

LEEDS BECKETT UNIVERSITY

# **SAFETY, HEALTH AND WELLBEING POLICY**

[www.leedsbeckett.ac.uk/staff](http://www.leedsbeckett.ac.uk/staff)



# Policy Statement

The University is committed to provide a safe and healthy environment for work and study in support of its core values and its mission to use knowledge and resources to make a difference to people, communities and organisations. This commitment exists alongside its wider legal and moral obligations to ensure the health and safety its staff, students and members of the public who may be affected by its activities.

In order to achieve this aim, it undertakes, so far as is reasonably practicable, to:

- implement health and safety arrangements that are considered best practice and that comply fully with relevant health and safety legislation as it applies to its activities;
- provide safe and healthy working conditions, ensuring work and study activities are planned, organised and carried out so as to minimise any risk;
- develop and implement strategies and plans for developing and sustaining safety, health and wellbeing performance;
- ensure the safety, health and wellbeing of its staff and students is a consideration in all operational decisions thereby becoming an integral part of the way the University is managed;
- provide information, training, instruction and supervision to ensure an appropriate level of health and safety competence amongst staff and students;
- consult and liaise with trade union colleagues, working together in partnership to ensure effective communication, co-operation, and engagement on safety, health and wellbeing matters;
- provide a range of support measures, policies and interventions that help minimise accidents and ill-health, and facilitate healthy working relationships;
- provide expert assistance to support managers and staff meet their safety, health and wellbeing responsibilities;
- provide suitable and sufficient resources to meet the objectives set out in this Policy statement;
- regularly monitor, audit and review the effectiveness of this Policy and amend accordingly.

Professor Peter Slee  
**Vice Chancellor**

## Purpose and Core Principles

The purpose of this Policy is to meet the University's statutory health and safety responsibilities and to outline a wider approach to staff and student wellbeing that goes beyond achieving minimum legal compliance.

The University actively consults with its staff and students on safety, health and wellbeing matters, through the Safety, Health and Wellbeing Committee at a University level, and through the Safety, Health and Wellbeing Advisory Groups and Leadership Teams at a school/professional service level. Trade Union Safety Representatives provide a focal point for consultation on safety, health and wellbeing matters, and are also a vital source of advice and guidance for union members.

## Scope

This Policy is applicable to employees, students, governors, visitors and contractors.

## Responsibility

Every member of the University has a responsibility for health and safety, these duties are outlined in this Policy. Human Resources has responsibility for monitoring the implementation of this Policy and its supporting procedures, and will provide advice and guidance to managers, employees and students.

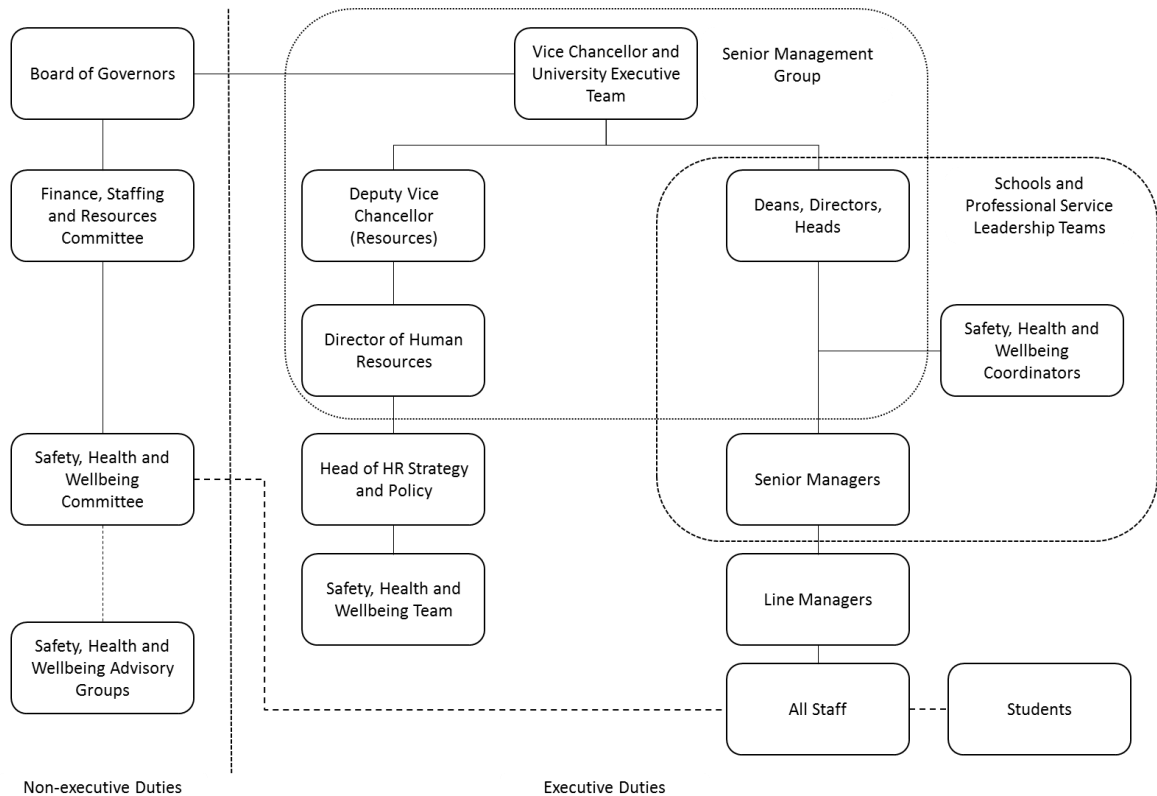
## Monitoring and Review

This Policy will be reviewed annually by the Vice Chancellor, University Executive Team, Safety, Health and Wellbeing Committee and Finance, Staffing and Resources Committee. The effectiveness of the Policy will be monitored using a range of active and reactive performance measures, such as audit and inspection results, staff survey results, absence rates, accident and incident investigations, and testing activity. The Policy will be amended in light of the results of monitoring activity, any legislative changes, and changing organisational requirements as appropriate.

# ARRANGEMENTS

## 1. The Organisation

1.1 The University has a clearly defined organisational structure for safety, health and wellbeing that mirrors the operational structure of the University. The executive duties relate to the management and operation of the University, and non-executive duties relate to the monitoring and oversight that accompanies this.



## 2. Corporate Health and Safety Risk Assessment

2.1 The University has a legal duty to undertake and maintain a suitable and sufficient assessment of the risks to the health and safety of staff and others affected by its activities. The principal document the University has in place to meet this requirement is its Corporate Health and Safety Risk Assessment. This provides a central, high-level overview of the University's activities which involve significant health and safety hazards and identifies the control measures it has in place to manage the risk associated with these activities. The risk assessment is maintained by the University's Health and Safety Team and reviewed six-monthly by the Safety, Health and Wellbeing Committee prior to formal review by University Executive Team.

### 3. Responsibilities and Duties

**3.1** The objectives set out in the Policy Statement can only be successfully met by the collective efforts of everyone at the University. As well as management responsibilities for providing a safe and healthy environment for work and study, everyone has responsibilities for the health and safety of themselves and others affected by what they do or fail to do.

#### **3.2** Board of Governors

The Board of Governors has ultimate responsibility in ensuring the University has an appropriate Safety, Health and Wellbeing Policy in place and that this operates effectively. The Board delegates approval authority to the Finance, Staffing and Resources Committee.

#### **3.3** Finance, Staffing and Resources Committee

The Finance, Staffing and Resources Committee approves the Safety, Health, and Wellbeing Policy and oversees its implementation, development and review. The Finance, Staffing and Resources Committee also monitors and evaluates the implementation of safety, health and wellbeing strategies and receives regular reports on safety, health and wellbeing matters.

#### **3.4** Vice Chancellor and University Executive Team

The Vice Chancellor, as the University's most senior executive, has the ultimate responsibility for leading the Institution and demonstrating that safety, health and wellbeing matters are taken seriously and are strategically important. His duties and those of the University Executive Team are to

- be satisfied that this Policy is being effectively implemented across the University;
- demonstrate commitment and support for the establishment of a positive safety, health and wellbeing culture across the University;
- act on recommendations from the Finance, Staffing and Resources Committee and the Safety, Health and Wellbeing Committee as they relate to this Policy and its implementation;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- establish an operational structure for the University that ensures clear accountability for, and consideration of, the safety, health and wellbeing implications of management decisions and change initiatives;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy;
- ensure effective consultation with employees on safety, health and wellbeing matters through the operation of a Safety, Health and Wellbeing Committee;

- ensure that suitable and sufficient resources are provided to team members to effectively meet the safety, health and wellbeing needs of their respective school/professional service.

### **3.5 Deans, Directors and Heads of Service**

Deans, Directors and Heads have the primary responsibility for ensuring this Policy is fully implemented in their area. Their duties in this are to:

- satisfy themselves that this Policy is being effectively and consistently implemented in their respective school/professional service;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- establish a local operational structure for the school/professional service that ensures clear accountability for, and consideration of, the safety, health and wellbeing implications of management decisions and change initiatives;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy and undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis;
- establish and maintain a local Safety, Health and Wellbeing Advisory Group, ensuring the membership is representative of the full range of staff and student activities undertaken in the school/professional service;
- ensure that for schools or services designated as 'low risk', that health and safety is reviewed at leadership team meetings and reported back to the University Safety, Health and Wellbeing team.
- ensure that suitable and sufficient resources are provided to team members to ensure they can effectively meet the safety, health and wellbeing needs of their staff and students.

### **3.6 School/Professional Service Leadership Teams**

Local leadership teams are responsible for the management of the affairs and activities in each school and professional service, and as such for local implementation of this Policy to provide a safe and healthy environment for work and study. Each team's duties in this are to:

- demonstrate commitment and support for the establishment of a positive safety, health and wellbeing culture within the school/professional service;
- act on recommendations from the University Executive Team, the Safety, Health and Wellbeing Committee, and the local Advisory Group as they relate to the implementation of this Policy at a local level;
- appoint a member of staff as the school/professional service coordinator for safety, health and wellbeing, ensuring that they are sufficiently knowledgeable and empowered to influence and maintain awareness of local issues and performance;

- review safety, health and wellbeing matters at team meetings as part of a standing quarterly agenda item.

### **3.7 Senior Managers and Line Managers**

Senior managers and line managers play a vital role in the local implementation of this Policy and its supporting procedures and practices. Their duties in this are to:

- ensure that activities planned and organised in their area that involve a significant risk to the safety and health of staff, students and others are appropriately risk assessed. This specifically includes:
  - identifying any hazards associated with work or study that staff and students may be exposed to, and assess the level of risk that they may cause;
  - implementing measures to eliminate or reduce any significant risk to an acceptable level;
  - communicating effectively to any staff and students affected, ensuring they are aware of the measures in place for minimising risk of exposure to hazards;
  - evidencing the identification, control and communication of hazards through the completion of documented risk assessments.
- ensure that all relevant safety, health and wellbeing records, risk assessments, documentation, notices and registers are maintained, up-to-date and are readily available;
- promptly communicate any health and safety accident or incident to the safety, health and wellbeing support team;
- identify and communicate to team members their responsibilities for managing safety, health and wellbeing;
- liaise, cooperate and collaborate with other line managers, senior managers and the local safety, health and wellbeing coordinator to align practice within the school/professional service and across the University;
- ensure that, where applicable, safety, health and wellbeing is a considering factor when appointing direct reports and assessing their overall performance;
- ensure that team members have a suitable level of knowledge and understanding to effectively carry out their duties within this Policy, and undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis.

### **3.8 All Staff**

All staff have a responsibility for their own safety, health and wellbeing and for those that might be affected by what they do. Their duties therefore are to:

- take reasonable care of themselves and others who may be affected by their acts or omissions;
- not undertake any activity that might pose a risk to anyone's safety, health or wellbeing;
- cooperate with their line manager and other colleagues on safety, health and wellbeing matters;

- ensure they are acquainted with and adhere to this Policy as it applies to their work activities;
- not interfere with or misuse anything provided in the interests of safety, health and wellbeing;
- identify and report to their line manager any unsafe acts or conditions, accidents or incidents;
- treat other colleagues, students and others with respect.

### **3.9 Students**

As regular visitors to University premises and participants in its activities, students also have responsibilities for the safety, health and wellbeing of themselves and others. They should:

- not undertake any activity that might pose a risk to anyone's safety, health or wellbeing;
- cooperate with the organisers of University activities particularly with regard to any health and safety instructions issued;
- not interfere with or misuse anything provided in the interests of safety, health and wellbeing;
- identify and report to their academic supervisor or other University staff any unsafe acts or conditions, accidents or incidents;
- treat other students, staff and others with respect.

### **3.10 Safety, Health and Wellbeing Co-ordinators**

To assist managers and staff in each school/professional service, a safety, health and wellbeing coordinator will be appointed. The role will ordinarily co-exist alongside other responsibilities and the appointee will be empowered to represent and promote safety, health and wellbeing matters at a school/professional service management team level.

Their duties in this role are to:

- communicate and share relevant safety, health and wellbeing information, new procedures etc to colleagues within the school/professional service;
- establish and maintain the school/professional service local health and safety operating procedures;
- coordinate the provision of training in accordance with the local training needs matrix;
- provide general assistance to the Dean/Director and school/professional service leadership team on the implementation of this Policy at a local level;
- undertake all the relevant training identified in school/professional service safety, health and wellbeing training needs analysis;
- actively participate in the school/professional service Safety, Health and Wellbeing Advisory Group as required;
- obtain advice, guidance and support from the safety, health and wellbeing team as may be required;
- act as a single point of contact for local safety, health and wellbeing matters.

### **3.11 Safety Representatives**



Trade union appointed Safety Representatives play an important role in ensuring staff are fully engaged in safety, health and wellbeing matters, and in helping establish a positive culture. As well as being represented at the Safety, Health and Wellbeing Committee, Safety Representatives have the following rights:

- represent staff generally and on specific matters that will affect their safety, health and wellbeing;
- represent staff when health and safety inspectors from enforcing authorities consult them;
- investigate accidents, near misses, and other potential hazards and dangerous occurrences in the workplace;
- investigate complaints made by members of staff they represent about their safety, health and wellbeing in the workplace;
- present the findings of investigations to University management;
- inspect the workplace.

### **3.12 Deputy Vice Chancellor (Resources)**

The Deputy Vice Chancellor (Resources) is the University Executive Team champion for safety, health and wellbeing. The duties relating to this are:

- provide senior management commitment and support for the establishment of a positive safety, health and wellbeing culture across the University;
- ensure participation and co-operation of all University Executive Team members on health and safety matters;
- chair the Safety, Health and Wellbeing Committee.

### **3.13 Director of Human Resources**

The Director of Human Resources is responsible for providing a central health and safety advice team. The duties relating to this are to:

- establish and maintain an effective central support team for the provision of safety, health and wellbeing advice, support and guidance to managers, staff and students;
- ensure that team members engaged in the provision of safety, health and wellbeing support and advice have an appropriate level of competence, providing appropriate training and continual professional development as required;
- ensure the central support team is provided with suitable and sufficient resources to enable it to effectively support managers, staff and students on safety, health and wellbeing matters.

### **3.14 Head of HR Strategy and Policy**

The Head of HR Strategy and Policy is responsible for leading the health and safety team. The duties relating to this are to:

- ensure the structure, format and content of this Policy reflects requirements set out in relevant legislation, approved codes of practice and guidance notes;
- define and develop the strategy and plans for implementing this Policy;
- active promotion of this Policy across the organisation;

- provide support, advice and guidance to the Vice Chancellor, Governors, Deans, Directors, and Heads of Service on safety, health and wellbeing matters;
- co-ordinate the monitoring and auditing of the University's safety, health and wellbeing performance to enable internal and external benchmarking and report production.

### **3.15 Safety, Health and Wellbeing Team**

The central support team is the source of expert advice and guidance on health and safety, occupational health, and wellbeing matters. Their duties are to;

- identify new health and safety legislation or changes in interpretation, and assess the impact and relevance to University activities;
- organise and maintain the information and procedures contained in this Policy, ensuring a user-friendly tool to help everyone discharge their responsibilities;
- undertake accident and incident investigation as required, ensuring findings are actioned as required, and that all resulting data is collated for trend analysis;
- liaise directly with enforcing authorities as required on general matters of health and safety and in the event of a reportable accident or incident;
- provide central co-ordination of safety, health and wellbeing training built on a University-wide analysis of training needs;
- provide advice and guidance to the managers, staff and students on safety, health and wellbeing matters;
- obtain specialist safety, health and wellbeing advice as required by the nature of the University's activities;
- undertake the monitoring and auditing of the University's safety, health and wellbeing performance to enable internal and external benchmarking and report production.

### **3.16 University Safety, Health and Wellbeing Committee**

The main function of the Committee is to provide a forum to formally consult on safety, health and wellbeing matters. In particular, this includes monitoring and reviewing the effectiveness of the Safety, Health and Wellbeing Policy, in addition to making recommendations to the Finance, Staffing and Resources Committee and University Executive Team. Its functions are:

- to keep under review the effectiveness of this Policy and recommend amendments via the University Executive Team to the Finance, Staffing and Resources Committee;
- to monitor compliance with this Policy and supporting procedures through the review of audit results, inspections, reports and observations;
- to monitor safety, health and wellbeing performance indicators through the periodic review of (i) safety audit reports, (ii) accident and incident data, (iii) illness and absence statistics and trends, (iv) fire evacuation reports and (v) any other relevant reports and statistics;
- to receive and review reports on University-wide safety, health and wellbeing and act on recommendations where appropriate;

- to review the effectiveness and suitability of the University's programme of safety, health and wellbeing training, information and supervision;
- to receive and review reports from representatives of the enforcing authorities and act on recommendations where appropriate;
- escalate critical health and safety issues to the University Executive Team through the Deputy Vice Chancellor (Resources)

Full details of the Committee's purpose, function, and membership are contained in its Terms of Reference.

### **3.17 Safety, Health and Wellbeing Advisory Groups**

Schools and professional services considered to have a high potential health and safety impact are required to operate a Safety, Health and Wellbeing Advisory Group. The main function of these groups is to provide a local forum to discuss, debate, monitor and review the implementation of this Policy within the school/professional service. This includes escalating issues and making recommendations to its leadership team and the Safety, Health and Wellbeing Committee. Its functions are:

- to keep under review local implementation of the University's Safety, Health and Wellbeing Policy;
- to monitor compliance with this Policy, school/professional service area Safety, Health and Wellbeing Policy, and relevant legislation through the review of audit results, inspections, reports and observations;
- to monitor safety, health and wellbeing performance indicators through the periodic review of (i) safety audit reports, (ii) accident and incident data, (iii) illness and absence statistics and trends, (iv) fire evacuation reports and (v) any other relevant reports and statistics;
- to make recommendations to school/professional service leadership teams on the implementation of the Safety, Health and Wellbeing Policy where identified by Policy monitoring;
- to receive and review reports on safety, health and wellbeing matters from Group members and act on recommendations where appropriate;
- to monitor and review local participation in the University's programme of safety, health and wellbeing training;
- escalate critical health and safety issues to the school/professional service leadership teams and the Safety, Health and Wellbeing Committee (as appropriate) through the Advisory Group Chair;
- to prepare reports on the Group's work for each meeting of the Safety, Health and Wellbeing Committee.

Full details of an advisory group's purpose, function, and membership are contained in its terms of reference. For those schools and professional services not required to operate a Safety, Health and Wellbeing Advisory Group, the Dean of School/Director or Head of Service has a responsibility to ensure that Safety, Health and Wellbeing is a regular, standing item for discussion at leadership team meetings.

#### 4. Auditing

- 4.1** The University's programme of health and safety audits helps assess the level of implementation of this Policy across the University and, as such, provide an important indicator of its effectiveness. The full audit report is provided to the Safety, Health and Wellbeing Committee, University Executive Team, the Finance, Staffing and Resources Committee and Board of Governors as part of their ongoing responsibilities to monitor and review safety, health and wellbeing performance.

#### Related Policies and Documentation

A full list of the University's Safety, Health and Wellbeing policies is available on the Safety, Health and Wellbeing A-Z webpage.