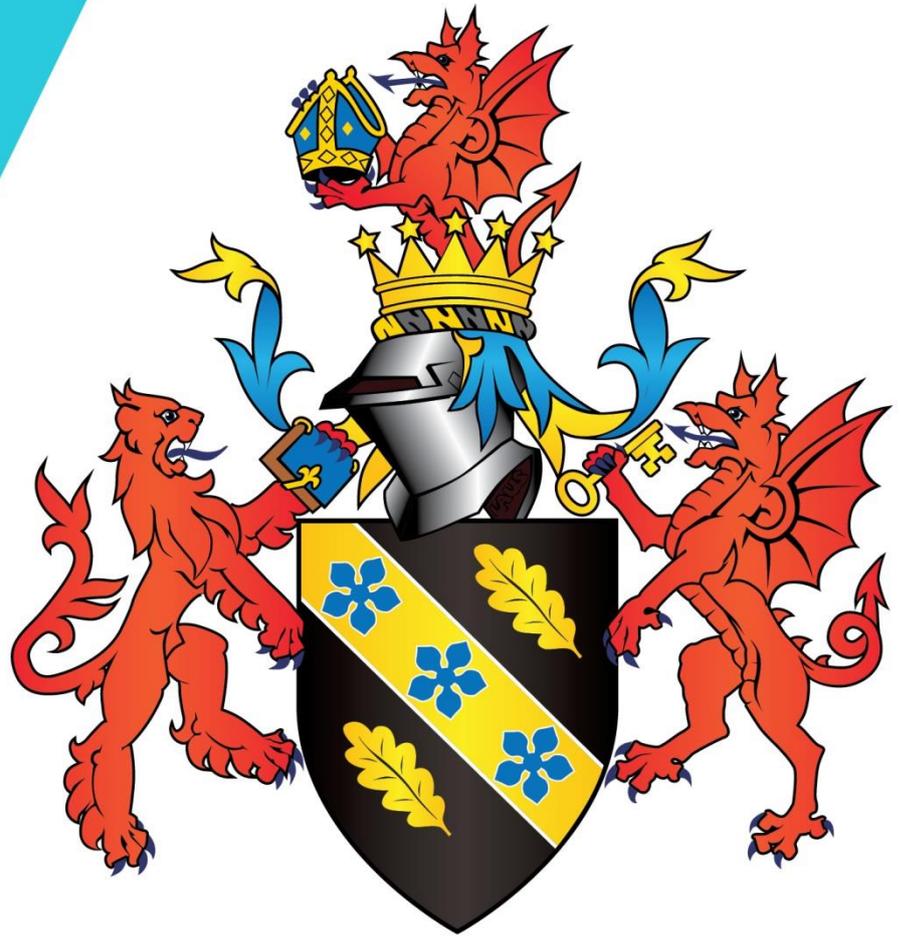




Prifysgol Cymru  
Y Drindod Dewi Sant  
University of Wales  
Trinity Saint David



# Health and Safety Policy Framework

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## **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 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, in line with the University Strategic Plan, the institutions 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 the University Strategic Plan**

Ensuring health and safety is a priority of the University, and is inherent to activities undertaken to deliver the University's Strategic Plan.

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.

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

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

The Health and Safety team works closely with all University faculties and departments to help identify risks and minimise, manage or eliminate them.

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

Effective risk assessments help identify the impact of decisions on people's safety. Risks to health and safety are identified in order to manage or prevent them, and is supported by our leaders across the University. Further information on how the University undertakes risk assessments can be found on the Health and Safety page of the institutional intranet (MyDay).



### **4.3 Procedures and Standards**

Procedures and control standards are reviewed on an annual basis, and help the University to 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, copies of which can be found in prominent positions across all University locations.
- University Health and Safety Policy Framework – which addresses the means by which health and safety is managed across the institution.
- University procedures and control standards – sets out the minimum standards to be applied across the University.
- Faculty / department risk assessments and procedures / safe systems of work – specific task based risk assessments and procedures to be followed at a faculty / department level.

### **4.4 Roles and Responsibilities**

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

- Initial risk assessment and the subsequent day to day management of health and safety risks is primarily the responsibility of the faculties and the departments themselves..
- The University Health and Safety team provides oversight and support for the management of the risks within faculties and departments, challenging and auditing ways of working to make sure they are effective.
- External auditors are appointed to review the safety controls in place to ensure they are fit for purpose.

Additional specific roles are outlined below:

#### **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 Framework, actively promoting it and ensuring responsibilities within it are delivered to academic staff, non-academic staff, students and others.
- Support those who are responsible for ensuring the University safety policies and procedures are being followed.
- Plan and provide adequate resources for health and safety.

#### **Deputy Vice-Chancellor (DVC) Finance and Planning (FP)**

The DVC 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 DVC 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 affect 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.
- Disseminate information that potentially impacts the delivery of health and safety at the University to the Director of Estates and Facilities.
- Periodically review for health and safety to ensure that adequate resources are provided.



### **Faculties / Departments**

Faculties and departments are responsible for the day to day safety of students, staff and others who may be affected by their operations and activities. Faculties / departments must ensure :

- Faculty Deans and Heads of Department are strong advocates for the University health and safety policy framework and all other safety procedures relevant to their faculty / department ensuring all staff, students and others are aware of their safety responsibilities.
- All faculty / departmental staff take responsibility for effective day to day health and safety delivery within their own environment by following University and faculty / department safety policies and procedures.
- The adequate training and supervision of staff and students takes place to ensure they undertake their activities safely.
- Activities are monitored through the risk assessment process and provide appropriate resource to ensuring these remain valid.
- Their faculty or department works proactively with the Health and Safety team on improving safety performance in their area.
- Adequate resource are provided to support the communication and discussion of safety matters within University Safety Forums.

### **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 that help the University 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.

### **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.

### **Health and Safety Manager**

A key ingredient of successful safety management and performance is competent health and safety advice. The Health and Safety Department is made up of a Health and Safety Manager and Health and Safety Advisors. The Health and Safety Manager is responsible for:

- Fulfilling the role of 'competent person' for the University.
- Setting a clear and co-ordinated health and safety vision for the University.
- Implementing a single health and safety management system across all faculties and departments.
- Developing simple and consistent University-wide safety standards.
- Aggregating safety performance data and reporting this through the University health and safety governance structure.
- Providing support, oversight and, where necessary, challenge to the faculties and departments on health and safety performance.
- Horizon scanning; assessing how legislative changes impact on the University.
- Representing and promoting the University's interests externally as well as seeking to understand best practice within and benchmark against safety standards and performance within other HE establishments.



## **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.

### **Monitoring our safety performance**

The final part of the University's risk assessment process is ensuring safety management processes are working. The University will measure safety performance against faculty / department 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 faculty or department. All serious accidents and significant near misses will be investigated by a competent person within the faculty or department in conjunction with a member of the Health and Safety team.

### **Reporting**

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

### **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.

### **Audit and Risk Management Committee**

The Audit and Risk Management Committee will advise the University Council on risk management as well as the monitoring and co-ordination of internal and external audits.

### **Health and Safety Sub-Committee**

The Health and Safety Sub-Committee will provides overall governance oversight on health and safety. The duties of the Committee shall be to:

- (a) Monitor and review the effectiveness of University policies, standards and procedures in relation to current and impending health and safety legislation.
- (b) Monitor the effective delivery of good training, communication, collaboration and publicity with respect to health and safety throughout the University.
- (c) Ensure the University has in place, and reviews on an annual basis, an accurate and up-to-date health and safety policy statement in which health and safety arrangements are clearly defined.
- (d) In relation to the above tasks, receive reports on:
  - Accidents, incidents, near misses and statistics.



- Health and safety enforcement agency activity.
- Health and safety audits and statistics carried out and produced by the Health and Safety team.
- Statutory inspections and remediation of identified works.
- Health and safety training completion.

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

A University Consultative Health and Safety Forum will meet quarterly and be chaired by the Health and Safety Manager. 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.

### **Faculty / Departments**

Safety updates will be provided at faculty / departmental committee meetings. Safety updates will:

- Review safety performance and compliance across the faculty / department within the context of the overall University safety performance.
- Request feedback on safety related matters to report to the University Consultative Health and Safety Forum.
- Confirm implementation of the University Consultative Health and Safety Forum outputs.

## **5. Links to other policies / procedures**

- [Health and Safety Department MyDay page \(Intranet\)](#)

**Policy author(s):**

**CRAIG JONES**

**Health and Safety Manager**

## **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
1.2	Final proof read	Claire Godden Rebecca Doswell	26.10.18

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

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**Is the Policy applicable to:** HE

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**University of Wales**

Trinity Saint David

**Policy review date:** 24/10/2019

**For publication:** on MyDay and 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**

