements and procedures in place within Schools and Services;
- Subject Specific Audits: concentrating on a specific subject or topic area within schools and services, e.g. biological safety, chemical safety, radiation protection, laser safety, etc.

Reports to the Corporate Health, Safety and Wellbeing Committee and Audit and Quality Committee allow progress to be determined in relation to areas for improvement that may be identified by such audits, with resources allocated as necessary to achieve compliance.

Legislation

The principle legislation which places duties on the University are:

- [The Health and Safety at Work etc Act \(HASWA\)](#)
- [The Management of Health and Safety at Work Regulations \(MHSWR\)](#)
- [The Reporting of Injuries, Diseases and Dangerous occurrences Regulations](#)
- [USHA Leadership and Management of Health and Safety in Higher Education Institutions](#)
- [Health and Safety Executive HSG 65](#)
- [The Higher Education Code of Governance](#)
- [Higher Education Audit Committees Code of Practice](#)
- [Leading health and safety at work \(Institute of Directors\)](#)

Document Control

This Policy is issued and managed by the Corporate Health and Safety Department. This policy will undergo a minor legislative review annually to ensure that it incorporates any legislative changes or amendments. Every three years the policy will be completely reviewed to ensure its overall suitability.

Change Record

Version	Author	Date	Amendment
1.0	David Wright	January 2017	
2.0	Brent Schwarz (Head of Health and Safety)	April 2023	Whole document review and re-write

Reviewers / Contributors

Version	Name	Role	Date
2.0	Charlotte Downs	Health, Safety and Wellbeing Assurance Manager	April 2023
2.0	Tahir Ahmed	Director of Estates and Campus Services	May 2023
2.0	Adam Mason	Deputy Director of Estates and Campus Services	August 2023
2.0	Claire Dunning	Executive Director Corporate Governance	September 2023
2.0	Fiona Hnatow	Chief People Officer	September 2023
2.0	Adam Mason	Deputy Director of Estates and Campus Services	December 2023