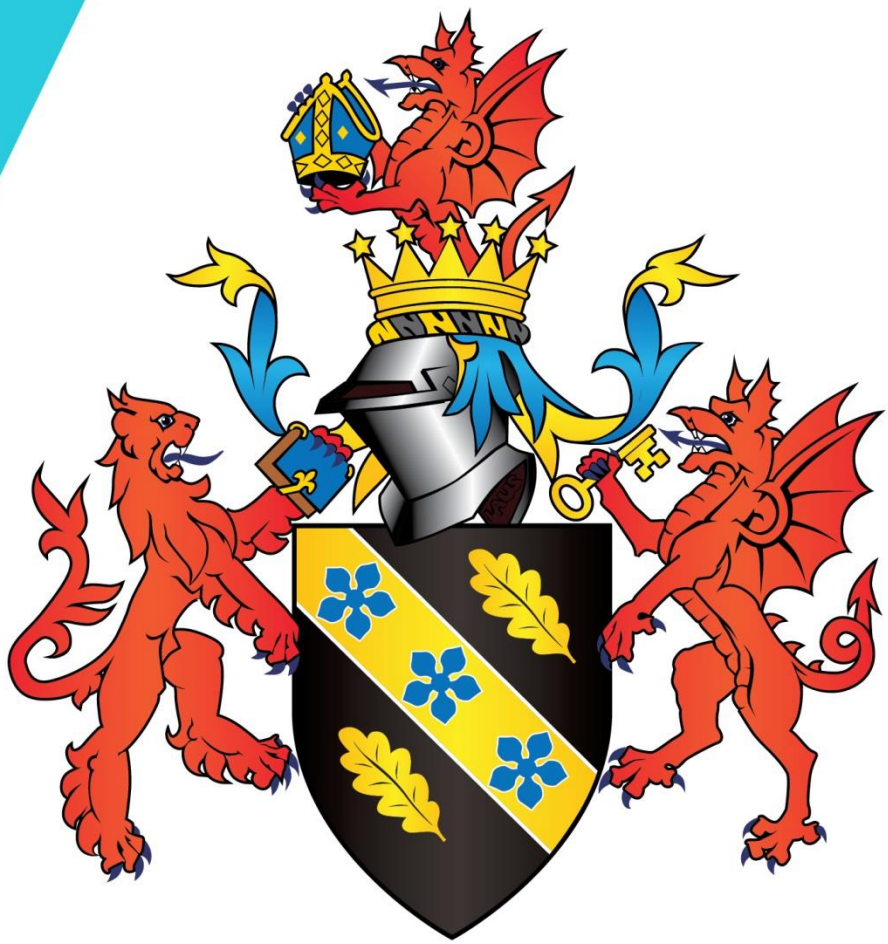
Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Health and Safety Policy

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1. Introduction

1.1. Under the Health and Safety at Work etc. Act 1974 and Regulations made under it, the 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 activities.

2. Purpose

2.1. The purpose 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

3.1. The policy applies to all University operations and activities.

3.2. This policy does not apply to any activities that relate to Coleg Sir Gar or Coleg Ceredigion who form part of UWTSD Group.

4. Policy Statements

4.1. The University regards the health and safety of staff, students and visitors as an essential part of its strategic goals. Accordingly, it is committed both to enabling staff and students to pursue their legitimate activities and to ensuring that these activities are conducted safely by targeting resources proportionate to the risks.

4.2. The University Council and senior management are committed to the effective delivery of measures to ensure the health and safety of staff, students and visitors. They will empower staff and students to assume responsibility for their own health and safety, and that of others, and to report concerns. They will work with appropriate staff and student representatives, and they will ensure staff and students are provided with access to competent advice, information, instruction, training and supervision as required.

4.3. The University will maintain effective measures to assess and manage health and safety risks to staff, students, collaborators, stakeholders and any other members of the public who might be affected by its activities. This will be achieved in consultation, or where appropriate negotiation, with staff and student representatives.

4.4. The University will ensure the provision of clear management systems, defining roles and responsibilities, for health and safety risks. The University's senior management will ensure that they have access to competent health and safety advice and that processes are in place to escalate to the appropriate level relevant information regarding organisational health and safety performance and any significant health and safety risks, issues and failures.

4.5. The University will consult staff and students about their risks at work and about the design and implementation of preventive and protective measures, and, when necessary, about amending current practices.

4.6. The University will maintain effective measures for planning, organisation, control, monitoring and review of health and safety matters with a view to continuous improvement.

4.7. This policy will be reviewed annually.

5. Roles and Responsibilities

5.1. 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, ensuring through delegation where appropriate, 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.

5.2. Estates Committee / University Council

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

5.3. Head of Health and Safety

- 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 Higher Education establishments.
- Chair the Health & Safety Consultative Forum in delivering its Terms of Reference.

5.4. Health & Safety Consultative Forum

- The promotion, co-operation and consultation between the University and its' staff in instigating, developing and carrying out measures to ensure the health and safety of its staff, student and others impacted by University activities.
- Review safety performance across the University.

- Identify and plan for any safety related emerging risks.
- Approve new or amendments to University health & safety policies and procedures.
- Review and make recommendations with regards to safety related training.
- Consider relevant enforcement activity internal or external to the University.
- Make recommendations on resources required to deliver the H&S policy framework.

5.5. Academic Areas / Professional Services

Responsible for management of all health and safety hazards arising from their activities. 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.
- 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 for their activities.

5.6. Estates and Facilities Department

Responsible for sourcing, building, converting and maintaining buildings that are safe by design / maintenance and provide the services and facilities to create a safe working environment. In particular they will:

- Provide and maintain University building / equipment.
- Provide the testing and controls required for ensuring statutory compliance.
- Ensure Health & Safety matters are fully considered for all their activities to include capital works, maintenance activities and the use of contractors.

5.7. Contractors

Responsible for meeting the requirements of the University's Contractor Code of Conduct and associated Contractor Control policy in accordance with their University point of contact.

5.8. Tenants

Tenants / third parties occupying University premises are responsible for all health and safety matters which relate to their activities in accordance with the lease agreement. They must comply with all current health and safety legislation and any relevant University's safety related policies and procedures.

5.9. Landlords

Unless specifically excluded by terms of lease landlords of buildings that the University occupies for its activities are responsible for meeting University requirements in relation to suitably evidencing safety related requirements.

5.10. 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.

6. Managing Health and Safety Risk

6.1. Understanding health and safety hazards and their associated risks that may affect the University helps to manage them effectively. This helps protect staff, students and those who may be affected by the University's operations and activities and its' reputation as a whole.

6.2. The Estates and Facilities Department and the Health and Safety team work closely with both academic and professional services areas to help identify the hazards associated with their activities. Through a support and oversight process they will help those areas minimise, manage or eliminate the safety hazards.

6.3. Health and safety hazards are managed through a process of risk assessment. This process enables both academic and professional services areas to understand their own hazards and risks, and identify the controls and resources in areas that present the greatest risk.

7. Safety related Policies and Procedures

7.1. Safety related policies and procedures help the University achieve its safety goals by setting out clear minimum safety standards. These include:

- 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 and professional services area local risk assessments / procedures / safe systems of work.

8. Monitoring and Reporting Safety Performance

8.1. The University will monitor safety performance through:

- the setting of health and safety related targets
- reviewing accident / incident data
- carry out staff health surveillance programme
- carrying out safety audits
- identifying and delivering safety related training
- seeking and acting on feedback

8.2. Safety performance is reported through to University Council and to the Health and Safety Consultative Forum.

9. Misuse of Policy

9.1. The University recognises its Health and Safety responsibilities. Breaches by those with defined Health and Safety responsibilities within this policy may be dealt with under the University's Disciplinary Policies and procedures. Where criminality is detected the University will take relevant and appropriate action.

10. Links to other policies / procedures

- Health and Safety intranet page
- Human Resources policies
- Risk Management policy
- Business Continuity policy

11. Document version control

Policy author(s): **CRAIG JONES** Job Title: **Head of Health and Safety**

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
1.2	Annual review to include changes to University structures and responsibilities	Craig Jones	13.01.20
2.0	Annual review to include changes to University structures and responsibilities	Craig Jones	15.03.21
3.0	Annual review to include changes to University structures and responsibilities	Craig Jones	30.03.22
4.0	Annual Review – Estates committee included in roles and responsibilities.	Craig Jones	15.03.23

Current status of Policy: approved
Is the Policy applicable to**:** HE
Date ratified: 15/03/2023
Date effective from: 15/03/2023
Policy review date: 15/03/2026
For publication**:** on UWTSD website / H&S intranet page

Approval

The policy will be formally considered and approved in accordance with Committee Terms of Reference outlined in the Academic Quality Handbook.

If the policy affects staff, advice should be sought from HR at the outset to ascertain if consultation is required at JCC. HR will also provide advice on the most appropriate stage to consult with JCC and on whether approval by Council is required

ALL policies submitted for approval must be accompanied by a completed:

- *Equality Impact Assessment.*
- *Institutional Impact Assessment*
- *Privacy Impact Assessment*

Prior to submission to committee, authors are asked to consult the Policy and Planning Team who will check that the document complies with University requirements. The Policy and Planning Team will complete the section below.

For completion by the Policy and Planning Team

Please tick to confirm the following:

An institutional Impact Assessment has been completed ☒

An EIA has been completed ☒

A PIA has been completed ☒

Matters requiring consideration by the approving committee: