

# Safety, Health and Wellbeing Policy

## Executive Summary

This policy has been developed in compliance with:

Section 2(3) of the Health and Safety at Work etc. Act 1974, which requires employers to produce a policy with respect to the health and safety at work of their employees;

Regulation 5 of the Management of Health and Safety at Work Regulations 1999, which requires employers of five or more employees to record their arrangements for the planning, organisation, monitoring and review of preventive and protective measures for health and safety management.

Organisation	Leeds Beckett University
Author(s)	James Chester, Head of Health & Safety (2024)
Developed in consultation with	Health and Safety Consultative Committee Human Resources Registrar and Secretary's Office University Executive Team (via Safety, Health and Wellbeing Steering Group)
Owner	Head of Health & Safety, Central Health & Safety Service
Target audience	Governors, staff, students, and other relevant third parties, e.g. contractors.
Sensitivity	Public
Approved by	Board of Governors via Finance, Staffing and Resources Committee
Endorsed by	University Executive Team via Safety, Health and Wellbeing Steering Group
Effective from	01-01-2025
Last review date	25-10-2024
Next review date	+1 year from last date of approval [10-2024]
Status	<b>Published</b>
Distribution	See section 1.6
Appendices	N/A
External references	Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999
Links to other internal policies / procedures	
Version reference	4 (where a whole number represents a full review of the Policy)
Version History - summary of changes	Full review and revision.

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## Safety, Health and Wellbeing Policy: Statement of Intent (“the Policy”)

Leeds Beckett University is committed to providing a safe and healthy environment for work and study and has embedded its core values into achieving that commitment.

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<b>INCLUSIVE</b>	We will develop our safety, health and wellbeing arrangements to consider the needs of individuals.
<b>TEAMWORK</b>	We will consult and involve representatives from across the University to establish a positive culture of communication, co-operation and engagement on safety, health and wellbeing matters.
<b>INTEGRITY</b>	We will allocate sufficient resources to support the implementation and ongoing management of this policy.  We will actively monitor and review our safety, health and wellbeing performance to confirm that our objectives are being met; we shall take corrective action where necessary.
<b>PRAGMATISM</b>	We will endeavour to develop and implement systems and procedures that achieve legal compliance whilst considering efficiency and ease of use.  We will provide sufficient information, instruction, training, supervision and equipment to enable colleagues and students to work and study safely.
<b>AMBITION</b>	We will strive for the continuous improvement of our safety, health and wellbeing performance through the setting and measuring of objectives and targets.
<b>PURPOSEFUL</b>	We will actively pursue the goal of protecting the health, safety and wellbeing of our staff and students whilst they work and study with us.  We will endeavour to prevent injury and ill health by the elimination and reduction of risks associated with our activities so far as is reasonable.  We will develop and implement health and safety arrangements to provide a structured approach for compliance with relevant health and safety legislation.

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Signed for and on behalf of the Board of Governors of Leeds Beckett University:



Professor Peter Slee  
VICE CHANCELLOR

Date: 1<sup>st</sup> January 2025

## 1. Preliminary Details

### 1.1. Purpose and Scope

The purpose of the Policy is to acknowledge the statutory duties imposed on Leeds Beckett University by the Health and Safety at Work etc. Act 1974 and its associated Regulations, and to provide a framework for the development and consistent implementation of a compliance strategy across all of the University's schools and professional services.

### 1.2. Application

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**This Policy applies to:** All Leeds Beckett University ("the University") employees, governors, students, visitors, contractors and service providers;

all activities undertaken by the University to the extent that they are under the University's control;

all premises, facilities and outside spaces that are owned and/or managed by the University to the extent that they are under the University's control.

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### 1.3. Standards

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

HSG65 Managing for health and safety

USHA Health & Safety Management Profile

### 1.4. Definitions

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**Key Performance Indicators (KPIs):** The principal measures which provide an indication, positive or negative, of how effectively the Policy is being implemented.

They can be broken down into "leading" and "lagging":

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**Leading KPIs:** Proactive, preventive, and predictive measures that demonstrate a positive indication of the implementation and performance of the Policy.

Examples of leading KPIs include training completion rates, production of risk assessments, drills of emergency procedures, structured safety meetings etc. These can often be used as the basis for audit criteria.

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**Lagging KPIs:** These measure the occurrence and frequency of events that occurred in the past, such as the number or rate of injuries, and potentially indicate a failure in risk control measures.

<b>RACI:</b>	A management model that classifies elements into those for which someone is Responsible, Accountable, Consulted on, and Informed of.
<b>Responsible for:</b>	Tasks / deliverables that are required to be completed by these people. The act of completing the task can be delegated to another person but the responsibility remains with the original person.
<b>Accountable for:</b>	Areas / elements that these people are required to have overall ownership, oversight and management of.
<b>Consulted on:</b>	Areas / elements where input is sought prior to decisions being made.
<b>Informed of:</b>	Areas or decisions that this group are required to be communicated with.
<b>Supporting processes / procedures:</b>	Approved and endorsed documents produced by the University that supplement this Policy, such as Codes of Practice, guidance and / or procedures on specific safety topics, Terms of Reference for groups and committees etc.
<b>Third Parties:</b>	Those other than University personnel and students, such as Contractors, Service Providers and Visitors.
<b>Contractors and Service Providers</b>	Third-party employer / organisations undertaking work for the University, such as building / equipment maintenance or outsourced catering services as part of an agreed contract of works.
<b>Visitors</b>	People who are not employees, students or contractors and are making use of the premises and facilities, such as users of the sports facilities, people attending conferences being hosted at the University, and other members of the public.
	Note that guest lecturers and similar people could potentially fall under either of the above categories or employees, depending on the individual arrangements in question.

### 1.5. References and Associated Documentation

The Policy acts as an enabling framework for the production of supplementary University Codes of Practice, procedures and similar University-approved documents that contain arrangements governing specific Safety, Health and Wellbeing subjects relevant to the University.

A comprehensive list of such supplementary University-approved documents will be maintained and published by the Central Health & Safety Service in conjunction with the Governance Services team in the Registrar & Secretary's Office.

In the absence of a specific supplementary University-approved document for a particular Health and Safety topic, reference will be made to relevant legislation and associated officially published guidance (e.g. HSE Approved Codes of Practice) and recognised standards (e.g. British Standards and Approved Documents).

## 1.6. Policy Management

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<b>Dissemination to staff</b>	<p>The Policy will be disseminated to staff through the following methods:</p> <ul style="list-style-type: none"><li>Posted on the University's intranet;</li><li>Mandatory online training will include a link to the Policy;</li><li>Cascaded via management, governance and consultation frameworks; and</li><li>Induction processes for new starters.</li></ul>
<b>Dissemination to students</b>	<p>The Policy will be disseminated to students through the following methods:</p> <ul style="list-style-type: none"><li>Student contracts will contain a link to the Policy;</li><li>The Policy will be referenced in local school welcome / induction processes.</li></ul>
<b>Dissemination to third parties</b>	<p>The relevant sections of the Policy will be communicated to third parties by the relevant University contact through established induction/onboarding processes.</p>
<b>Monitoring</b>	<p>The KPIs outlined in the Policy will be monitored through the framework of governance, management and consultation groups and inspection / audit programmes as appropriate.</p> <p>Due to the Policy being based on legal requirements, breaches of the Policy will be investigated and may result in such breaches being treated as a disciplinary offence under the University's Disciplinary rules and procedures for staff and students, or the termination of any contract for services with a third party.</p> <p>Record keeping requirements will be outlined in relevant supplementary Codes of Practice, Terms of Reference and other similar University-approved documents, and monitored in accordance with governance and compliance processes.</p>
<b>Policy Review</b>	<p>The Policy will be reviewed annually (or sooner if deemed necessary or appropriate) by the Central Health &amp; Safety Service in consultation with relevant and appropriate parties.</p> <p>The Policy review will consider the results of performance monitoring, any changes to relevant legislation and changing University requirements as appropriate.</p> <p>Any amendments to the Policy will be endorsed by the University Executive Team or a sub-group / committee with sufficient delegated authority acting on its behalf.</p> <p>Final approval of the Policy rests with the Board of Governors or a sub-group / committee with sufficient delegated authority acting on its behalf.</p>

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## 2. Health and Safety Organisation

The diagram below illustrates the organisational structure and relationships of the various elements of the University in the context of safety, health and wellbeing (“SHW”) management and support.



### 3. Responsibilities

The following section outlines the various roles / groups and their associated RACI elements required for the effective implementation of the Policy, and an accompanying list of Key Performance Indicators that serve to illustrate the practical ways in which the RACI elements are implemented.

#### 3.1. The Board of Governors (“the Board”)

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<b>Responsible for:</b>	Either directly or via a sub-group / committee with sufficient delegated authority: Strategic oversight of the development, implementation, review and approval of the Policy; Approval of strategic safety, health and wellbeing objectives and targets; Receiving assurance of the University’s Health and Safety legal compliance and challenging such where appropriate; The allocation of sufficient resources for the effective implementation of the Policy.
<b>Accountable for:</b>	Seeking assurances that adequate arrangements are in place for the management of safety, health and wellbeing within the University; and Approving the Annual Health and Safety Performance Report.
<b>Consulted on:</b>	Safety, health and wellbeing objectives and targets; and Recommendations for further improvement or corrective action resulting from performance monitoring.
<b>Informed of:</b>	Leading and lagging key performance indicators (KPIs) relating to safety, health and wellbeing.
<b>Key Performance Indicators:</b>	The Policy has been approved by the Board or an appropriate sub-group / committee with sufficient delegated authority. Strategic Safety, Health and Wellbeing objectives and targets have been approved by the Board or an appropriate sub-group / committee with sufficient delegated authority. A process is in place for the evaluation and provision of resources for the effective implementation of the Policy and outcomes recorded. Safety, Health and Wellbeing Reports containing leading and lagging KPIs are provided to the Board or an appropriate sub-group / committee acting on its behalf at agreed frequencies and the Board comment on these. Board members have had training in their health and safety duties. Any sub-groups / committees referred to above have a documented Terms of Reference evidencing their delegated authority and functions.

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### 3.2. The Vice Chancellor and University Executive Team (UET)

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<b>Responsible for:</b>	<p>Either directly or via a sub-group / committee with sufficient delegated authority:</p> <p>Considering safety, health and wellbeing implications of changes within the University.</p> <p>Monitoring the implementation and performance of the Health &amp; Safety Management System;</p> <p>Development, implementation, review and endorsement of the Policy and its supporting procedures for onward final approval by the Board of Governors;</p> <p>Endorsement of safety, health and wellbeing objectives and targets for improvement or corrective action, for onward final approval by the Board of Governors;</p> <p>Modelling good health and safety leadership throughout the University;</p> <p>Calling out any areas of perceived non-conformance for deeper investigation, irrespective of actual harm;</p> <p>Escalation of serious safety, health and wellbeing issues to the Board.</p>
<b>Accountable for:</b>	<p>Ultimately and collectively:</p> <p>The management of safety, health and wellbeing within Leeds Beckett University;</p> <p>Making management decisions that reflect the intentions of the Policy;</p> <p>Executive oversight and management of the University's Health &amp; Safety Management System;</p> <p>Representing the University in any regulatory proceedings arising from alleged breaches of legal duty.</p>
<b>Consulted on:</b>	<p>Either directly or via a sub-group / committee with sufficient delegated authority:</p> <p>Recommendations for further improvement or corrective action resulting from performance monitoring.</p>
<b>Informed of:</b>	<p>Either directly or via a sub-group / committee with sufficient delegated authority:</p> <p>Leading and lagging KPIs relating to safety, health and wellbeing.</p> <p>Changes to health and safety legislation that impact the University.</p>
<b>Key Performance Indicators:</b>	<p>The Policy has been approved by the UET or an appropriate sub-group / committee with sufficient delegated authority.</p> <p>The Policy is signed by the Vice Chancellor on behalf of the Board and the UET.</p> <p>Strategic Safety, Health and Wellbeing objectives and targets have been endorsed and the results are recorded by the UET or an appropriate sub-group / committee with sufficient delegated authority.</p> <p>Safety, Health and Wellbeing Reports containing leading and lagging KPIs are provided to the UET or an appropriate sub-group / committee acting on its behalf at agreed frequencies and UET comments on these.</p> <p>UET members have had training in their health and safety duties and acknowledge what is required of them in this context.</p> <p>Any sub-groups / committees referred to above have a documented Terms of Reference evidencing their delegated authority, functions and accountabilities.</p>

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### 3.3. Deans and Directors

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<b>Responsible for:</b>	<p>Individually within their school / service:</p> <p>Championing a positive safety, health and wellbeing culture;</p> <p>Overseeing the implementation of the Policy and its supporting processes and procedures;</p> <p>Appointing one or more Safety, Health and Wellbeing Coordinator(s) from within the school / service and providing them with sufficient resources to assist with coordinating the implementation of the Policy and its supporting processes and procedures within the school / service;</p> <p>Considering safety, health and wellbeing implications of changes within their school / service;</p> <p>Requiring appropriate risk assessments and control measures to be in place to address and minimise risks from the activities of their school / service; and</p> <p>Monitoring the safety, health and wellbeing performance of the school / service.</p>
<b>Accountable for:</b>	<p>Individually: the implementation and performance of the Policy and its supporting procedures within their school / service;</p> <p>The provision of effective local arrangements for consulting and communicating with staff and students of their school / service on health and safety matters;</p> <p>Checking that staff working in the school / service understand their individual responsibilities under the Policy and overseeing measures to achieve this;</p> <p>Checking that there are effective emergency response procedures and that staff and students in the school / service are aware of the actions required of them in the event of an emergency;</p> <p>Implementing processes to cascade appropriate safety measures to students in the school / service to allow them to work safely with appropriate supervision.</p>
<b>Consulted on:</b>	<p>Proposals for new or amended health, safety and wellbeing management initiatives via the University's consultation framework.</p>
<b>Informed of:</b>	<p>Updates or amendments to this Policy and its supporting procedures; and</p> <p>Leading and lagging key performance indicators (KPIs) relating to safety, health and wellbeing within their school or service.</p>
<b>Key Performance Indicators:</b>	<p>Deans and Directors have been trained in their health and safety responsibilities.</p> <p>One or more Safety, Health and Wellbeing Coordinator(s) has been appointed within each school or service, each with an agreed scope of tasks and resources.</p> <p>Risk assessments have been completed for all regular and ad-hoc activities within the school / service in accordance with approved procedures.</p> <p>Arrangements are in place for the Dean / Director to monitor the health and safety performance of their school / service.</p> <p>Monitoring of the school / service shows the school / service is legally compliant.</p> <p>Performance reports for the school / service are produced as required by the University's management, governance and consultation frameworks;</p> <p>Evidence of information cascade and training is available for the school / service.</p>

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### 3.4. Management personnel within local management structures

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**Responsible for:** Individually within the department / team that they manage:

- Championing a positive safety, health and wellbeing culture;
- Overseeing the implementation of the Policy and its supporting processes and procedures;
- Either directly or through delegation to an appropriate person: the completion of risk assessments for regular and ad-hoc activities, and person-specific risk assessments;
- Providing new team members with adequate safety, health and wellbeing information as part of induction training;
- Providing team members with adequate information resulting from new / amended safety, health and wellbeing processes;
- Checking that work equipment utilised by their department / team is being included on appropriate maintenance programmes;
- Monitoring team members' compliance with the Policy, its supporting processes and procedures, and risk control measures;
- Reporting accidents and incidents to the Central Health & Safety Service;
- Assisting with accident and incident investigation processes; and
- Appropriate escalation of concerns through the local management structure.

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**Accountable for:** Individually: the performance of the Policy and its supporting procedures within the department / team that they manage;

- Setting safety objectives for their teams;
- Drills of department- / team- specific emergency response plans; and
- Implementing risk mitigations for activities taking place at department / team level.

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**Consulted on:** Proposals for new or amended health, safety and wellbeing management initiatives via the University's consultation framework.

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**Informed of:** Updates or amendments to the Policy and its supporting procedures; and  
Updates or amendments to local management arrangements.

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**Key Performance Indicators:**

- Managers have been trained in their health and safety responsibilities.
- Those completing risk assessments have been trained in how to do so.
- Person-specific risk assessments and risk assessments for all regular and ad-hoc activities within the manager's department / team have been completed.
- Team members are aware of their responsibilities under the Policy, its supporting policies and procedures, and all relevant local safety management arrangements.
- Team members have completed all mandatory training and any additional training required for their job role; records of training are available and are monitored.
- Work equipment is maintained appropriately.
- A schedule of inspections has been developed and implemented to establish if risk control measures are being followed.
- Accidents, incidents, near misses and safety concerns are being reported and investigated in accordance with approved processes.

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### 3.5. (All) Employees

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<b>Responsible for:</b>	<p>Taking reasonable care of themselves and others who may be affected by their actions or omissions;</p> <p>Cooperating with the University in the implementation of safety, health and wellbeing matters;</p> <p>Not interfering with or misusing anything provided in the interests of safety, health and wellbeing;</p> <p>Complying with information, instruction and training provided for the safe conduct of work tasks, use of work equipment and handling of materials and substances, and asking for clarification if unsure;</p> <p>Reporting to their line manager any safety, health or wellbeing concerns, unsafe acts or conditions, accidents, or incidents;</p> <p>Complying with all emergency response processes;</p> <p>Completing all mandatory safety, health and wellbeing training relevant to their role;</p> <p>Making any visitors that they host aware of <a href="#">this Policy insofar as it applies to visitors</a>.</p>
<b>Accountable for:</b>	<p>Their own, individual compliance with this Policy and its supporting processes and procedures.</p>
<b>Consulted on:</b>	<p>Either directly or via the University's consultation framework: matters that will or may affect the general safety, health or wellbeing of employees within the University;</p> <p>Individual safety, health and wellbeing matters through the line management structure and the Personal Development Review process.</p>
<b>Informed of:</b>	<p>The current version of the Policy;</p> <p>Any local safety, health and wellbeing management arrangements including (but not limited to) risk assessments and safe systems of work.</p>
<b>Key Performance Indicators:</b>	<p>Employees are aware of the Policy.</p> <p>Employees complete the "Health &amp; Safety Essentials" training in accordance with established frequencies.</p> <p>Emergency responses are completed under test conditions within a prescribed time limit.</p> <p>Employees have completed all training required for their job role.</p> <p>Records of completed training are available and up to date.</p> <p>Personal Development Reviews are being conducted.</p> <p>Reasonable Adjustment Plans (RAPs) and Personal Emergency Evacuation Plans (PEEPs) are established where required.</p> <p>Accidents, incidents, near misses and safety concerns are being reported in accordance with approved processes.</p> <p>Employees are supervised / monitored via inspections to establish if risk control measures are being followed.</p>

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### 3.6. Students

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<b>Responsible for:</b>	<p>Taking reasonable care of themselves and others who may be affected by their actions or omissions;</p> <p>Cooperating with the University in the implementation of safety, health and wellbeing matters;</p> <p>Share with the University any personal circumstances which could affect their safety including the need for a Personal Emergency Evacuation Plan;</p> <p>Not interfering with or misusing anything provided in the interests of safety, health and wellbeing;</p> <p>Complying with information, instruction and training provided for the safe conduct of tasks, use of equipment and handling of materials and substances, and asking for clarification if unsure;</p> <p>Reporting to their academic supervisor or other University staff any safety, health or wellbeing concerns, unsafe acts or conditions, accidents, or incidents.</p>
<b>Accountable for:</b>	<p>Their own, individual compliance with this Policy and its supporting processes and procedures.</p>
<b>Consulted on:</b>	<p>Either directly or via approved consultation channels or representatives: matters that will or may affect the general safety, health or wellbeing of students within the University; and</p> <p>Individual safety, health and wellbeing matters through relevant student services.</p>
<b>Informed of:</b>	<p>The current version of the Safety, Health and Wellbeing Policy; and</p> <p>Any local safety, health and wellbeing management arrangements.</p>
<b>Key Performance Indicators:</b>	<p>Students have been made aware of this Policy.</p> <p>Students have been provided with a health, safety and wellbeing induction specific to the school(s) in which they are studying.</p> <p>Records of completed training are available.</p> <p>Reasonable Adjustment Plans (RAPs) and Personal Emergency Evacuation Plans (PEEPs) are established for all students requiring them.</p> <p>Accidents, incidents, near misses and safety concerns are being reported in accordance with approved processes.</p> <p>Inspection reporting is positive on the existence of and compliance with appropriate risk control measures.</p>

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### 3.7. Visitors

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<b>Responsible for:</b>	Signing in and out of the University in accordance with the manner agreed with their Leeds Beckett University host;  Complying with safety instructions, notices and signage;  Cooperating with University staff in matters of safety, health and wellbeing;  Not interfering with or misusing anything provided in the interests of safety, health or wellbeing;  Reporting to their host or other University staff any safety, health or wellbeing concerns, unsafe acts or conditions, accidents, or incidents.
<b>Accountable for:</b>	Taking reasonable care of themselves and others who may be affected by their actions or omissions.
<b>Consulted on:</b>	Health and safety matters relevant to their visit in a manner appropriate and commensurate to the purpose of their visit (for example, dietary requirements, assistance with evacuating).
<b>Informed of:</b>	Any local safety, health and wellbeing management arrangements applicable to the purpose of their visit.
<b>Key Performance Indicators:</b>	Visitors sign in and out of the University in an appropriate manner as agreed by their host.  Visitors are provided with a site induction / safety information commensurate with the purpose of their visit.  Visitors report accidents and incidents, which are recorded and investigated in accordance with established procedures.

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### 3.8. Contractors and Service Providers

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<b>Responsible for:</b>	<p>Taking reasonable care of themselves and others who may be affected by their actions or omissions;</p> <p>Informing the University in advance of any processes, tools, or working methods which could interact with University staff, students or processes affecting the health and safety of those persons;</p> <p>Cooperating with the University in matters of safety, health and wellbeing;</p> <p>Producing suitable and sufficient risk assessments and method statements covering the work to be carried out;</p> <p>Signing-in and out of the University in accordance with the manner agreed with their Leeds Beckett University contact;</p> <p>Complying with the University's standards, safety instructions, notices and signage;</p> <p>Sharing working practices and communicating politely to any University staff involved in their supervision;</p> <p>Not interfering with or misusing anything provided in the interests of safety, health or wellbeing;</p> <p>Reporting to their host any safety, health or wellbeing concerns, unsafe acts or conditions, accidents, or incidents in accordance with pre-arranged processes.</p>
<b>Accountable for:</b>	<p>Working in accordance with agreed methods of work.</p>
<b>Consulted on:</b>	<p>Any proposed changes to agreed methods of work or any additional or new activities or work groups working in the contractor's vicinity.</p>
<b>Informed of:</b>	<p>Any University standards, safety instructions and procedures applicable to the work being undertaken;</p> <p>Any University activities that might impact the work being undertaken.</p>
<b>Key Performance Indicators:</b>	<p>Contractors and service providers have successfully completed the University's pre-qualification process prior to commencing work.</p> <p>Contractors and service providers sign in and out of the University in an appropriate manner as agreed by their University contact.</p> <p>Contractors and service providers have been provided with a site induction commensurate with the work to be undertaken and records of this are maintained.</p> <p>Contractors and service providers are monitored in a manner proportionate to the risks to confirm that agreed methods of work are being followed.</p> <p>If changes to agreed methods of work are required, the relevant risk assessments and method statements are reviewed and revised prior to those new methods of work being implemented.</p> <p>Contractors and service providers report accidents and incidents, which are recorded and investigated in accordance with established procedures.</p>

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### 3.9. Safety, Health & Wellbeing (SH&W) Co-ordinators

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<b>Responsible for:</b>	<p>Providing assistance to their Dean / Director in the implementation of the Policy within their school / service in accordance with an agreed scope and resources delegated to them by their Dean / Director;</p> <p>Assisting with the co-ordination of day-to-day local health and safety matters;</p> <p>Acting as the primary communication conduit for their school / service for safety, health and wellbeing matters; and</p> <p>Liaising with their Dean / Director regarding any concerns relating to the resources allocated for the completion of the above.</p>
<b>Accountable for:</b>	<p>The completion of tasks relating to the implementation of the Policy in accordance with an agreed scope and resources delegated to them by their Dean / Director.</p>
<b>Consulted on:</b>	<p>Proposed changes and amendments to the Safety, Health &amp; Wellbeing Coordinator role.</p>
<b>Informed of:</b>	<p>Final decisions from the relevant governing bodies relating to safety, health and wellbeing strategies.</p>
<b>Key Performance Indicators:</b>	<p>The scope of the assistance provided by each SH&amp;W Coordinator has been agreed with their Dean / Director, which may consist of some of, all, or aspects in addition to, the following:</p> <ul style="list-style-type: none"><li>Coordinating and monitoring the completion of training;</li><li>Completion of risk assessments within the bounds of their competence;</li><li>Acting as the school / service / department DSE Assessor;</li><li>Monitoring completion of DSE assessments;</li><li>Monitoring completion of home working checklists;</li><li>Monitoring numbers of fire wardens and / or first aiders within the school / service / department and taking action if the numbers go below those stipulated in the University's standards and guidance;</li><li>Conducting workplace inspections;</li><li>Maintaining records of school / service-specific local operating procedures that are supplemental to the overarching University policy and procedures.</li><li>Collating and maintaining records of the school's / service's health and safety performance as required by the University's governance and consultation bodies</li></ul> <p>SH&amp;W Coordinators are assigned sufficient resources and authority to complete their agreed tasks.</p> <p>SH&amp;W Co-ordinators have received training and instruction in their role.</p> <p>Forum sessions are held regularly where the SH&amp;W Coordinators from across the University can network, support each other, and exchange ideas.</p>

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### 3.10. The Registrar & Secretary

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<b>Responsible for:</b>	Championing Health & Safety at UET; Overseeing the work plans and resources of the Central Health & Safety Service (“CHSS”); and Overseeing compliance strategies for health and safety as part of the University's overall risk and governance processes.
<b>Accountable for:</b>	Maintaining a competent CHSS to provide assistance to the University in the implementation of health and safety measures.
<b>Consulted on:</b>	Safety, health and wellbeing matters as per those of the various University governance boards, committees and groups that they are part of and The appointment of the Head of Health and Safety
<b>Informed of:</b>	Leading and lagging key performance indicators (KPIs) relating to safety, health and wellbeing via the various University governance boards, committees and groups that they are part of; The Central Health & Safety Service’s progress with such projects and plans.
<b>Key Performance Indicators:</b>	The University has a suitably resourced and competent Central Health & Safety Service. Processes are in place for CHSS to provide regular updates and to escalate relevant issues to the Registrar & Secretary.

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### 3.11. Head of Health & Safety

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**Responsible for:** Advising the University on the structure and content of the Health and Safety Management System;

Advising the university on the Competent Person roles it needs to fulfil to comply with its legal responsibilities;

Drafting amendments to the Policy and its supporting processes and procedures and seeking approval from UET for those amendments to be implemented;

Developing and implementing an effective health and safety assurance programme;

Identifying new health and safety legislation or changes in interpretation and assessing the relevance and impact to the University and communicating these to UET;

Producing leading and lagging health and safety KPI reports for the University's governance and consultation bodies, with accompanying trend analyses and appropriate recommendations;

Continuous evaluation of the competence of the CHSS;

Empowering the Central Health & Safety Service with authority to stop University activities or activities on the University's premises that they deem to be unsafe, contrary to process or ineffectively controlled.

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**Accountable for:** The provision of competent advice to the University in the implementation of health and safety strategies, projects and activities.

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**Consulted on:** Health and safety aspects of significant projects and change initiatives;

Proposed changes to emergency (Major Incident) plans.

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**Informed of:** Final decisions from governing bodies relating to safety, health and wellbeing strategies.

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**Key Performance Indicators:** Structured frameworks are in place to support the implementation of the Health & Safety Management System and the Policy.

Recommendations for health and safety objectives and targets are submitted to the relevant governing bodies / committees for endorsement and approval.

A programme of proactive and reactive performance measuring has been developed and implemented.

Reviews of the University's health and safety performance are completed and subsequent recommendations for improvement are developed.

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### 3.12. The Central Health & Safety Service (CHSS)

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<b>Responsible for:</b>	<p>The production of procedures, documentation and training programmes to support the implementation of the health and safety elements of the Policy;</p> <p>The provision of training to University personnel in the health and safety elements of the responsibilities relevant to their role as outlined in the Policy;</p> <p>Providing competent and risk-appropriate advice, guidance and support to the University's schools and professional services regarding:</p> <ul style="list-style-type: none"><li>the implementation of the University's health and safety strategies and policy;</li><li>measures to control health and safety risks within the school / service.</li></ul> <p>Conducting health and safety performance monitoring exercises, such as audits and drills of emergency procedures;</p> <p>Stopping University activities or activities on the University's premises that they become aware of, which they deem to be unsafe or ineffectively controlled.</p>
<b>Accountable for:</b>	<p>Individually: the provision of competent assistance to the University in the implementation of health and safety measures within the bounds of each individual CHSS team member's current competence.</p>
<b>Consulted on:</b>	<p>Health and safety issues relevant to the individual team member's specialisms and competencies.</p>
<b>Informed of:</b>	<p>Final decisions from the relevant governing bodies relating to safety, health and wellbeing strategies.</p>
<b>Key Performance Indicators:</b>	<p>Representatives from CHSS attend governance and consultation meetings as per established Terms of Reference.</p> <p>CHSS central email inbox is appropriately monitored and responded to.</p> <p>Training programmes are developed, implemented and monitored.</p> <p>A programme of proactive audits has been developed and implemented.</p> <p>Procedures are in place for reactive investigations.</p>

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### 3.13. The Executive Director of Human Resources

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<b>Responsible for:</b>	Championing Wellbeing at the Executive level within the University; Overseeing the work plans and resources of the HR Wellbeing service; and Overseeing the work plans and resources for an Occupational Health service.
<b>Accountable for:</b>	The provision of Occupational Health and Wellbeing services for University employees; Devising and maintaining appropriate systems to record any occupational exposure or disease in line with statutory requirements.
<b>Consulted on:</b>	Safety, health and wellbeing matters as per those of the various University governance boards, committees and groups that they are part of.
<b>Informed of:</b>	Leading and lagging key performance indicators (KPIs) relating to safety, health and wellbeing via the various University governance boards, committees and groups that they are part of; and Progress with the projects and plans of the HR Wellbeing team and the Occupational Health team.
<b>Key Performance Indicators:</b>	The University has suitably resourced and competent teams for Wellbeing and Occupational Health. Processes are in place for the HR Wellbeing and Occupational Health services to provide regular updates and to escalate relevant issues to the Executive Director of Human Resources.

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### 3.14. Human Resources (HR)

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<b>Responsible for:</b>	<p>Providing advice to the University on the development and implementation of wellbeing and occupational health strategies;</p> <p>Providing advice and guidance to managers and staff on wellbeing and occupational health matters;</p> <p>Identifying new legislation or changes in interpretation relating to wellbeing and occupational health, and assessing the relevance and impact to the University and cascading as appropriate;</p> <p>Overseeing the implementation of wellbeing strategies within the University's schools and services;</p> <p>Monitoring wellbeing and occupational health KPIs and producing associated reports for the relevant University boards, groups and committees.</p>
<b>Accountable for:</b>	<p>Providing advice and guidance to the University on wellbeing and occupational health matters.</p>
<b>Consulted on:</b>	<p>Proposed changes to the Policy and its supporting processes and procedures that impact HR-owned processes.</p>
<b>Informed of:</b>	<p>Final decisions from the relevant governing bodies relating to safety, health and wellbeing strategies.</p>
<b>Key Performance Indicators:</b>	<p>Structured frameworks are in place to support the implementation of all aspects of the wellbeing strategy and occupational health service.</p> <p>Recommendations for wellbeing objectives and targets are submitted to relevant governing bodies / committees for endorsement and for approval.</p> <p>Representatives from HR attend governance and consultation meetings as per established Terms of Reference.</p> <p>HR's central email inbox is monitored and responded to.</p> <p>Wellbeing assessment methodologies are developed and implemented.</p> <p>Development and training are devised, implemented and monitored.</p> <p>KPIs are monitored and reported on, including an evaluation of trends and patterns.</p> <p>Reviews of the University's wellbeing programme performance are completed and subsequent recommendations for improvement are developed.</p>

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### 3.15. Trade Unions

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<b>Responsible for:</b>	Appointing Safety Representatives. Notifying the University of the identity of appointed Safety Representatives. Co-ordinating with the University regarding arrangements to facilitate the appointed Safety Representatives carrying out their functions.
<b>Accountable for:</b>	Sourcing and providing appointed Safety Representatives with suitable training to adequately fulfil their role.
<b>Consulted on:</b>	Matters affecting the health, safety and welfare of University employees, including (but not limited to) changes to safety, health and wellbeing policies and procedures via the University's consultation framework.
<b>Informed of:</b>	Leading and lagging key performance indicator (KPI) reports relating to safety, health and wellbeing via the University's consultation framework; Final decisions from the relevant governing bodies relating to safety, health and wellbeing strategies.
<b>Key Performance Indicators:</b>	Trade Unions recognised by the University have appointed Safety Representatives. The recognised Trade Unions have notified the University of the identities of their appointed Safety Representatives. Appointed Safety Representatives have been provided with suitable training to enable them to carry out their functions. A framework is in place, agreed between the Trade Unions and the University, that facilitates Safety Representatives carrying out their role. Safety Representatives attend consultation meetings. Trade Union Safety Representatives are actively involved with the University's consultation framework.

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### 3.16. The Director of Estates & Facilities

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<b>Responsible for:</b>	Overseeing the work plans and resources of the Estates & Facilities Service; Seeking assurances that Estates & Facilities work plans are being conducted in accordance with relevant legislation, standards and codes of practice.
<b>Accountable for:</b>	The development and implementation of systems and processes for the construction and maintenance of the University's premises in a safe manner and in safe working order.
<b>Consulted on:</b>	Proposed safety, health and wellbeing strategies insofar as they relate to the University's premises.
<b>Informed of:</b>	Leading and lagging key performance indicators (KPIs) relating to safety, health and wellbeing via the various University governance boards, committees and groups that they are part of.
<b>Key Performance Indicators:</b>	Processes are in place to manage all activities involved in the construction, maintenance and demolition of the University's premises to comply with relevant legislation, standards and codes of practice.

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