



University of Essex



# Health and Safety Policy

**University of Essex**

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# Statement from the Vice-Chancellor

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 risks and accept responsibility for controlling risks in their area.

We are preparing students for the world of work and 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.

A handwritten signature in black ink, appearing to read 'Maria Fasli', with a stylized, flowing script.

Professor Maria Fasli  
Acting Vice-Chancellor

# 1. Scope and Exclusions

This policy applies to all permanent and fixed-term employees at the University of Essex, regardless of length of service, during their employment with the University. This policy also applies to students, workers and contractors or visitors who are protected by our Health and Safety procedures.

## 2. Policy Statement

The following aims and objectives form part of the “Health, Safety and Wellbeing” theme of the [People Supporting Strategy](#) and focuses on the University’s core health and safety<sup>1</sup> 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 health and safety policies and plans that take account of legislative 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 fire risks across the University as part of the development of local risk registers.
- Ensure there are suitable and sufficient arrangements in place for the management of the 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.

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

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

To achieve this aim, we will:

- 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 others affected by the University's activities.

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, they are mandatory and therefore it is important that **managers and employees** follow them. Standards covering the whole University can be found on the University's website, by following the links on the [Health and Safety page](#). Policies relating to premises health and safety risks are produced by Estate Management. Individual departments may also produce health and safety standards covering risks arising from their work.

Our [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 a twice a year basis. The Plan focuses on the University's core health and safety activities and ensures that they promote a healthy and safe environment for all, meet legal requirements and prevent work related accidents and ill health.



# 3. Legislation

The Health and Safety at Work Act 1974 (HASWA1974) places a duty on an employer to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others (including students and visitors) who may be affected by its acts or omissions. This includes the provision and maintenance of safe plant, machinery, equipment, and safe systems of work. Although ultimate responsibility for compliance rests with employers, every employee has a responsibility to ensure that no one is harmed because of their acts or omissions during the course of their work. The Health and Safety Executive (HSE), with local authorities (and other enforcing authorities), is responsible for enforcing the HASWA1974 and a number of other Acts and Statutory Instruments relevant to the working environment. Under the HASWA1974, there are a suite of specific regulations related to provisions for health, safety, and welfare at work. These are not all listed here; however, the University is committed to meet its statutory duties under these regulations.

The Management of Health and Safety at Work Regulations 1999 require an employer to suitably assess work-based activities and implement any appropriate controls to manage potential risks to the health, safety and welfare of employees and others (including students and visitors). Breach of these legal duties can constitute a criminal offence and could lead to prosecution, resulting in a fine and/or a term of imprisonment.

# 4. Roles and 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, line managers, Heads of Department and others need to take to meet their responsibilities. Further information on these can be found within this section of the Policy.

It is important that everyone understands their responsibilities and what they have to do to meet them.

## 4.1 Strategic Responsibilities

### 4.1.1 University 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.



### 4.1.2 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.

### 4.1.3 University Steering Group

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 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.

#### **4.1.4 Registrar and Secretary**

The Registrar and Secretary is accountable for the effective management of Health and Safety across the University and 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.
- Chairing the Health and Safety Group (HSG).
- Keeping the Vice-Chancellor and USG informed of relevant health and safety and risk management issues.
- Alerting USG to 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.

#### **4.1.5 Pro-Vice-Chancellor Research**

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

#### **4.1.6 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.

#### **4.1.7 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.

#### **4.1.8 Faculty Deans (Undergraduate and Postgraduate)**

Faculty Deans Undergraduate and Postgraduate 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.

#### **4.1.9 Faculty Deans (Research)**

Faculty 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.

#### **4.1.10 Faculty Directors of Partnerships**

Faculty Directors of Partnerships are responsible for:

- Ensuring that health and safety is considered when developing partnerships with external organisations and maintaining existing partnerships and international activities.
- Keeping the Executive Dean, Deans of Partnerships and Pro-Vice-Chancellor Education alert to significant health and safety risks arising from educational and partnerships activities within their remit.

## 4.2 Roles with Specific Responsibilities

### 4.2.1 Deputy Registrar (Infrastructure and Environments)

The Deputy Registrar (Infrastructure and Environments) is responsible for ensuring that all premises used and owned by the University are maintained in a safe condition and are 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 they are 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 undertaken in 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 the responsibilities and arrangements 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.

## **4.2.2 Director of Estates**

The Director of Estates will:

- Provide competent fire safety staff who can give specialist advice, direction and, as appropriate, management to the University and its subsidiaries on fire safety precautions and the implementation of the Regulatory Reform (Fire Safety) Order.
- Ensure the University and its subsidiaries are supported in undertaking and organising fire risk assessments.
- Ensure provision of fire safety training to students and employees of the University, and employees of its subsidiaries.
- Ensure adequacy of fire protection arrangements across the University.
- Support WHSW on the submission of estates-related reports and investigations.

## **4.2.3 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)<sup>2</sup> 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.
- 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.

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<sup>2</sup> Where no HSLO/DHSO appointment is made the Head of Department will be deemed to be carrying out the role.



- 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.
- Ensure appropriate processes and resource are in place to assess, plan, review and authorise off-campus activities and travel.
- 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 Health and Safety.
- 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 HSG and USG. For academic departments this will normally be through their Faculty Manager.

#### **4.2.4 Director of People and Culture**

The Director of People and Culture is responsible for:

- Ensuring 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.
- Supporting the development of management and leadership capability to enable the effective management of people and implementation of People and Culture policies.
- Monitoring the implementation and effectiveness of the University's People and Culture policies, procedures and codes of practice.

#### **4.2.5 Director of Finance**

The Director of Finance is responsible for:

- 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.

### **4.3 General Responsibilities**

#### **4.3.1 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 they require additional training to enable them to undertake their role safely and 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.

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.

**Principal Investigators (PIs)** 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 the employees they line manage and research students under their supervision during the research project. This includes:

- Ensuring 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 employees.
- Co-ordination and communication with co-investigators, 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 reviewing health and safety risk assessments and safe working procedures relating to the project in response to changes to research plans as a part of regular project review.

### **4.3.2 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 any 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 equipment or resources provided for fire or health and safety protection.

NOTE: Students carrying out work for the University either under contract of employment (for example Assistant Lecturers, GLAs) or as part of training for employment (for example Essex Interns) will be treated as employees under this Policy.

### **4.3.3 Line Managers and Supervisors**

Line managers and supervisors are responsible for the implementation of the Health and Safety Policy in their area of responsibility. 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 within their area of responsibility 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 within their area of responsibility 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 responsibility.
- 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.

# 5. Advice and Assistance

## 5.1 Departmental Health and Safety Officers (DHSO) and 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 Section 3.2.1 and Appendix 3 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, or 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, DHSO's 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 Campus and Facilities Managers Southend and Loughton**

The Southend Campus Manager and Loughton Campus Facilities Manager<sup>3</sup> responsibilities include:

- Acting as the main point of contact between their Campus and WHSW 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).

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<sup>3</sup> The Loughton Campus Facilities Manager is also Health and Safety Liaison Officer for the East 15 Acting School.

- 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.

## **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 Professional Lead for Health and Safety (Academic Faculties), 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**

Workplace Health, Safety and Wellbeing (WHSW) covers Health and Safety and Occupational Health. Both work together with the University community to enable the continuous improvement of health and safety, providing competent occupational health and safety advice and assistance to the University in accordance with the Management of Health and Safety at Work Regulations.

Workplace Health Safety and Wellbeing 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.
- 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.

## 5.5 Specialist Safety Roles

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

### 5.5.1 Fire Safety

#### 5.5.1.1 Fire Safety Manager

The Fire Safety Manager will:

- Provide advice on fire safety precautions and the implementation of the Regulatory Reform (Fire Safety) Order 2005.
- Support the University and its subsidiaries in carrying out fire risk assessments.
- Provide fire safety training to employees and students of the University and its subsidiaries.
- Co-ordinate and monitor fire protection arrangements across the University.
- Co-ordinate regular fire evacuation drills and maintain appropriate records.
- Provide advice and guidance and maintain records for staff and student Personal Emergency Evacuation Plans (PEEPs).

### 5.5.2 Ionising Radiation Safety

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

**5.5.2.1 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.

**5.5.2.2 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.

**5.5.2.3 Radiation Protection Adviser (RPA)** – provides competent advice to the University on compliance with the Ionising Radiations Regulations 2017 (IRR17).

**5.5.2.4 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.

### **5.5.3 Non-Ionising Radiation Safety**

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

**5.5.3.1 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.

**5.5.3.2 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.

### **5.5.4 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:

**5.5.4.1 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.

**5.5.4.2 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.

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

## **6. Monitoring**

The Health and Safety Group is responsible for monitoring the implementation of this Policy and associated actions.

## **7. Equality impact assessment**

The University has conducted an Equality Impact Assessment on this policy and is satisfied that its application should not result in a differential and negative impact on any groups of employees identified under the Equality Act 2010.

## **8. 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.

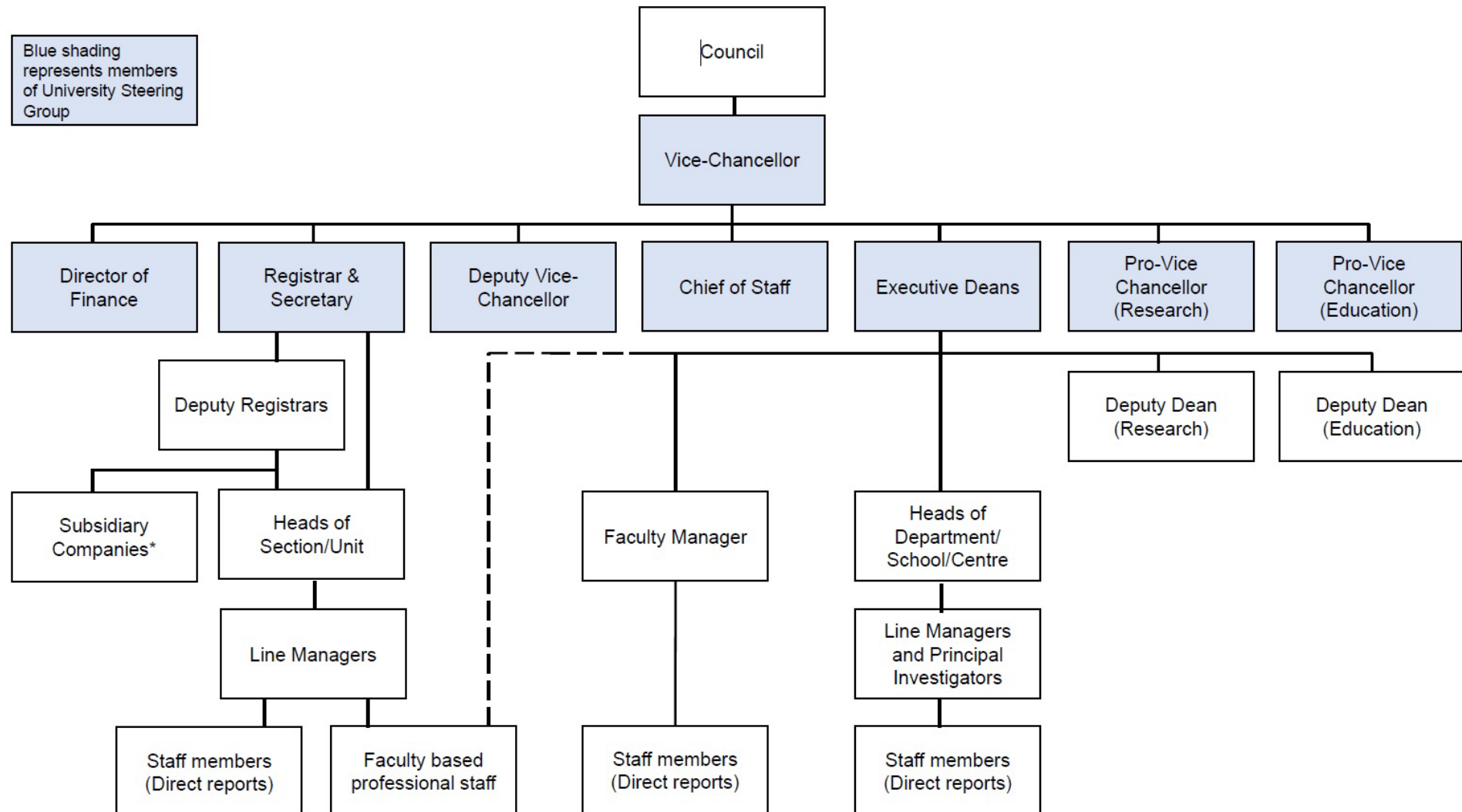
Health and safety standards include policies, codes of practice, local rules, procedures and risk assessments which detail how we do things safely and meet legal obligations for health and safety. Because of their legal status, it is important that managers and employees follow them, and they are therefore 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](http://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.



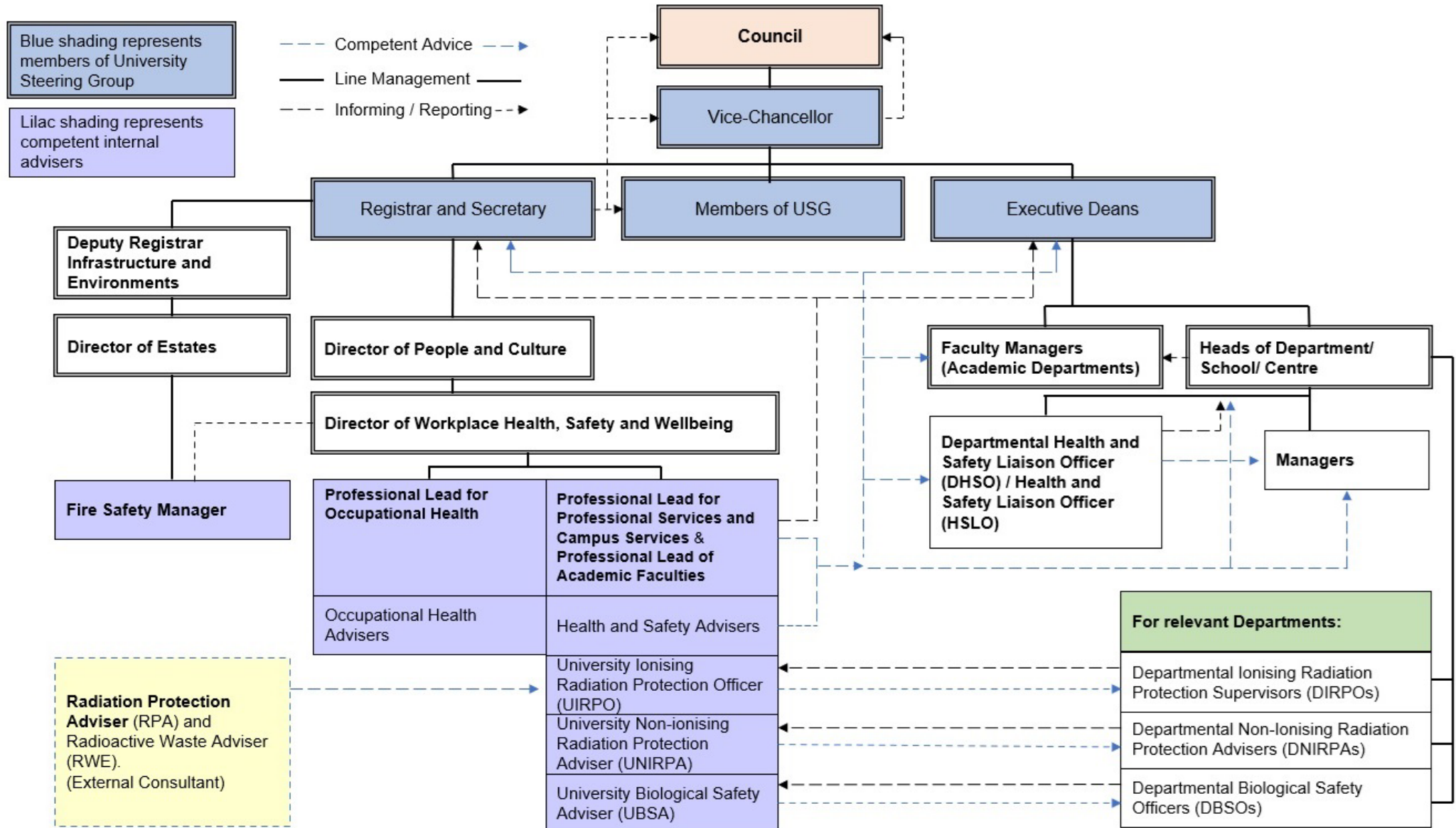
# Appendix 1: Health and Safety Responsibility

## 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.



# Appendix 2: Health and Safety Advice and Support Flow Chart



# Document Control Panel

Field	Description
Title	Health and Safety Policy
Policy Classification	Policy
Security Classification	Open
Policy Manager Role	Director of Workplace Health, Safety and Wellbeing
Nominated Contact	<a href="mailto:safety@essex.ac.uk">safety@essex.ac.uk</a>
Responsible UoE Section	Workplace Health, Safety and Wellbeing, People & Culture
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If you require this document in an alternative format, such as braille, please contact the nominated contact at [safety@essex.ac.uk](mailto:safety@essex.ac.uk).