

Health & Safety Policy

1.0 Summary Statement

The University for the Creative Arts takes very seriously the need to provide a safe and healthy environment for its staff and students, and equally to foster a sense of each individual's responsibility to keep him or herself and the University environment safe, secure and healthy.

The Board of Governors of the University has formal responsibility for the health, safety and welfare of staff and students, and for the impact of University activities on the health and safety of others.

To fulfil our responsibilities, we need to ensure that:

- Hazards and risks are understood, assessed and controlled;
- Students and staff are provided with the information, instruction, training and supervision to ensure they can undertake their tasks safely;
- Compliance with legal requirements is achieved, with a view to continuous improvement in safety management and performance;
- Staff and students are competent in their understanding of health and safety matters and accept and comply with their safety responsibilities;
- There are systematic procedures operating for monitoring and review of safety performance, and for the implementation of corrective action as required;
- Adequate resources are provided to meet safety objectives; and
- Leadership commitment to communicating and achieving health and safety objectives and promoting a health and safety aware culture is evident.

The University Health, Safety & Wellbeing Committee, Campus Operations' Groups, Estates & Facilities Health, Safety & Wellbeing Committee, and standing item reporting to all meetings of the Governing body provide the formal structure whereby the approach to and achievement of these responsibilities is addressed.

Professor Bashir Makhoul

Vice-Chancellor & Chair of the University, Health, Safety & Wellbeing Committee

August 2018

2.0 Responsibilities and Organisation

2.1 Board of Governors

The Board of Governors has overall responsibility for the health, safety and welfare of all University staff and students and those who may be affected by the University's acts or omissions.

The Board of Governors shall have oversight to ensure that sufficient resources are available and will undertake monitoring of health and safety performance via the Audit & Risk Committee and the Health, Safety & Wellbeing Annual Report. Any important health, safety and wellbeing matters emerging or significant review of central Policy will be communicated to the Board throughout the year.

2.2 Vice-Chancellor

The Vice-Chancellor as the most senior officer of the University is responsible to the Board of Governors for securing compliance with legislative provision for safety and for achieving the objectives of the University Health & Safety Policy.

In order to fulfil these responsibilities, the Vice-Chancellor has devolved certain executive duties and authority as detailed below.

2.3 Deputy Vice-Chancellor (Corporate Resources)

The Deputy Vice-Chancellor (Corporate Resources) has a key oversight responsibility for Health, Safety & Wellbeing as Deputy Chair of the University Health, Safety & Wellbeing Committee.

The Deputy Vice-Chancellor (Corporate Resources) maintains and promotes health, safety and wellbeing awareness within the terms of the University's published health, safety and wellbeing policies, and ensures that training and advice on health, safety and wellbeing issues are made available to staff.

2.4 The Leadership Team

The Leadership Team shall implement the University Health & Safety Policy by establishing in their own areas of responsibility an adequate programme to conform with statutory law, regulations and approved codes of practice, particularly in relation to hazards and risks within their areas of control.

The Leadership Team is also responsible for ensuring sufficient resources are available to meet health and safety statutory requirements.

2.5 Senior Managers

Senior Managers are responsible for implementation of the University Health & Safety Policy and risk management procedures within their areas of control. Senior Managers will also have representation at the University Health, Safety & Wellbeing Committee and shall oversee completion of the University and/or Campus Health & Safety Action Plan(s) and identify health and safety priorities relevant to their areas of responsibility.

Academic

2.6 Heads of School

Heads of School are responsible for the implementation of all applicable University Health & Safety Policies and Procedures. Heads of School also hold responsibility for authorising all UK study visits, and overseeing all of the responsibilities allocated to Course Leaders including Safe Placement Learning, Event and Show Set Up and Student Work Risk Assessment.

Heads of School hold membership of the Campus Operations' Groups, and shall contribute to the completion of the Campus Health & Safety Action Plan within their respective School. As Line Managers, Heads of Schools shall ensure that Course Leaders have received sufficient health and safety training to fulfil their duties and that health and safety is integrated within their respective Schools and Courses.

2.7 Course Leaders

Course Leaders are responsible for ensuring that there is a suitable and sufficient health and safety content of their course provision which includes Student Project/Work Risk Assessments and the provision of course specific health and safety inductions.

Course Leaders shall ensure Risk Assessments relating to new processes or techniques are undertaken and subject to regular review. They shall ensure the safety of the areas being taught and understand and comply with the Area, Process and COSHH Risk Assessments in all studios and workshops where applicable.

Course Leaders are also responsible for ensuring that any placement learning, trips and events are undertaken in compliance with UCA policies and procedures.

2.8 Technical Services/Resources

The Resources' Team is responsible for the health, safety and welfare of Technician supported facilities; this includes the completion and display of Area and Process

Risk Assessments for studios and workshops, inclusive of COSHH Assessments for hazardous substances stored in studios and workshops. The Resources' Team shall also organise maintenance of studio and workshop equipment and machinery, and provide personal protective equipment therein. In addition, they will carry out health and safety inspections for designated areas (those with dedicated Technical Support and Technical offices), provide student inductions, supervision and encourage safe working practices.

Departmental

2.10 Director of Estates & Facilities (in conjunction with Facilities Managers)

In addition to the responsibilities outlined in 2.5 'Senior Managers', Estates & Facilities are responsible for the health and safety of University building fabric and services, including asbestos management, legionella arrangements and electrical testing. Estates & Facilities also have responsibility for contractor management and the arrangement of annual Local Exhaust Ventilation (LEV) testing and servicing. Estates & Facilities shall also ensure Fire Risk Assessments have been undertaken for University buildings and fire protection and prevention measures are in place.

2.11 Directors/Heads of Department (including Academic Registry, Library & Student Services, Corporate Resources, Marketing & Student Recruitment and Research & Enterprise)

In addition to the responsibilities outlined in 2.5 'Senior Managers', Departments are responsible for undertaking risk assessments specific to the activities and risks associated with their undertaking and shall arrange for health and safety inspections for the areas they occupy. Departments shall ensure staff have received sufficient health and safety training to fulfil their duties and shall nominate a Representative to attend the Campus Operations' Group meetings

2.12 Line Managers

All Managers are responsible for ensuring, as far as is reasonably practicable, the health and safety of all visitors, contractors and others who may be affected by the activities they manage.

Line Managers shall ensure that the appropriate induction is undertaken for new staff and any health and safety training needs are identified via the Performance Development Review (PDR).

Line Managers shall also ensure that any risk control measures and safety working practices are implemented locally and monitored and that those staff within their management have sufficient information to work safely.

Line Managers shall ensure that any accidents or cases of ill health are reported and investigated accordingly, and health and safety inspections are undertaken for their area of responsibility.

2.13 Trades' Unions' Representatives

Health & Safety Representatives will form membership of the University Health, Safety & Wellbeing Committee and will be responsible for representing Trades' Unions' Members on matters of health and safety. They shall also be invited to assist with any incident or accident investigations.

Representatives shall have involvement with University inspection and auditing procedures and be consulted on matters of policy and risk control measures.

2.14 Health & Safety Manager

The Health & Safety Manager is responsible for advising Senior Managers, the University Health, Safety & Wellbeing Committee, and sub committees on the implementation of the University Health & Safety Policy and providing a specialist advisory and support service relating to all persons on matters concerning health, safety and welfare at work.

The Health & Safety Manager is also responsible for developing and reviewing the University Health & Safety Policy, Procedures, Guidance Notes and Action Plans, and for undertaking and providing reports of accident investigations and report incidents and cases of ill health to the Health and Safety Executive (HSE) to fulfil statutory provision.

The Health & Safety Manager shall also co-ordinate completion of the annual health and safety audit process and oversee health and safety inspections, provide advice on the purchase, use and maintenance of risk reduction measures and advice on, and where necessary ensure the provision of, health and safety training.

2.15 All Employees

All employees shall take reasonable care for themselves and other persons who may be affected by their acts or omissions whilst at work or with regard to any duty or requirement imposed on the University, in accordance with current legislation, members of staff must co-operate to enable that duty or requirement to be performed and complied with.

Employees must never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare and are required to report hazards, defects, accidents and near misses.

2.16 All Students

The University expects its students to co-operate by taking proper care for the health, safety and welfare of themselves and others. Students will be instructed in safe working practices and procedures and will be expected to follow these instructions.

Students must never intentionally misuse or recklessly interfere with anything provided in the interests of health, safety and welfare.

2.17 Contractors and Visitors

Contractors and Visitors to the University are expected to conduct themselves in a safe manner. There are additional arrangements for the Management of Contractors on Campus and a separate Code of Conduct for Contractors.

3.0 Health & Safety Arrangements

3.1 Inspection

Each School and Department shall undertake a formal health and safety inspection at least once per year (low risk areas) and termly (high risk areas) and report to the Campus Operations' Group confirming completion. Any high risk or significant issues shall be reported and all items shall be captured on the relevant Campus Health & Safety Action Plan, and Estates' & Facilities' Health, Safety & Wellbeing Action Plan.

3.2 Audit

The Annual Audit shall be completed between March and June by an internal audit team led by the Health & Safety Manager. The Health & Safety Audit Report will be received by the Board of Governors, Leadership Team and the University Health, Safety & Wellbeing Committee.

3.3 Health, Safety & Wellbeing Committees

The Campus Operations' Groups will function as a means for staff to report any health, safety and wellbeing issues that cannot be addressed locally. They will monitor and escalate health, safety and wellbeing issues to the University Health, Safety & Wellbeing Committee. The remit of the Committee will also include reviewing performance including accident statistics and inspection reports and implementation of new or amended policy.

The escalation process for Departments who do not have membership on the COGs are via the Leadership Team and are as follows:

- i. Human Resources (HR), Information Technology Services (ITS), Finance, Estates & Facilities, Library & Student Services to the Deputy Vice-Chancellor (Corporate Resources);
- ii. Schools/Technical Services to the Deputy Vice-Chancellor (Academic);
- iii. Marketing, Student Recruitment & Admissions, International and Research to Vice-Chancellor; and
- iv. Registry to the University Secretary.

Items escalated to the Leadership Team will be reported through to the UHS&WC.

3.4 Accidents & Incidents

All accidents and incidents should be reported on the 'Accident and Incident Reporting Form'. Incidents shall be investigated based on potential severity and subject to review by the relevant School or Department. Accidents and incidents that are 'Reportable' to the Health & Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR) will be notified and investigated by the Health & Safety Manager.

3.5 Occupational Health

The University Occupational Health provision is outsourced via the Human Resources Department. This service includes the provision of professional advice and referral sessions for staff and health surveillance where necessary. There is also a Personal Counselling Service for use by staff and their immediate family for work or home life issues.

3.6 Communication

The University Health, Safety & Wellbeing Committee structure shall be used as the primary means of communication, particularly for central health and safety information. The Minutes of each Committee meeting are available from the University's Workplace for access by all staff.

Senior Managers are also required to disseminate relevant health, safety and wellbeing information.

3.7 Learning & Development

Health, safety and wellbeing training shall be identified via the Staff Performance Development Review process and collated by the Learning & Development Department. Learning & Development and the Health & Safety Manager will jointly arrange health, safety and wellbeing training, which will be delivered in a variety of ways including e-learning, in house and using external training providers.

3.8 Risk Assessment

The Risk Assessment Policy outlines the specific responsibilities and arrangements for risk assessment and there are central templates exist to assist in completion of the risk assessments. The implementation and monitoring of any risk control measures and the regular review of the risk assessment shall be completed by the respective School or Department. The University assesses risk based upon a 3 x 3 low, medium and high matrix. Training and guidance on the risk assessment process is provided by the Health & Safety Manager.

3.9 Action Planning

Health, Safety & Wellbeing Action Plans shall provide the focus for each Campus Operations' Group and the Estates' & Facilities' Health, Safety & Wellbeing Committee and shall be based on inspections, audit results, new or amended policy and any local issues arising. Health & Safety Action Plans should exist for each Campus, although Departments may also have their own Action Plans where necessary. Action Plan implementation and review shall follow the University Health, Safety & Wellbeing Planning Cycle.

3.10 Monitoring Performance

Inspection regimes and annual Auditing will provide the main systems for monitoring performance, in conjunction with regular analysis of incidents and accidents. The Health & Safety Manager will collate the Health, Safety & Wellbeing Annual Report which will include a review of performance incorporating accident data, training and development events, sickness/ill health data and audit results. The Health, Safety & Wellbeing Annual Report will be received and reviewed by the Governors and the University Health, Safety & Wellbeing Committee.

3.11 Emergency Response and Incident Management

The University Emergency Response and Incident Management Procedure (UERIMP) outlines the structure and framework for major incident response including the escalation and convening of the Crisis Management Team (Gold) and the Campus Incident Team (Silver).

3.12 First Aid

First Aid provision at each Campus is based on a risk assessment which takes into account the number of people, level of risk, nature of hazardous activities or processes, working patterns and absence. Every year the Campus Operations' Groups shall review the first aid provision against the risk assessment to ensure appropriate cover. First Aid training is organised by via Learning & Development.

4.0 Policy Review and Stakeholders

The University Health & Safety Policy will be reviewed by the Health & Safety Manager every 2 years and approved by the University Health, Safety & Wellbeing Committee.

Following approval by the above Committee and Stakeholders the Policy will also be submitted to the Audit & Risk Committee for approval.