



University of Essex



HEALTH AND SAFETY POLICY

University of Essex

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Contents

INTRODUCTION	2
AIMS AND OBJECTIVES	3
GENERAL RESPONSIBILITIES	4
STRATEGIC RESPONSIBILITIES	11
ADVICE AND ASSISTANCE	15
ARRANGEMENTS, POLICIES AND STANDARDS	20
APPENDIX 1: HEALTH AND SAFETY RESPONSIBILITY FLOW CHART	21
APPENDIX 2: HEALTH AND SAFETY ADVICE AND SUPPORT FLOW CHART	22

SECTION: 1

INTRODUCTION

The University is committed to meeting its statutory health and safety and fire safety responsibilities and to creating a culture that is proactive in supporting the health and safety of all its members. We aim to provide a safe and healthy university, where our employees and students work proactively and collaboratively to improve health and safety and embed it as a core value in everything that we do. This is essential in helping the University to achieve its purpose of contributing to society through excellence in research and excellence in education.

The achievement of high standards of health and safety requires the involvement and commitment of all employees at all levels of the organisation. We all have legal responsibilities for our own health and safety and for the health and safety of the members of our community and visitors to our campuses. We are all accountable for finding out how to do things safely, reporting, or taking action on, health and safety concerns and applying sound and sensible health and safety risk management to our work and educational activities.

Members of Council and the University Steering Group accept their responsibility to provide strong leadership on health and safety and they expect Heads of Department and Section and other managers to take ownership of health and safety risk and accept responsibility for controlling risk in their area.

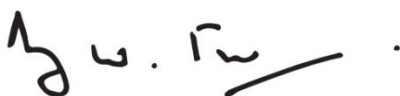
We are preparing students for the world of work, so we also have a responsibility to lead by example in meeting our health and safety responsibilities, creating safe learning environments and in embedding health and safety education into curricular and extra-curricular learning. In this way we will not only support the provision of an excellent student experience but equip students with knowledge and skills that are important for their future life and work.

The University is also committed to recruiting; supporting and retaining high calibre employees to deliver excellence in education and excellence in research. Through this Health and Safety Policy, we will support this commitment by protecting our employees from work-related harm or ill health and providing a suitable, safe work environment.

This Policy details our health and safety responsibilities and the University's health and safety objectives for the coming years. The arrangements for implementing the Policy can be found in University and departmental policies and procedures and specific health and safety standards. All of these form part of the University's Health and Safety Policy.

The Policy and objectives will be reviewed regularly to ensure that we are achieving our goals and continuously improving our management of health and safety.

Signed



Professor Anthony Forster
Vice- Chancellor

SECTION: 2

AIMS AND OBJECTIVES

The following aims and objectives form part of the Key Theme “Health, Safety and Wellbeing” of the [People Supporting Strategy 2019 – 2025](#) and focuses on the University’s core health and safety activities to meet legal requirements and prevent work related accidents and ill health:

1. To provide a safe and healthy University in which employees and students take a proactive approach to health, safety and wellbeing

To achieve this aim we will:

- Maintain a Health and Safety Policy and Plans that takes account of legislative requirements and organisational requirements
- Implement new and creative ways of engaging and educating employees and students on health and safety.
- Develop a profile of operational health, safety and fire¹ risks across the University as part of the development of local risk registers.
- Ensure there are suitable and sufficient arrangements for the management of the key operational health, safety and fire risks identified on the risk register.
- Create a safe and healthy physical working environment which supports and enables employees and students to reach their full potential.

2. To embed health and safety as a core value in everything we do

To achieve this aim we will:

- Work collaboratively, to develop health and safety arrangements that support the University's Strategic Plan and embed health and safety into the University’s management systems and processes.

3. To ensure that we have governance arrangements in place that enables us to demonstrate compliance with health and safety and fire safety legislation.

- Improve health and safety record keeping, to support managers and leaders in meeting their health and safety responsibilities.
- Monitor health and safety performance to provide assurance on the management of significant risks to the health and safety of employees, students and other affected by the University’s activities.

A [Health and Safety Plan](#) which details specific actions to be taken to meet the aims and objectives of this Policy has also been produced and will be reviewed on an annual basis. The Plan forms part of the Key Theme ‘*Safety, Health and Wellbeing*’ of the [People Supporting Strategy 2019 – 2025](#) and focuses on the University’s core health and safety activities and ensure that they promote a healthy and safe environment for all, meet legal requirements and prevent work related accidents and ill health.

¹Note that where the term health and safety is used in the University’s Policy and Standards, it encompasses fire safety.

SECTION: 3

GENERAL RESPONSIBILITIES

This Policy sets out general, overarching responsibilities. The Code of Practice on Managing Health and Safety, and other health and safety standards, give details of more specific actions employees, managers, Heads of Department and others need to take to meet their responsibilities. Further information on these can be found in Section 6 of this Policy.

It is important that all employees understand their responsibilities and what they have to do to meet them.

- **All employees** have the responsibilities laid down in Section 3.1.
- Additional responsibilities of **academic employees, academic supervisors, principal Investigators and others who organise educational activities for students** are also in Section 3.1.
- **Students** have the responsibilities laid down in Section 3.2.
- In addition to their duties as employees, all **line managers and supervisors** have the responsibilities detailed in Section 3.3.
- **Heads of Department / Section / Unit / School²** also have the responsibilities detailed in Section 3.4.
- The **Director of Estate Management and Campus Services** and the **Director of People and Culture** also have specific responsibilities relating to their role, detailed in Section 3.5 and 3.6 respectively

SENIOR MANAGERS

The following senior managers also have strategic responsibilities:

- **Members of Council** (Section 4.1).
- **Vice-Chancellor** (Section 4.2).
- **Members of USG** (Section 4.3).
- **Registrar and Secretary** (Section 4.4)
- **Pro-Vice-Chancellor - Research** (Section 4.5).
- **Pro-Vice-Chancellor – Education** (Section 4.6).
- **Executive Deans** (Section 4.7).
- **Deputy Deans (Education)** (Section 4.8).
- **Deputy Deans (Research)** (Section 4.9)

² Throughout this Policy the term department should be understood to include school, centre, faculty team or section. The term Head of Department includes Heads of Section, Centre or School. It also includes Executive Deans in relation to their faculty support staff.

In addition to their general responsibilities, the following employees have a supporting role, or provide technical advice to the University, its managers and employees:

- **Departmental Health and Safety Officers (DHSOs) and Health and Safety Liaison Officers (HSLOs)** (Section 5.1).
- **Faculty Managers** (Section 5.2).
- **Workplace Health, Safety and Wellbeing (WHSW)** (Section 5.3).
- **Occupational Health Service (OH)** (Section 5.4).
- **Specialist safety roles (Fire, Radiation, Biological agents)** (Section 5.5).



3.1 EMPLOYEES

All employees are responsible for:

- Looking after their own work-related health and safety and the health and safety of others affected by their work activities.
- Co-operating with the University by following safe working practices and carrying out their health and safety responsibilities as detailed in this and other University health and safety related policies and standards.
- Timely reporting of accidents, work-related ill-health, health and safety related incidents, hazards, near-misses or inadequacies in health and safety procedures, in accordance with their departmental and University procedures.
- Taking part in any health and safety training and development identified as necessary by the University, their department or line manager.
- Using work equipment safely and in accordance with instructions and/or training.
- Ensuring that activities, events or projects (including research projects) that they organise that involve employees, students, contractors, volunteers or other visitors to the University, are risk- assessed as part of the planning stage and suitable control measures implemented.
- Seeking advice if they do not feel competent to carry out their responsibilities.

In addition employees may be given specific health and safety related roles or responsibilities. These may be detailed in their department's health and safety management statement, their job description or other University health and safety related policies.

HEALTH AND SAFETY EDUCATION

All employees are responsible for contributing to the health and safety education of students, whether this be through educational activities, involving them in the safe design of research projects or student events, or leading by example in exhibiting safe behaviours.

Academic employees and **academic supervisors** and **employees who organise activities and events for students** are responsible for the health and safety of students whilst they are under their supervision. This includes ensuring that they understand the risks associated with academic or educational activities and follow health and safety instructions.

RESEARCH

Principal investigators are responsible for the health and safety management of research work under their control. They must ensure that risks are assessed during the planning of research proposals, costs of implementing risk control measures are taken account of in funding and that risks are kept under review throughout the project.

Principal investigators are also responsible for the health and safety of research employees they line manage and research students under their supervision during the research project. This includes:

- Ensuring research employees and students are given appropriate information, instruction and training, to enable them to carry out tasks assigned to them safely and without risk to health.
- The health and safety induction of new research employees.

- Co-ordination and communication with co-investigators, research employees and others affected by research activities to enable health and safety risks to be effectively managed.
- Ensuring risk assessments are carried out and the control measures recorded and implemented.
- Monitoring and review of health and safety risk assessments and safe working procedures relating to the project in response to changes to research plans and as a part of regular project review.

3.2 STUDENTS

Students are responsible for:

- Looking after their own health and safety and the safety of others who may be affected by their actions whilst on the University's campuses or undertaking activities (e.g. fieldwork, work/study placements) under the supervision of the University and its subsidiary companies.
- Following the University's and their department's health and safety standards and requirements (including those relating to University residencies). Also for following any instructions given to them by an employee of the University for their health and safety.
- Reporting academic or University premises related health and safety incidents or concerns (including accidents, ill-health, near-misses and premises hazards) in accordance with their departmental and University procedures.
- Taking part in any health and safety training identified as necessary by the University, their department or their academic supervisor.
- Not intentionally interfering with or misusing anything provided for fire or health and safety protection.

NOTE: Students carrying out work for the University either under contract of employment (for example Graduate Teaching Assistants) or as part of training for employment (for example Frontrunners) will be treated as employees under this Policy

LINE MANAGERS AND SUPERVISORS

All line managers and supervisors are responsible for the implementation of the Health and Safety Policy in their area of control. As a general rule the direct responsibility of managers for health and safety is determined by the extent to which they have authority to take action. That is, if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

Their responsibilities include:

- Positively promoting high standards of health and safety.
- Making sure that those managers, supervisors and employees under their control carry out their health and safety responsibilities.
- Effectively communicating relevant health and safety information to their employees and others affected by their work activities.
- Consulting employees and their safety representatives on risk assessments and on changes to their working practices that may substantially affect their health and safety.

- Sharing information and co-ordinating arrangements for controlling health and safety risks arising from their activities which may affect other departments, employers' employees, contractors, or users of the University's premises.
- Making sure that employees under their control are competent in health and safety, and capable of meeting their health and safety responsibilities.
- Making sure the Health and Safety Policy and relevant health and safety standards are implemented in their area of control.
- Supporting their Head of Department in the development and review of departmental risk assessments and health and safety standards.
- Ensuring risk assessments are carried out and implemented in their area of control.
- Advising their Head of Department on hazards which, if not adequately controlled, present significant health and safety risks to the organisation. Keeping them informed on the effectiveness of risk controls and alerting them to failures of risk control.
- Ensuring equipment and substances provided for use at work are fit for purpose, used safely and maintained in a safe condition.
- Carrying out regular monitoring and review to ensure that the work environment is safe and that employees are meeting their responsibilities and working safely.
- As appropriate, informing their manager, DHSO/HSLO, or the Workplace Health, Safety and Wellbeing (WHSW) team of any health and safety concerns that they cannot address, including the need to review risk assessments or health and safety related standards.
- Taking account of the effect of work on employee health and the health of the employee on work when delegating work and assessing health and safety risks.

3.4 HEADS OF DEPARTMENT

Heads of Department have overall responsibility for ensuring that their department complies with the University's health and safety requirements and has effective systems in place for the management of health and safety in accordance with the University's Code of Practice on Managing Health and Safety. They must:

- Provide leadership on health and safety.
- Appoint a Departmental Health and Safety Officer (DHSO) or Health and Safety Liaison Officer (HSLO)³ and other specialist officers as may be necessary to provide advice and/or support them on health and safety related matters.
- Ensure that Officers appointed in a departmental specialist health and safety role have sufficient authority, competence and resources to undertake the role.
- Ensure that there are appropriate departmental arrangements for implementing health and safety related policies, standards and plans.

³ Where no appointment is made the Head of Department will be deemed to be carrying out the role

- Ensure that appropriate arrangements are in place for the communication of health and safety issues to all employees, students, contractors and other visitors to their department.
- Ensure employees (and their Trade Union Safety Representative) are consulted in good time on matters that substantially affect their health and safety at work, and co-operate with trade union safety representatives whilst they are carrying out their functions.
- Ensure that responsibilities and arrangements are agreed with the appropriate department, for the safety of contractors, employees from other departments (for example: housekeepers) or others who may be put at risk by the department's activities.
- Make sure that appropriate arrangements are in place for ensuring the health and safety competence and capability of their employees and that the University's minimum requirements for health and safety training are met.
- Ensure that health and safety is incorporated into the curriculum for subjects where there are significant risks associated with teaching and research activities.
- Identify hazards for which they are the risk owner that present significant health and safety risks if not adequately controlled. Recording them in the appropriate operational risk register and monitoring the effectiveness of their risk controls. Where necessary alerting senior managers to failures in risk control.
- Ensure that there are arrangements in place for managing significant risks arising from the department's activities that are not covered by the University's health and safety related policies and standards. Develop and review departmental health and safety standards for the management of specific risks and legal requirements that have a significant impact on the department.
- Ensure that suitable systems are in place for the regular monitoring and review of health and safety in the department, in accordance with the University's minimum requirements.
- Co-operate with health and safety investigations, monitoring and auditing carried out by the Health and Safety Service.
- Where any repairs, alterations, improvements or modifications to University buildings or services are required, arrange for the work to be procured and managed by the Estate Management and Campus Services Section.
- As required, provide reports on the department's health and safety performance to the University's Health and Safety Group and University Steering Group (USG). For academic departments this will normally be through their Faculty Manager.

3.5 DIRECTOR OF ESTATE MANAGEMENT AND CAMPUS SERVICES

The Director of Estate Management and Campus Services is responsible for ensuring that all premises used and owned by the University are maintained in a safe condition that is fit for purpose, and that statutory requirements relating to buildings, grounds and services are met. This includes:

- Ensuring that the University's responsibilities under the Construction (Design and Management) Regulations are met and that construction and refurbishment projects meet the health and safety needs of the University.
- Taking overall responsibility for the strategy, implementation and review of the University's Legionella Management Plan and Asbestos Management Plan.

- Ensuring that the health and safety competence of contractors appointed to assist with the implementation of the capital programme, or the carrying out of construction and maintenance is assessed and monitored.
- Ensuring that co-operation, co-ordination and communication takes place to minimise risks to contractors from the University's activities, or risk to building users from contractor activities.
- Ensuring that health and safety responsibilities are clearly defined in tenancy agreements and that co-operation and co-ordination takes place with tenants, to ensure that statutory health, safety and fire requirements are met.
- Identifying hazards relating to the built environment that present significant health and safety risks if not adequately controlled. Recording them in the appropriate operational risk register and monitoring the effectiveness of their risk controls. Where necessary, alerting senior managers to failures in risk control.
- Maintaining appropriate security arrangements, in accordance with the assessed health, safety and security risk.
- Ensuring that regular health and safety inspections are carried out of common areas (as defined in appendix 1 of the Code of Practice: Managing Health and Safety), plant rooms and other areas under the control of Estate Management and Campus Services Section.
- Monitoring the condition of the University's premises and services (including arranging statutory inspections, examinations and tests) and undertaking a risk based programme of maintenance and repair within available resources.
- Ensuring that responsibilities and arrangement for health and safety are included as part of agreements for letting, or sharing university premises.
- Notifying USG of projects or significant premises maintenance issues that require additional resources for health and safety reasons.

3.6 DIRECTOR OF PEOPLE AND CULTURE

The **Director of People and Cultures'** responsibilities are to:

- Ensure that the University's People and Culture policies, procedures and codes of practice support the provision of a good working environment and supportive culture to the benefit of employee health and safety and the University.
- Support the development of management and leadership capability to enable the effective management of people and implementation of People and Culture policies.
- Monitor the implementation and effectiveness of the University's People and Culture policies, procedures and codes of practice.

3.7 DIRECTOR OF FINANCE

- Ensuring that purchasing systems consider health and safety issues and place responsibility on the purchaser to consider health and safety when planning the purchase of equipment, substances or services.

SECTION: 4

STRATEGIC RESPONSIBILITIES

4.1 COUNCIL

Council has ultimate responsibility for the strategic direction of the University and the health and safety impact of policy decisions. Decisions taken by Council must comply with health and safety legislation and the University's Health and Safety Policy.

Council members are responsible for:

- Demonstrating their commitment to the achievement of high standards of health and safety.
- Approving the University's policy and strategy on Health and Safety.
- Seeking assurance on the effectiveness of risk controls for significant health and safety risks to the organisation.
- Ensuring that adequate resources are allocated to ensure the effective management of health and safety risk.
- As necessary, seeking competent health and safety advice before making a decision that may affect the health and safety of employees and students
- Ensuring that appropriate arrangements are in place for the effective management of health and safety, for monitoring operational health and safety performance and for ensuring appropriate consultation on health and safety issues that affect employees and students is undertaken.
- Ensuring that they are kept informed about significant health and safety risks and issues.
- Receiving reports on the health and safety performance of the University, to enable Council to monitor and evaluate the implementation and effectiveness of the University's Health and Safety Policy and arrangements for risk control. Also to receive *ad hoc* reports, as required, to enable them to be kept informed of and alert to significant health and safety risks to the University and relevant health and safety management issues.

4.2 VICE-CHANCELLOR

As chief executive, the Vice-Chancellor has delegated authority for the academic, corporate, financial, estate and personnel management of the University.

As the most senior employee responsible for the implementation of the University's Health and Safety Policy, the Vice Chancellor has overall accountability to Council for health and safety at the University.

4.3 MEMBERS OF UNIVERSITY STEERING GROUP

USG has delegated authority from Council for the effective implementation of the University's Health and Safety Policy. All members of USG are collectively and individually responsible for the overall health and safety management of the University. Their responsibilities are to:

- Demonstrate through their leadership actions that they are committed to the achievement of high standards of health and safety.
- Ensure that health and safety risks are identified as part of the University's risk registers and the planning of new projects and strategic plans.
- Review significant health and safety risks (through oversight of the Risk Management Group (RMG), seeking assurance from the risk owners on the effectiveness of risk controls.
- Agree and keep under review a University-wide Health and Safety Action Plan, which details how the objectives of this Policy will be met.
- Ensure that employees or their representatives are consulted in good time on any health and safety issues that affect them, including at the planning stage of new projects.
- Ensure that adequate resources are allocated to the effective management of health and safety risk.
- Ensure that they and Council are kept informed of and alert to significant health and safety risks to the University and relevant health and safety management issues.
- Ensure that Council is advised of the potential effect on the health and safety of employees and students of their strategic policy decisions.
- Agree health and safety performance measures through which improvement in health and safety performance can be monitored.
- Receive an annual report on the health and safety performance of the University, and *ad hoc* reports, as required, to enable them to be kept informed of and alert to significant health and safety risks to the University and relevant health and safety management issues.
- Establish sub-groups to enable operational health and safety performance to be monitored effectively and to bring issues to the attention of USG as appropriate.

4.4 REGISTRAR AND SECRETARY

The Registrar and Secretary provides senior leadership for the University's health and safety Strategy, Policy and standards and their implementation, with responsibility for:

- Leading the regular review and revision of the University's Health and Safety Policy and recommending policy objectives and key health and safety performance measures to USG and Council.
- Developing, and monitoring the implementation of a University-wide Health and Safety Plan.
- Ensuring that there are effective arrangements in place for:
 - The provision of competent health and safety, fire safety and occupational health advice.
 - The organisation, planning, implementation, monitoring and review of health and safety.
- As the Duty Holder, having overall responsibility for ensuring that there are effective arrangements in place and that adequate resources are allocated to the management of legionella and asbestos on the University's Estate.

- Ensuring that the University's Health and Safety Group is chaired by a suitably experienced member of staff with the authority to take immediate action to address Health and Safety risks where this is required (the HSG chair will keep the Registrar and Secretary informed of points and issues raised at HSG meetings);
- Keeping the Vice-Chancellor and USG informed of relevant health and safety and risk management issues.
- Alerting USG about the need to take account of the effect on employee and student health and safety of new projects and strategic plans.
- Providing an annual report on health and safety performance to USG and Council, and additional ad-hoc reports as required.

In addition the Registrar and Secretary has the following responsibilities in relation to health and safety in Professional Services and the University's subsidiary companies:

- Ensuring that strategic plans of sections and units under their control take account of health and safety risks, seeking competent advice when planning new projects.
- Ensuring that subsidiary companies established by the University have developed and implemented arrangements for the effective management of health and safety that are consistent with those of the University and reflect the activities of the companies concerned.
- Ensuring that significant health and safety risks arising from the work of Professional Services are identified and recorded in the University's operational risk register, and monitoring the effectiveness of risk controls.
- Keeping the Vice-Chancellor and USG informed of significant health and safety risk in the sections and units under their control.
- Ensuring that directors of section or unit are competent to carry out their health and safety responsibilities.
- Monitoring the implementation of the Health and Safety Policy and Plan in the Professional Services and ensuring that directors are meeting their health and safety management responsibilities.
- Monitoring, and where necessary reporting to the Health and Safety Group, USG and/or Council, on the health and safety performance of the Professional Services, including the reporting of any significant health and safety issues that cannot be resolved.

4.5 PRO-VICE CHANCELLOR- RESEARCH

Ensure due consideration is given to health and safety risks and requirements in strategies and policies for research activity.

4.6 PRO-VICE CHANCELLOR – EDUCATION

Ensure due consideration is given to health and safety risks and requirements in strategies and policies for curricular and extra-curricular educational experience.

4.7 EXECUTIVE DEANS

Executive Deans are each responsible for strategic leadership and management of their Faculty. This includes ensuring the effective implementation of the University's Health, and Safety Policy and standards throughout the Faculty. They are responsible for:

- Ensuring that the strategic plans of faculties and departments take account of health and safety risks.
- Ensuring that significant health and safety risks arising from the work of the Faculty are identified and recorded in the University's operational risk register and monitoring the effectiveness of risk controls.
- Keeping the Vice Chancellor, Registrar and Secretary and USG informed of significant health and safety risks in their Faculty.
- Ensuring that Heads of Department are competent to carry out their health and safety responsibilities.
- Monitoring the implementation of the Health and Safety Policy and Plan in their Faculty and ensuring that Heads of Department are meeting their health and safety management responsibilities.
- Monitoring, and where necessary reporting to the Health and Safety Group, USG and/or Council on, the health and safety performance of their Faculty, including the reporting of any significant health and safety concerns that cannot be resolved.

4.8 DEPUTY DEANS (EDUCATION)

Deputy Deans (Education) are each responsible for:

- Ensuring that health and safety is considered as part of the planning of new educational and student employability activities and projects, seeking competent advice where there may be a significant effect on the health and safety of employees or students.
- Keeping the Executive Dean and Pro-Vice Chancellor – Education alert to significant health and safety risks arising from educational and student employability activities.

4.9 DEPUTY DEANS (RESEARCH)

Deputy Deans (Research) are each responsible for:

- Proactively promoting high standards of health and safety in research
- Supporting the Executive Dean and Heads of Department in ensuring that Principal Investigators meet their responsibilities for the health and safety management of research work under their control.
- Ensuring that health and safety is being considered as part of the planning of new research activities and projects, seeking competent advice where there may be a significant effect on the health and safety of employees or students.
- Keeping the Executive Dean and Pro-Vice Chancellor – Research alert to significant health and safety risks arising from research activities.

SECTION 5

ADVICE AND ASSISTANCE

5.1 DEPARTMENTAL HEALTH AND SAFETY OFFICERS (DHSO) / HEALTH AND SAFETY LIAISON OFFICERS (HSLO)

DHSOs and HSLOs support their Heads of Department with implementation of the Health and Safety Policy and arrangements in their department. Further information on the role is given in Appendix 3 and section 3.2.1 of the Managing Health and Safety Code of Practice.

DHSOs and HSLOs are responsible for:

- Supporting the Head of Department on the development, review and revision of the Department's health and safety management statement.
- Acting as the main point of contact between the department and Workplace Health, Safety and Wellbeing (WHSW) on matters affecting health and safety in the department.
- Ensuring that health and safety concerns raised by employees are taken to the appropriate person / section for action (for example Head of Department, Estate Management Section, Occupational Health (OH) or Workplace Health, Safety and Wellbeing (WHSW)).
- Ensuring that where relevant the Head of Department and other managers and team leaders are kept informed of health and safety issues (for example by including them on the agenda of management group meetings).
- Supporting their Head of Department with setting up and keeping under review departmental arrangements for:
 - Communication and consultation on health and safety.
 - Health and safety induction and training of employees and students.
 - First aid.
 - Fire and emergency evacuation.
 - Portable Electrical Appliance Testing.
 - Risk assessment.
 - Display Screen Equipment (DSE) Assessment.
 - Reporting of health and safety incidents, hazards and concerns.
 - Monitoring health and safety (including inspections and health and safety incident investigations).

IN ADDITION, DHSOs ARE RESPONSIBLE FOR:

- Supporting their Head of Department in co-ordinating the development, review and revision of departmental risk assessments and health and safety standards.

- Keeping up to date with health and safety requirements and best practice relating to the risks that impact on their department.
- Providing advice on health and safety matters within their department, in-so-far as it is within their level of competence to do so.
- Assisting with monitoring health and safety and incident investigation.

5.2 SOUTHEND CAMPUS MANAGER AND LOUGHTON CAMPUS FACILITIES MANAGER

The Southend Campus Manager and Loughton Campus Facilities Manager⁴ are Health and Safety Liaison Officers for the Southend and Loughton Campus respectfully. Their responsibilities include:

- Acting as the main point of contact between their Campus and the Health and Safety Service on matters affecting health and safety at the Campus.
- Representing their Campus at Health and Safety Group meetings.
- Ensuring that health and safety concerns raised by employees based at their Campus are taken to the appropriate person / section for action (for example their Head of Department, the facilities management provider or WHSW).
- Where necessary sharing information with relevant Heads of Department/Section and other managers and team leaders on health and safety issues relating to their employees based at the Southend or Loughton Campuses.
- Co-ordinating arrangements for the following:
 - Communication and consultation on health and safety matters that relate to their Campus.
 - Risk assessment and DSE assessment for Professional Services employees in shared work locations, in so far as it relates to the Campus environment.
 - Delivery of health and safety, occupational health and fire safety related training, and events at their Campus (in liaison with WHSW and OH).
 - Reporting, and where appropriate investigation, of health and safety incidents, hazards, near-misses and concerns.

In addition the Campus Manager for the Southend Campus is responsible for:

- Co-ordinating and communicating health and safety arrangements for shared space and facilities with South Essex College, Southend Borough Council and the facilities management provider in the Forum.
- Arranging regular health and safety inspections of the shared Professional Services office spaces in the Gateway Building and The Forum.

⁴ The Loughton Campus Supervisor is also Health and Safety Liaison Officer for the East 15 Acting School

5.3 FACULTY MANAGERS

Each Faculty Manager supports their Executive Dean in ensuring the effective implementation of the Health and Safety Policy within the Faculty. They are responsible for:

- Keeping the Executive Dean and heads of department alert to the need to take account of health and safety risks and to seek competent advice when planning new projects.
- Acting as a key communication and consultation channel between the Faculty, departments and the Head of Health and Safety, to support the development of practical health and safety policies and procedures.
- Supporting the Executive Dean in ensuring effective communication and consultation on matters relating to health and safety across their Faculty.
- Representing their Faculty at the Health and Safety Group.
- Supporting the Executive Dean and Heads of Department with the development of strategies for the implementation of the Health and Safety Policy and Plan in their Faculty.
- Keeping the Executive Dean informed on health and safety matters, to enable effective health and safety monitoring by the Executive Dean.
- Supporting the Executive Dean with the monitoring of and, where necessary reporting on, the health and safety performance of their Faculty.

5.4 WORKPLACE HEALTH, SAFETY AND WELLBEING

The Workplace Health, Safety and Wellbeing service works together with the University community to enable the continuous improvement of health and safety, providing competent health and safety and fire safety advice and assistance to the University in accordance with the Management of Health and Safety at Work Regulations and the Regulatory Reform (Fire Safety) Order.

The Service is responsible for:

- Advising the University's leaders on health and safety strategy and planning.
- Supporting the Registrar and Secretary in the development, monitoring and review of the University's Health and Safety Plan.
- Providing health and safety advice and support to heads of departments, managers and supervisors, enabling them to meet their health and safety responsibilities.
- Examining new legislation and best practice guidance and advising on the practical application to the University's activities.
- Developing and keeping under review University-wide health and safety policies, standards and guidance, and advising DHSOs on the development of departmental health and safety codes of practice and local procedures.
- Supporting the University's governance processes by advising on the University's health and safety risk profile, establishing systems for the monitoring and review of health and safety performance and delivering a programme of health and safety audits.
- Advising on health and safety competence and capability, and organisational training and development needs.

- Development and delivery of health and safety training to suit organisational needs.
- Producing health and safety performance data and supporting the Registrar and Secretary with the development of performance reports.
- Promoting and communicating health and safety to the University community.

5.5 OCCUPATIONAL HEALTH SERVICE (WORKPLACE HEALTH, SAFETY AND WELLBEING)

- Advising the University's leaders on occupational health strategy.
- Providing a clinical occupational health service and advising managers on specific health related capability issues.
- Providing occupational health advice and support to heads of departments and managers, enabling them to meet their responsibilities in relation to the impact of work on health and health on work.
- Examining relevant legislation and best occupational health practice guidance and advising on the practical application to the University.
- Developing and keeping under review University-wide occupational health policies, standards and guidance.
- Development and delivery of occupational health related training to suit organisational needs.
- Producing occupational health performance data and contributing to health and safety performance reports.
- Promoting health and safety to the University community.

5.6 SPECIALIST SAFETY ROLES

The following specialist safety roles assist the University in complying with specific statutory requirements:

5.6.1 FIRE SAFETY MANAGER

- Provide advice on fire safety precautions and the implementation of the Regulatory Reform (Fire Safety) Order.
- Support the University in carrying out fire risk assessments and the provision of fire safety related training.
- Co-ordinates and monitors fire protection arrangements across the University.
- Co-ordinates regular fire evacuation drills and maintains appropriate records.

5.6.2 IONISING RADIATION

The following roles (summarised below) are defined in detail in the University's Local Rules for Use of Ionising Radiation:

- 5.6.2.1 **University Ionising Radiation Protection Officer (UIRPO)** – Co-ordinates the University's arrangements for managing ionising radiation risks and provides communication between the Radiation Protection Adviser and DIRPS. Chairs meetings of the Ionising Radiation Sub-Group.

5.6.2.2 **Departmental Ionising Radiation Protection Supervisor (DIRPS)** – Supervises the arrangements set out in the University's Local Rules for use and of ionising radiation at a departmental level.

5.6.2.3 **Radiation Protection Adviser (RPA)** – provides competent advice to the University on compliance with the Ionising Radiations Regulations 1999.

5.6.2.4 **Radiation Waste Adviser (RWA)** - provides competent advice to the University on compliance with the Environmental Permitting Regulations 2010 and the Environmental Permitting Regulations (England and Wales) (Amendment) 2011.

5.6.3 NON-IONISING RADIATION

The following roles are included in the University's Health and Safety Standard for Non-Ionising Radiation:

5.6.3.1 **University Non-Ionising Radiation Protection Adviser (UNIRPA)** – Co-ordinating the development and review of University-wide standards on the safe management of lasers and other non-ionising radiation sources.

5.6.3.2 **Departmental Non-Ionising Radiation Protection Advisers (DNIRPA)** – Advise their departments on the purchase and safe management of lasers and other non-ionising radiation sources that present a significant risk to health. Ensure such equipment is used in accordance with statutory requirements, the University's standards and departments' local rules covering the health and safety of non-ionising radiation sources.

5.6.4 BIOLOGICAL SAFETY

The following roles (summarised below) are defined in detail in the University's / Biological Sciences Local Rules for Work with Biological Agents and Local Rules for Genetic Modification Safety:

5.6.4.1 **University Biological Safety Advisor (UBSA)** - advises on technical requirements and procedures to enable the University to meet statutory requirements in relation to biological hazards and genetic modification (GM); gives final sign off for schemes of work on behalf of the GM and the Biological Hazards and Genetic Modification Safety Sub-Group (BHGMPSG); and submits approved GM schemes of work to the Health and Safety Executive (HSE); Chairs meetings of the Biological Hazards and Genetic Modification Safety Sub-Group.

5.6.4.2 **Departmental Biological Safety Officer (DBSO)** - advises the Head of Department on all matters relating to biological and genetic hazards and appraises all non-GM schemes of work before they are sent to the UBSA; Co-ordinates day to day operational activities and pre-screen local issues before they are sent to the UBSA or BHGMPSG; Advises the Head of Department whether Class 1 activities can be signed off or should be escalated to the committee. They may obtain expert competent technical advice where appropriate.

5.6.4.3 **Biological Hazards and Genetic Modification Protection Safety Sub-Group (BHGMPSG)** - gives final approval for the risk assessments and schemes of work for biological agents and genetically modified organisms.

SECTION: 6

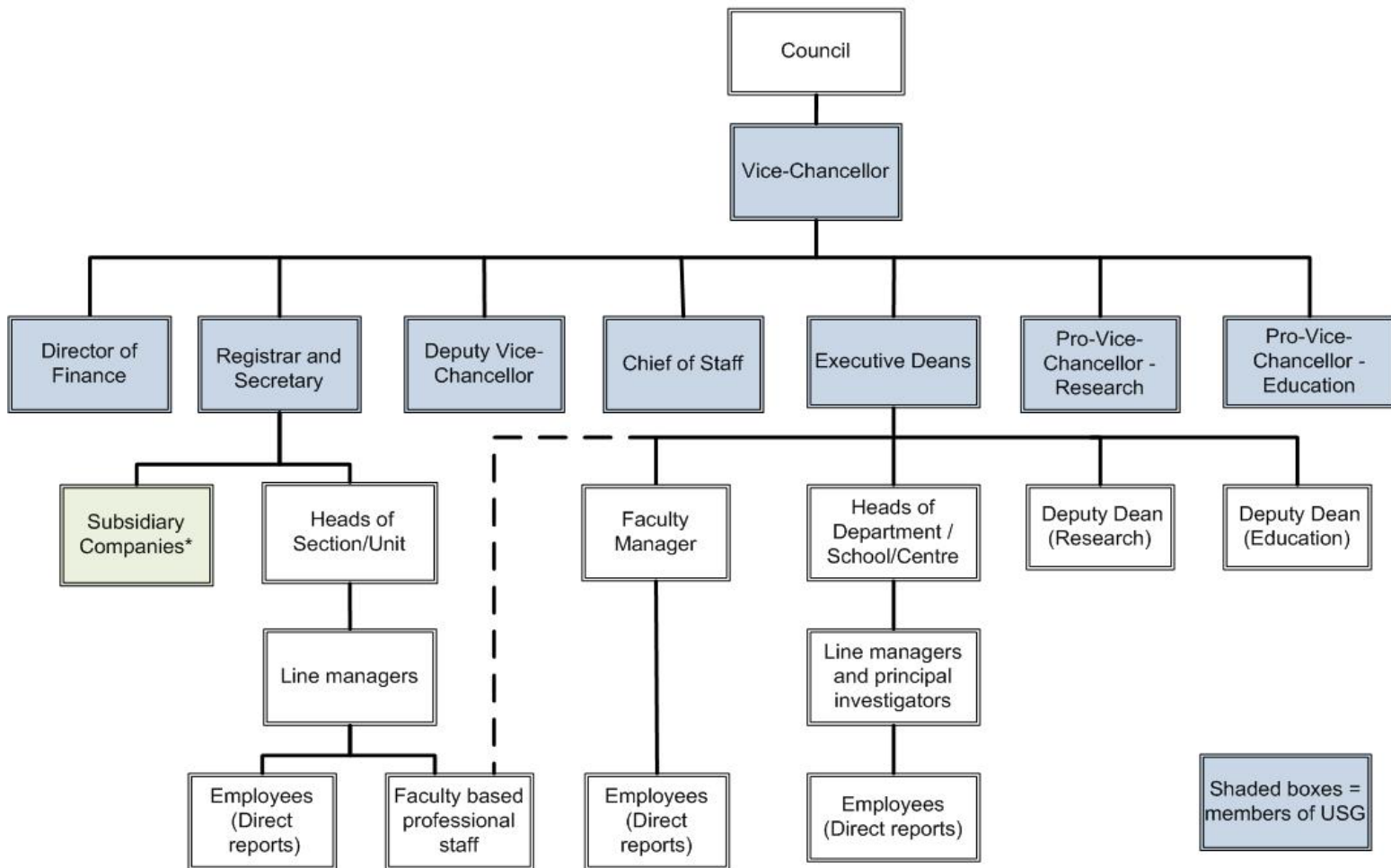
ARRANGEMENTS, POLICIES AND STANDARDS

The arrangements for implementing this Policy are detailed in relevant University Policies, procedures, codes of practice and guidelines and specific health and safety standards covering a range of activities.

Health and safety standards include policies, codes of practice, local rules, procedures and risk assessments which detail how we do things safely and meet legal obligations for health and safety. Because of their legal status, it is important that **managers and employees** follow them and they are therefore mandatory. Standards covering the whole University can be found on the University's website, by following the links at www.essex.ac.uk/health-safety . Policies relating to premises health and safety risks are produced by the Estate Management and Campus Services Section. Individual departments may also produce health and safety standards covering risks arising from their work.

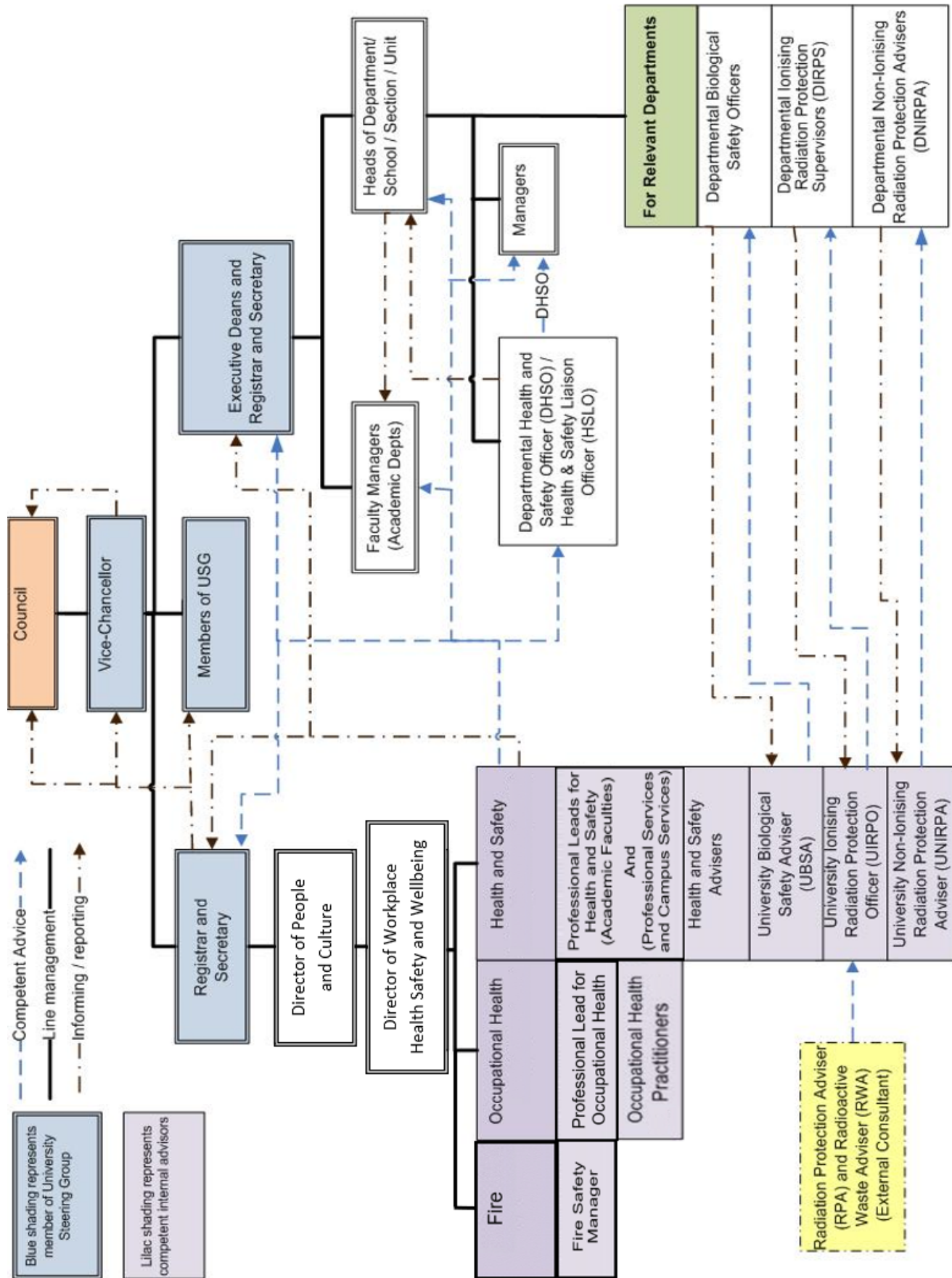
APPENDIX 1: HEALTH AND SAFETY RESPONSIBILITY FLOW CHART

NB: Lines of responsibility for health and safety reflects the University's management structure as detailed in its structure charts. The following diagram provides a simplified representation.



*Subsidiary companies have their own Health, Safety and Wellbeing Policies

APPENDIX 2: HEALTH AND SAFETY ADVICE AND SUPPORT FLOW CHART



Definitions:

Terms used in this Policy are defined as follows:

Audits: Formal systematic, independent process for checking the implementation and effectiveness of the University's systems for managing health and safety.

Codes of Practice: Detail the University's or department's arrangements for ensuring compliance with the law and gives details of what line managers, Heads of Departments and others need to do to meet their health and safety responsibilities as laid down in the University's Health and Safety Policy.

Consultation: Consultation involves not only giving information to employees, but also listening to them and taking account of what employees say before making any health and safety decisions.

Competence: Competence is the ability to do the job required to the necessary standard. It is not just training, but also experience of applying the skills and knowledge, which needs to be gained under adequate supervision.

Capability: Capability encompasses the employee's suitability for the task as well as their competence. This means that account needs to be taken of the employee's aptitude and physical condition, as well as their level of training, knowledge and skills.

Department: Throughout this Policy the term department includes school, section or unit.

Departmental Health and Safety Officer: support their Heads of Department with implementation of the Health and Safety Policy and arrangements in their department. DHSOs would be appointed for departments who have higher and more complex risks. They would provide more technical support on risk assessment and development and monitoring of safe systems of work. They would need to have a more in-depth knowledge of those risks arising from the department's work (which could have been gained as part of their professional role) and the principles of good health and safety management (as covered on the IOSH Managing Safely course). They may also carry out the HSLO role, if a HSLO has not also been appointed.

Guidance: Simple advice which describes how to meet responsibilities in relation to discrete subjects.

Hazard: Something with the potential to cause harm.

Harm: Encompasses physical or mental injury or ill health.

Health: the state of being bodily and mentally well and free from disease. In this Policy it relates to being free from mental or physical illness caused or made worse by work.

Health and Safety Liaison Officer (HSLO): support their Heads of Department with implementation of the Health and Safety Policy and arrangements in their department. The role is primarily administrative and does not require specific health and safety expertise over and above knowledge of the systems the University has in place to manage health and safety (as covered on the University's Managing Safely Essentials course).

Health and Safety Management Statement: Detail the department's arrangements for ensuring compliance with the University's Health and Safety Policy and what line managers, Heads of Departments and others need to do to meet their health and safety responsibilities.

Local Rules: Detail the department's arrangements for managing a specific health and safety hazards and gives details of what line managers, Heads of Departments and others need to do to meet their health and safety responsibilities.

Manager / line manager: Anyone who manages or supervises other employees.

Performance: Level of achievement. For example how well objectives or standards are being met.

Policy: Sets the direction the University follows, responsibilities for action and arrangements for implementation.

Review: Checking that existing systems for managing health and safety are adequate and deciding on actions and timescales to remedy deficiencies. This should be based on feedback from monitoring and auditing, current legal requirements and best practice and future requirements.

Risk: A product of the likelihood of harm arising from interaction with a hazard (hazardous event), and the likely severity of harm.

Safety: Freedom from danger or risk of injury.

Significant risk: Risk of physical injury, ill health or mental harm to people arising out of, or in connection with work. Risks arising out of routine activities associated with life in general can be ignored, as can instances where the harm is likely to arise infrequently and be minor in nature.

Standards: This term covers various policies, codes of practice, local rules, procedures, and risk assessments which describe how the Health and Safety Policy (that is its arrangements) is implemented and legal requirements met. These may be specific, standalone health and safety standards or embedded into the University or local Policies and processes for ensuring the effective governance and management of work activities.

Abbreviations:

DBSO	Departmental Biological Safety Officer.
DHSO	Departmental Health and Safety Officer.
DIRPS	Departmental Ionising Radiation Protection Supervisor.
DNIRPA	Departmental Non-Ionising Radiation Protection Adviser.
HSE	Health and Safety Executive.
HSLO	Health and Safety Liaison Officer.
OHS	Occupational Health Service.
RPA / RWA	Radiation Protection Adviser / Radiation Waste Adviser.
UIRPO	University Ionising Radiation Protection Officer.
UNIRPA	University Non-Ionising Radiation Protection Adviser.
UBSA	University Biological Safety Adviser.
USG	University Steering Group.
WHSW	Workplace Health, Safety and Wellbeing