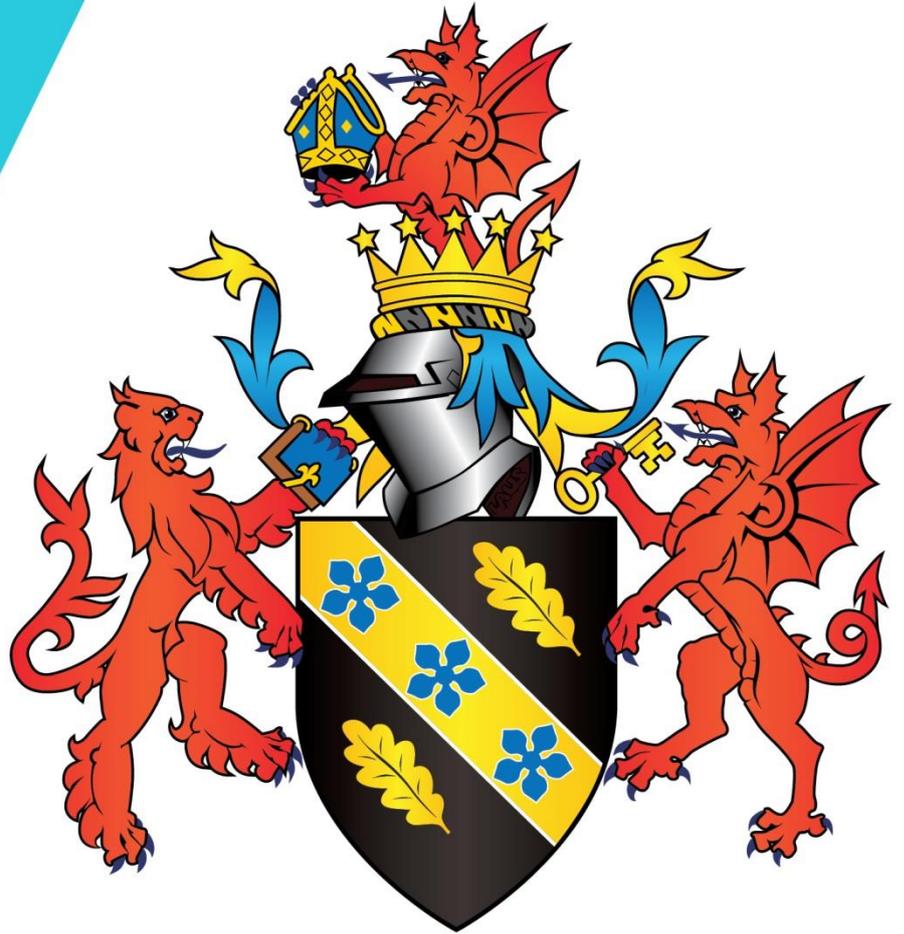




Prifysgol Cymru  
Y Drindod Dewi Sant  
University of Wales  
Trinity Saint David



# Health and Safety Policy

## Table of Contents

1. Introduction .....	1
2. Purpose .....	1
3. Scope.....	1
4. Policy .....	1
4.1 Alignment with University Plans / Policies .....	1
4.2 Managing Health and Safety Risk .....	1
4.3 Procedures and Standards.....	1
4.4 Roles and Responsibilities.....	2
4.5 Governance and Reporting on Health and Safety .....	3
5. Links to other policies / procedures .....	5
6. Document version control .....	5

## **1. Introduction**

Under the Health and Safety at Work etc. Act 1974 and the Regulations made under it, University of Wales Trinity Saint David ('the University') has a legal duty to as far as reasonably practicable provide a safe and healthy environment to students, staff and others who may be affected by the University's operations and activities.

The University also commits to:

- Applying top down management commitment to health and safety that permeates throughout the University.
- Preventing injury and ill health.
- Improving safety performance.
- Encouraging everyone across the University to work together promoting a positive safety culture.

## **2. Purpose**

The aim of this policy is to set out the University's intent towards, and the framework by which, it will meet Health and Safety statutory obligations.

## **3. Scope**

The policy applies to all University staff, students and others who may be affected by the University's operations and activities.

## **4. Policy**

### **4.1 Alignment with University Plans / Policies**

In line with University strategic priorities and the key enablers that support their delivery, the University is committed to providing a safe and healthy environment to its students, staff and others who may be affected by the University's operations and activities.

The Group Risk Management policy also identifies that the University has a zero to low risk appetite for risks associated with reputation and compliance.

### **4.2 Managing Health and Safety Risk**

Identifying the Health and Safety risks that affect the University helps manage them effectively and protects staff, students and those who may be affected by the University's operations, and activities and its' reputation as a whole.

The Safety, Health & Environment Unit must work closely with all University academic Institutes and professional services areas to help identify risks, and minimise, manage or eliminate them where possible.

Health and Safety hazards are managed through a process of risk assessment. Activities are assessed to determine their impact. This process enables both academic and non-academic areas to understand the impact of risk, and identify the controls and resources in areas that present the greatest risk.

### **4.3 Procedures and Standards**

Procedures and standards that are reviewed on a periodic basis help the University achieve its safety goals by setting out clear minimum safety standards. These include:

- University Health and Safety Statement of Intent - a one-page document that sets out the University's commitment about protecting the safety of people. It also outlines the University's intention to both comply with health and safety legislation and create a safe and healthy environment throughout the University. See Appendix 1
- University Health and Safety Policy – which addresses the means by which Health and Safety is managed across the University.
- Other generic University policies, procedures and standards – sets out the minimum standards to be applied across the University relating to specific Health and Safety topic areas.
- Academic Institute / Professional Services risk assessments and procedures / safe systems of work – to be followed at an academic / professional services level.

#### **4.4 Roles and Responsibilities**

The University operates the following hierarchy to set out who is responsible for different parts of our health and safety risk:

##### **Vice Chancellor (VC)**

The VC has overall responsibility for providing a safe and healthy environment for students, staff and others who may be affected by the University's operations and activities. The VC will:

- Be a strong advocate for the University health and safety policy, actively promoting it and ensuring responsibilities within it are being delivered by all staff, students and others who need to understand and follow it.
- Support those who have responsibilities for Health and Safety to ensure the University safety policies and procedures are being followed.
- Plan and provide adequate resources for health and safety in order for the University to meet its' moral and legal obligations to safety.

##### **Pro Vice-Chancellor (PVC) Finance and Planning (FP)**

The PVC FP has authority delegated by the VC to ensure that the Health and Safety policy framework is communicated and delivered at an operational level. The PVC FP must also:

- Provide the VC and other members of the Senior Management team with updates on University health and safety performance as well as any other significant safety matters that affects the University.
- Be a strong advocate for the University health and safety policy framework and all other safety procedures within the governance structure of the University.
- Periodically review that adequate resources for health and safety are provided.

##### **Academic Areas / Professional Services**

Initial risk assessment and the subsequent day to day management of health and safety risks is primarily the responsibility of the relevant academic area or professional service. Senior Leadership teams for these areas are specifically responsible for:

- Being strong advocates for the University health and safety policy framework ensuring sufficient resource is in place for its delivery.
- Ensuring staff take responsibility for effective day to day health and safety delivery within their own environment by following University and individual area safety procedures.
- Ensuring adequate training and supervision of staff and students takes place so they can undertake their activities safely.

- For all activities responsible apply the risk assessment process to identify any significant risks and to ensure adequate and suitable controls are implemented and maintained.
- Take the lead on investigating and implement learnings for low level accidents / near misses in their specific area.
- At an Institute level, from within existing resource, identify at least one individual to act as a Health and Safety Co-ordinator who has responsibility for
  - working proactively with the Health and Safety Department in ensuring the Health and Safety strategy is communicated and applied within their specific area
  - attending the Health and Safety Consultative forum to support the communication and discussion of safety matters back and forth for their specific area.

### **Estates and Facilities Department**

The Estates and Facilities Department are responsible for sourcing, building, converting and maintaining buildings that are safe by design and provide the services and facilities to create a safe working environment. In particular they must:

- Provide / maintain equipment based on the appropriate risk assessment process.
- Provide the testing and controls required for statutory compliance.
- Deliver robust contractor control procedures.

### **Head of Health, Safety and Environment**

A key ingredient of successful safety management and performance is competent health and safety advice. The Head of Safety, Health and Environment is responsible for:

- Fulfilling the role of 'competent person' for the University.
- Setting a clear and co-ordinated health and safety strategy for the University.
- Developing simple and consistent University-wide safety procedures and standards.
- Aggregating safety performance data and reporting this through the University Health and Safety governance structure.
- Providing support, oversight and, where necessary, challenge to academic areas and professional services on health and safety performance through audit processes.
- Horizon scanning; assessing how legislative changes impact on the University.
- Representing and promoting the University interests externally as well as seeking to understand best practice within and benchmark against safety standards and performance within other HE establishments.
- Take the lead on implementing an audit action plan in relation to external auditors.
- Work with and consult proactively with relevant Trade Unions and their Health and Safety representatives.

### **All students and staff have health and safety responsibilities to:**

- Follow University health and safety policies and procedures.
- Look after their own health and safety and of other staff, students or visitors.
- Report all health and safety accidents, incidents, near misses and hazards.

## **4.5 Governance and Reporting on Health and Safety**

### **Our health and safety governance structure**

Safety governance is how the University agrees on its safety objectives and the framework that is used to monitor performance against them. This governance structure helps the

University make better decisions which, in turn, leads to a more proactive safety culture that supports the senior management team.

### **University Council**

University Council provides overall governance oversight on Health and Safety to include:

- a. Monitoring and reviewing the effectiveness of University policies, standards and procedures in relation to current and impending health and safety legislation.
- b. Monitoring the effective delivery of training, communication, collaboration and publicity with respect to health and safety throughout the University.
- c. In relation to the above tasks, receive a Health and Safety report.

### **Corporate Policy Committee**

The Corporate Policy Committee will consider and approve the Health and Safety Policy Framework, and request annual reviews to ensure that the policy remains fit for purpose.

### **University Consultative Health and Safety Forum**

A University Consultative Health and Safety Forum will meet quarterly and be chaired by a representative of the Safety, Health and Environment Unit. It will be attended by key safety stakeholders from across the University. The University Safety Forum will:

- Review safety performance and compliance across the University.
- Identify and plan for any safety related emerging risks.
- Approve new or amendments to existing University health and safety procedures.
- Review feedback from Faculties / Departments on safety related matters.
- Make recommendations to the Senior Management team on resources required to deliver the Health and Safety policy framework.

### **Monitoring our safety performance**

The final part of the University's risk assessment process is ensuring our safety management processes are working. We will measure our safety performance against the University health and safety policies and procedures in line with current legislation.

### **Active monitoring**

The University will monitor safety performance through the setting of health and safety related targets, reviewing accident trends, carrying out health surveillance, carrying out departmental audits, identifying and delivering safety related training, seeking and acting on feedback. Targets will be based on continuous improvement and benchmarked against other similar HE establishments, where available.

### **Reactive monitoring**

Low level accidents and near misses will be investigated by a competent person within the relevant academic or professional services area. All serious accidents and significant near misses will be investigated by a member of the Health and Safety team in conjunction with the relevant academic area or professional service.

### **Reporting**

Safety performance is reported in accordance with committee terms of reference as set out within the Academic Quality Handbook, and outlined within our Ordinances, and measured against the objectives set for continuous improvement.

## 5. Links to other policies / procedures

- Safety, Health and Environment Unit Intranet
- Human Resources policies
- Risk Management policy
- Business Continuity policy

### Policy author(s):

**CRAIG JONES**

**HEAD OF SAFETY, HEALTH and ENVIRONMENT**

## 6. Document version control

Version No:	Reason for change:	Author:	Date of change:
1.0	Draft	Craig Jones	
1.1	Draft – review by Executive Policy and Planning Officer	Claire Godden	20.09.18
	Annual review to include changes to University structures and responsibilities	Craig Jones	13.01.20

(this should include the journey of the policy through the Committee structure).

**Current status of Policy:** approved

**Is the Policy applicable to:** HE

**Date ratified:** 06.02.20

**Date effective from:** 06.02.20

**Policy review date:** 06.02.21

**For publication:** on University website

## Appendix 1

<b>Ein Datganiad o Fwriad ar Iechyd a Diogelwch</b>	<b>Our Health and Safety Statement of Intent</b>
<p>Mae darparu amgylchedd diogel ac iach ar gyfer ein myfyrwyr, staff ac eraill a allai gael eu heffeithio gan ein gweithrediadau a'n gweithgareddau yn gyfrifoldeb yr ydym yn ei dderbyn.</p> <p>Yn unol â'n Cynllun Strategol mae gennym angerdd ac ymrwymiad llwyr i gyflawni safonau uchel o ran iechyd a diogelwch yn barhaus.</p> <p>Derbyniwn ein dyletswyddau cyfredol a pharhaus dan y Ddeddf Iechyd a Diogelwch yn y Gwaith etc 1974 a'r Rheoliadau yn gysylltiedig â hi. Ymrwymwn i ymdrechu'n barhaus i gwrdd â safonau cyfreithiol a rhagori arnynt.</p> <p>Rydym yn ymrwymedig i ddatblygu a chynnal dull effeithiol o reoli diogelwch sy'n atal anaf ac afiechyd gyda thystiolaeth o welliant parhaus.</p> <p>Deallwn mai'r unig ffordd o gyflawni safonau uchel o ran iechyd a diogelwch yw trwy ymddiriedaeth, gwaith tîm a thryloywder. Anogwn bawb ar draws y Brifysgol i weithio gyda'i gilydd i hyrwyddo diwylliant diogelwch cadarnhaol gan gymryd pob cam rhesymol i ddarparu amgylchedd diogel ac iach.</p>	<p>Providing a safe and healthy environment for our students, staff and others who may be affected by our operations and activities is a responsibility we accept.</p> <p>In line with our Strategic Plan we have an absolute commitment and passion to continuously achieve high standards of health and safety.</p> <p>We accept our current and ongoing duties under the Health and Safety at Work etc. Act 1974 and the Regulations made under it. We commit to continuously strive to meet and exceed legal standards.</p> <p>We are committed to developing and maintaining an effective way to manage safety that prevents injury and ill health with evidence of continuous improvement.</p> <p>We understand that delivering high health and safety standards will only be achieved through trust, teamwork and transparency. We encourage everyone across the University to work together promoting a positive safety culture taking every reasonable measure to deliver a safe and healthy environment.</p>

**Yr Athro / Professor Medwin Hughes DL DPhil DPS FRSA FLSW  
Is-Ganghellor / Vice-Chancellor**

**Date:**

