



UNIVERSITY HEALTH, SAFETY AND WELLBEING POLICY

1. OVERVIEW AND PURPOSE

- 1.1 This Policy provides the framework to allow University of Sussex staff, students, contractors, interns, community and visitors to undertake their activities safely and without detriment to their health, safety, or wellbeing and in compliance with the University's statutory responsibilities for health and safety.

1.2 Statement from the Vice-Chancellor

At the University of Sussex, we strive to deliver excellence in everything we do. Our success and distinctiveness are defined through our institutional values of collaboration, courage, inclusion, integrity, and kindness, which underpin our education, research, and engagement activities.

In support of these institutional values, the University of Sussex seeks to protect and promote the health, safety and wellbeing of everyone who may be affected by University activities. We will take all reasonably practicable steps necessary to ensure that the appropriate protections and safeguards are in place.

As an institution we recognise our legal and ethical responsibilities for the health, safety, and wellbeing of our staff, students, and visitors. At Sussex, compliance with statutory obligations is the minimum expected standard for all activities undertaken on behalf of the University.

Every member of staff has a duty to bring to the attention of the University, as their employer, any real or suspected failings in current safety arrangements, and we welcome suggestions for improvements to these arrangements.

A handwritten signature in black ink, appearing to read 'Sasha Roseneil'.

Professor Sasha Roseneil
Vice-Chancellor & President

DATE: 22nd March 2024

2. SCOPE

- 2.1 This Policy applies to all staff, students, contractors (external parties that provide a service to or on the behalf of the University), interns, and visitors. These are collectively referred to as 'members' in the Policy. This Policy does not cover third parties (see section 3.19.)
- 2.2 This Policy applies to all University of Sussex activities undertaken by individuals as part of their work, research or education, including travel on university business.
- 2.3 This Policy applies to all facilities operated by the University of Sussex, including on its Falmer Campus and at other sites in the United Kingdom or abroad (where additionally, local legislative requirements and policies might apply).

3. RESPONSIBILITIES

3.1 University Council

- 3.1.1 Ultimate responsibility for health and safety rests with Council, as the governing body of the University. To provide Council with assurance it receives an Annual Report from the University's Health & Safety Committee on current safety standards and plans to address any areas of concern. The annual Health and Safety assurance report is first considered by Council's Audit and Risk Committee, before being presented to Council. Day-to-day governance and management of the University is delegated to the Vice-Chancellor and the University Executive Team.

3.2 Vice-Chancellor

- 3.2.1 The Vice-Chancellor is a member of the University Council and is accountable to Council for the health and safety performance of the University.

3.3 University Executive Board (UEB)

- 3.3.1 UEB advises and supports the Vice-Chancellor in the day-to-day running of the University. UEB is responsible for ensuring that Faculties and Professional Services Divisions have adequate resources to meet their operational objectives and targets in a safe manner.
- 3.3.2 The UEB 'Risk Management Board' receives termly reports on health and safety matters from the University Health and Safety Committee.

3.4 Chair of the University's Health and Safety Committee

- 3.4.1 The Chair of the Health and Safety Committee is appointed by the Vice-Chancellor and provides recommendations to the Risk Management Board on the University's Health and Safety strategy and related plans and provides assurance to Council on safety performance.
- 3.4.2 The Chair will seek assurance on health and safety operational plans and will take such action deemed necessary to improve standards. Assurance and necessary improvements are achieved by appointing Safety Sub-Committee Chairs, who are

empowered to act in the Chair of the Health and Safety Committee's stead on safety matters within the remit of the Sub-Committee. For details of the Health and Safety Committee structure please see appendix 3. The Chair shall undertake a review of the effectiveness of current committee structures every 3 years.

3.5 Health and Safety Committee

- 3.5.2 The purpose of the Health & Safety Committee is to promote a positive health and safety culture within the University. This includes acting as a consultative body for recognised Trade Union representatives, consulting on Safety Strategic Plans, advising the University on health and safety matters and taking all reasonable measures required to ensure the health and safety of University members.
- 3.5.3 The Committee has oversight of compliance matters relating to the University estate and audit/inspection programmes and will seek assurance that health and safety arrangements remain effective.
- 3.5.4 The Committee meets termly and reports to the Risk Management Board. Terms of reference for this Committee are managed by the Division of General Counsel, Governance and Compliance (GCGC) and are available via the GCGC webpages.

3.6 University Health and Safety Sub Committees

- 3.6.1 To provide oversight and assurance in specialised areas of health and safety across the university, a 'Fire Safety Sub Committee', 'Hazardous Materials Safety Sub Committee', 'Biological Safety Sub Committee' and a 'Radiation Safety Sub Committee' are established. These sub-committees provide assurance reports at each University Health and Safety Committee meeting, and Terms of Reference are managed by the Health and Safety Team and available via their webpages.

3.7 Faculty Health and Safety Committee

- 3.7.1 Each Faculty holds a 'Faculty Health and Safety Committee' that meets termly and is required to report to the University Health and Safety Committee annually. The provisions made for health and safety matters will vary based on the disciplines within each Faculty and the hazards and risks associated with its activities.

3.8 Faculty Health and Safety Sub Committees

- 3.8.1 Faculties with high-risk activities (e.g. Science, Engineering and Medicine) will have discipline specific Sub Committees that report to its 'Faculty Health and Safety Committee'. Annual reports to University Health and Safety Committee from Faculties will include updates from their Faculty Sub Committees where these are in place.

3.9 Divisional Safety Committees

- 3.9.1 Divisional Safety Committees are in place to provide oversight and assurance within the relevant area of the University and are required to report to the University Health and Safety Committee annually. Terms of Reference are managed by the Health and Safety Team and available via their webpages.

3.10 Executive Deans

3.10.1 Executive Deans are responsible for both the strategic direction of a Faculty, and the management of the disciplines within their area of responsibility. Executive Deans are responsible for implementing the University's Health & Safety Policy within their area of responsibility:

- i) To ensure health and safety considerations are integrated into all aspects of Faculty decision-making and discussions.
- ii) To ensure there are adequate resources for the implementation of this Policy
- iii) To maintain a Faculty Risk Register which includes high likelihood/severity health and safety risks and/or overarching risks that are not fully mitigated.
- iv) Ensure compliance with external regulations
- v) To ensure the Faculty Health and Safety Committee meets termly and provide an annual report to the University Health and Safety Committee
- vi) To cooperate and coordinate with other Executive Deans, Pro-Vice-Chancellors (PVCs) and Professional Services colleagues in the implementation of university wide strategic safety initiatives and activities.
- vii) Where deemed appropriate, appoint a Faculty Health and Safety Lead to assist the Executive Dean in ensuring strategic and operational health and safety arrangements are achieved.

3.11 Heads of School and Directors of Professional Service Divisions

3.11.1 Heads of School and Directors of Professional Service Divisions are responsible for implementing the University's Health & Safety Policy within their area of responsibility. They must set out their own local arrangements for safety management.

3.11.2 Local arrangements shall include ensuring that appropriate information is provided to individuals that may be affected by the activities of the School or Division, and ensuring the provision of appropriate equipment, knowledge, time, communication, training and supervision. In addition to the above, the Head of School/ Professional Service Director will:

- i) Ensure that a suitable register of the health and safety risks within their School or Division is in place and that risk assessments are in place for activities where there is a reasonably foreseeable risk of injury or ill health.
- ii) Appoint a suitable Safety Coordinator or Coordinators to manage local safety risks and appoint individuals with technical knowledge to cover specific hazards present within their local unit/ School/ Division, including

but not limited to: Biological Safety Officers, Radiation Protection Supervisors and/or laboratory/workshop supervisors.

- iii) Ensure that their staff have adequate resources, training and time to carry out their assigned duties safely.
- iv) Chair the Faculty Health and Safety Sub Committee (where in place) or Divisional Safety Committee and where required appoint a suitable deputy chair to act in their stead.

3.12 Directors with Specific Responsibilities

3.12.1 In addition to the above, the following Directors have specific responsibilities for health, safety, and wellbeing:

i) Executive Director of Human Resources

The Executive Director of Human Resources has operational responsibility for the Health and Safety Team and ensuring sufficient resources are allocated to maintain a sufficient health and safety service and the delivery of a programme of assurance activity (audits and inspections).

They are also responsible for the University's provision of Occupational Health services, monitoring and promoting staff physical and mental wellbeing.

ii) General Counsel and Director of Governance and Compliance

The General Counsel and Director of Governance and Compliance will provide specialist legal advice relating to compliance with health and safety legislation and statutory requirements and work closely with the Health and Safety Team, to ensure a holistic approach to health and safety as it relates to risk management and Business Continuity.

iii) Director of Estates, Facilities and Commercial Services

The Director of Estates, Facilities and Commercial Services is responsible for ensuring that the work and maintenance regimes of any partners or contractors employed by the University meet the University's safety standards.

Where required by legislation, the Director of Estates, Facilities and Commercial Services shall act as the 'Responsible Person' and/or the 'Duty Holder' for all matters relating to the management of the estate within the remit of their role and responsibilities.

They are also responsible for ensuring any Estates related works and services commissioned directly by the University, meet all relevant health and safety statutory requirements, and the necessary resources are provided to ensure staff can carry out their duties safely.

The Director of Estates, Facilities and Commercial Services will work closely with the Health and Safety Team to ensure a holistic approach to health and safety as it relate to construction and facilities management safety.

3.13 Head of Health & Safety

3.13.1 The Head of Health and Safety is responsible for the daily operations of the Health and Safety Team and must ensure suitable levels of competency within the team. The Head of Health and Safety will:

- i) Develop and maintain the University's health and safety policies, safety codes of practice, guidance, and training programmes.
- ii) Manage a team of safety advisers including specialists (Radiation Protection Officer, Biological Safety Officer and Fire Safety Manager) who will assist members of the University in identifying and controlling risk. Responsibilities of these specialist safety advisors are outlined in the related Policy (Radiation Safety Policy, Biological Safety Policy and Fire Safety Policy.)
- iii) Using the University of Sussex incident reporting system, review and investigate as necessary all health and safety incidents and near misses, and where required, complete Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) notifications to the Health and Safety Executive (HSE). Review reporting trends and investigation outcomes to identify any lessons that can be learned from incidents and near misses.
- iv) On behalf of University management, contribute to the Institutional Risk Register to ensure it reflects University health and safety activities.
- v) Monitor health and safety performance and compliance across the University.
- vi) Establish and support networks for the exchange of good practice both internally and externally including provision of training and communication with Safety Coordinators.
- vii) Liaise with Human Resources and General Counsel, Governance and Compliance (including Business Continuity and Risk Management) colleagues, Occupational Health Services, and recognised Trade Union Safety representatives on relevant matters.
- viii) Investigate and report on relevant matters to regulatory bodies and/or competent authorities.
- ix) Oversee the University health and safety audit and inspection programmes.
- x) Monitor changes to health and safety legislation and best practice and interpret, deliver, and communicate these changes to staff.

3.14 Associate Director of Technical Operations

3.14.1 The Associate Director of Technical Operations has the operational responsibility for the Faculty of Science, Engineering and Medicine Health and Safety Team and works closely with the Health and Safety Team to ensure a holistic approach to health and safety as it relates to safety within scientific and technical facilities.

3.15 Safety Co-ordinators

3.15.1 Safety Co-ordinators are appointed by the Executive Dean (or the Faculty Health and Safety Lead where one is appointed), or Professional Service Director. They duly act under such authority regarding compliance with safety standards. The duties of individual coordinators will vary depending upon the Faculty or Division and the Health and Safety Team maintain a 'Suggested Duty List' on key activities that are appropriate, including:

- i) Managing local safety arrangements.
- ii) Carrying out checks and or inspections.
- iii) Providing regular updates to the Head of School or Professional Service Director.

3.15.2 The suitability of the duties assigned to individual Safety Co-ordinators should be assessed in consultation with the University's Health and Safety Team who oversee the induction of new Safety Co-ordinators and who facilitate networking and development opportunities.

3.16 Supervisors/Line Managers/Principal Investigators/Group Leaders/Subject Heads

3.16.1 Staff in supervisory positions have a health and safety obligation for individuals operating under their instructions, including students who operate in areas they control.

3.16.2 This obligation includes ensuring that individuals acting under their instruction or supervision have received sufficient relevant safety information/training for the tasks being undertaken and that all activities where there is an identifiable risk of injury or ill-health are managed through an appropriate risk assessment.

3.16.3 Where, due to the nature of the individual's work, health surveillance is required, it is the responsibility of the individual's line manager to ensure it is in place. The University's Health and Safety Team can provide advice as to the circumstances when this may be required and confirm the activity required to discharge their responsibility.

3.16.4 Additionally, the post holders named above must ensure that local safety procedures meet the University's standards as outlined in specific University Health and Safety Policy. Safety Codes of Practice governing specific hazards are available on the Health and Safety section of the University Website and can be used to check local safety procedures meet these standards.

3.17 All Staff, Students, Contractors including Sussex Estates Facilities (SEF) Staff and Visitors

3.17.1 Every individual has the responsibility to:

- i) Take all reasonable steps to ensure their own health and safety.
- ii) Take due care and consideration of the safety of others that may be affected by their actions or omissions (i.e. what they failed to do).
- iii) Not enter a hazardous area, without the authority of the appropriate person, evidenced by a 'permit to access' or an 'authorisation to work' or a valid permit to work via SEF.
- iv) Not bring any hazardous or noxious substance into buildings except where they are specifically required for research or teaching purposes following appropriate risk assessment and related controls.
- v) Not misuse or interfere with equipment or facilities in place to ensure their safety or the safety of others.
- vi) Comply with University policies and standards including timely completion of all mandatory training.
- vii) Comply with all local safety arrangements.
- viii) Stop work where there is an uncontrolled safety risk which they reasonably consider has the potential to result in serious injury or harm.
- ix) Bring any health or safety issues to the attention of their line manager or the Health and Safety Team and use the accident/near miss reporting system as appropriate. Report traffic/ road/parking related incidents to Security and the Police where injuries are sustained.

3.17.2 Staff and students acting in a manner that poses a risk to their safety, or the safety of others may be subject to improvement programmes and or disciplinary action. Individuals who are not members of the University of Sussex deemed to be acting in a manner that poses a risk to their safety, or the safety of others may be asked to leave site.

3.17.3 No child under the age of 16 years shall be permitted to enter any designated hazardous area or within science buildings, other than the main entrance / reception area, unless the child is taking part in approved research work or educational activity (including work experience), subject to risk assessment and that they are always accompanied by an adult.

3.18 Students' Union

3.18.1 As an independent body the Students' Union is responsible for ensuring the health, safety, and wellbeing of its staff and for ensuring that all activities and events organised by the Students' Union are carried out in a safe manner. The Students' Union must maintain its own health and safety policy and safety management structures (although the safety of university buildings remain the responsibility of the University).

3.18.2 In recognition of the partnership with the Students' Union, and the shared commitment to maintaining high standards of health and safety in all activities associated with the University, the University of Sussex offers support to the Students' Union by the Health and Safety team and details of these services are outline in Appendix 1. Where specialist expertise is required that is not available from the University Health and Safety Team the Student Union shall source suitable

competent advice. While occupying University buildings the Students' Union must comply with University's Health & Safety policies and inform the University in good time of any event or activity that could disrupt the functions of the University. The relationship between the University and the Students' Union is managed at the University Union Relations Committee.

- 3.18.3 To ensure an ongoing collaborative approach to improving health and safety standards and compliance, the Students' Union are asked to assign a representative of the Students' Union with responsibility for the management of health and safety, to be the main point of contact with the University of Sussex where the Head of Health and Safety will be the University of Sussex main point of contact.

3.19 University Subsidiaries and Third Parties in Falmer Campus

- 3.19.1 As is common practice in universities, the University of Sussex has established a number of corporate entities to carry out trading activities.
- 3.19.2 Where the University has subsidiaries they will, where applicable, be bound by the University of Sussex Health and Safety Policy unless the University agrees a subsidiary should have its own policy.

i) Sussex Estates and Facilities (SEF)

SEF is a Limited Liability Partnership (LLP) formed through a partnership between the University of Sussex and an independent Facilities Management Company. SEF provides total facilities management services to the University. As an independent body, SEF is responsible for ensuring the health, safety, and wellbeing of its staff and for ensuring that all its activities are carried out in a safe manner. SEF must maintain its own health and safety policy and safety management structures (although the safety of university buildings remains the responsibility of the University).

The Facilities Management Company will act as the 'Authorising Engineer (AE)' function to support SEF activities as required, with SEF posts identified as 'Appointed Persons (AP)', 'Responsible Persons (RP)' and/or 'Competent Persons CP)' as required under relevant health and safety legislation.

Oversight of SEF is managed via the SEF LLP Board with day-to-day oversight of estates related functions delegated to the Director of Estates, Facilities and Commercial services.

ii) Brighton and Sussex Medical School (BSMS)

BSMS maintains a separate Health and Safety Policy setting out responsibilities and the arrangements for health and safety management for the School. A Memorandum of Agreement is in place, setting down the responsibilities between the University of Brighton (UoB) and the University of Sussex (UoS), with a specific Annex outlining the arrangements for the management of health and safety for BSMS staff, students and visitors.

iii) Third Parties

Third parties (including but not limited to Study Group, the Institute of Development Studies, Chartwells, Co-Op and Co-Op Nursery) are required to provide a current copy of their Health and Safety Policy to Legal Services within General Counsel, Governance and Compliance (GCGC.)

All subsidiaries and third parties on Falmer Campus are required to co-operate and co-ordinate with the University and provide any necessary health and safety information to ensure the safety of all persons on site, as required under regulation 11 of the Management of Health and Safety at Work Regulations 1999.

3.20 Collaborations and Contractual Relationships

3.20.1 Collaborators from other institutions operating in the University of Sussex's facilities, or Sussex staff operating in facilities controlled by other institutions, must comply with local safety rules and procedures.

3.20.2 Formal partnerships managed by a contract will include appropriate reference to the safety responsibilities of the relevant parties. This includes partnerships relating to construction projects, research, and delivery of services or lease agreements.

4. POLICY

4.1 Health & Safety

4.1.1 The University of Sussex is committed to providing excellent health and safety standards and to driving a programme of continuous improvement in its safety culture. Compliance with legal requirements is the minimum expected standard. To achieve this the University shall:

- i) Provide leadership, resources and consider the safety implications arising from operational or strategic decisions.
- ii) Ensure hazards associated with the work of the University are identified, and responsibilities for management and mitigation are clear.
- iii) Provide clear information, instruction, training, and supervision to enable safe working arrangements.
- iv) Maintain suitable risk control systems and measuring metrics.
- v) Inform and consult employees and their representatives on health and safety matters.
- vi) Take such actions identified as necessary by carrying out appropriate incident/near miss investigations and analysing related data.
- vii) Maintain a separate Fire Safety Policy.

- 4.1.2 The University recognises that failures in health and safety management have the potential to lead to serious injuries including loss of life. It is committed to taking all reasonable precautions to mitigate the likelihood and severity of any potential accident.
- 4.1.3 Details on how the University manages health and safety is provided on the Health and Safety section of the University of Sussex's Website. For organisational charts relating to Health & Safety see appendix 4.

4.2 Staff Wellbeing

- 4.2.1 The University of Sussex is committed to preventing, so far as is reasonably practicable, work-related ill health and ensuring that all members of the University have support available to assist them in maintaining their physical and psychological wellbeing.
- 4.2.2 Through a range of preventative activities, the University seeks to reduce the risk of work-related injury, ill health and stress, and where risk cannot be eliminated, to manage the risk to acceptable levels whilst ensuring suitable mitigation and support is in place.
- 4.2.3 The University maintains a suite of wellbeing resources, made available through a Staff Wellbeing Hub hosted on the University website. Resources include but are not limited to an independent Occupational Health service, an Employee Assistance Programme which provides access to confidential counselling, specialist advice to support physical, financial and mental wellbeing, and a Mental Health First Aid Network.
- 4.2.4 The Human Resources Division manages the staff Wellbeing provision and Occupational Health Service and can provide advice and support to individuals and managers, including where there may be disagreement on the best course of action regarding work-related wellbeing or Occupational Health support.

4.3 Student Personal Safety and Wellbeing

- 4.3.1 Support services for student health, safety and wellbeing are overseen by the Pro-Vice Chancellor (Education & Students). The Division for the Student Experience provides services for students including:
 - i) Support for students with a disability or long-term health condition.
 - ii) Wellbeing, counselling, general health and mental health information/advice.
 - iii) Campus and residential support (pastoral, welfare, disciplinary and social).
 - iv) Chaplaincy.
 - v) Co-ordination of support for students at particular risk.
- 4.3.2 The on-site Health Centre provides the services of an NHS general practice to students.

- 4.3.3 Information on health, safety, fire safety, security and how to access welfare services is made available to all students. Information on how to access these services is available on the 'support services' section of the Student Hub on the University of Sussex's Website.

4.4 Occupational Health

- 4.4.1 Occupational Health services at the University of Sussex are provided by an external provider. This provision includes:

- i) Pre-employment assessments for staff.
- ii) Health Surveillance for research¹ students and staff.
- iii) Vaccinations or immunisations for research students and staff.
- iv) Professional advice on work related ill health.
- v) Tracking and reporting trends relating to workplace injury and referrals.
- vi) Working with the Human Resources Teams and line managers in rehabilitation and return to work programmes.
- vii) Assisting in the risk assessment for new employees.
- viii) Informing the Health and Safety Team of reportable work-related ill health.
- ix) Promoting health, safety, and wellbeing within the University.

- 4.4.2 The Occupational Health service is independent from Faculties or Divisions and is available to all members of staff.

4.5 Insurance

- 4.5.1 The University's insurers have an active interest in how the University manages health and safety; as such they carry out periodic surveys of facilities and may make recommendations for improvements. The Insurers expect serious accidents and incidents to be investigated by the University and that findings are made available to them upon request.

5. LEGISLATION AND GOOD PRACTICE

Primary applicable legislation

5.1 The Health and Safety at Work Act 1974 (HSWA1974)

- 5.1.1 The HSWA1974 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

¹ See appendix 2 for definition.

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 their work.

5.1.2 The Health and Safety Executive (HSE), with local authorities (and other enforcing authorities), is responsible for enforcing the HSWA1974 and several other Acts and Statutory Instruments relevant to the working environment.

5.1.3 Under the HSWA1974, 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.

5.2 The Management of Health and Safety at Work Regulations 1999

5.2.1 These Regulations 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.)

5.2.2 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.

Review / Contacts / References

Policy title:	<i>Health, Safety & Wellbeing Policy</i>
Date approved:	<i>July 18th 2025</i>
Approving body:	<i>Council</i>
Last review date:	<i>March 2024</i>
Revision history:	<i>1.1, 1.2 – Minor amendments 1.0 – March 2024</i>
Next review date:	<i>July 2028</i>
Related internal policies, procedures, guidance:	The Health and Safety Team maintain related policies including Fire Safety on the Health and Safety Section of the University of Sussex Webpages. Human Resources maintain ‘People’ related policies on the Human Resources webpages .
Division / School:	<i>Human Resources Division</i>
Policy owner:	<i>Executive Director of HR</i>
Point of Contact	<i>Head of Health & Safety</i>

Appendix 1 Offer of Health and Safety Services to the Students' Union

Services offered to the Students' Union

The following services will be offered and provided by the University of Sussex Health and Safety Team, to the Students' Union on campus:

- Provision of advice on event safety from health and safety professionals via a duty officer service (inbox) between the hours of 9:00am and 5.00pm, Monday to Friday.
- Access to the University's Health & Safety training programme (detailed below).
- Access to health and safety resources, templates and supporting documentation via Sussex Direct.

Health and Safety Training Programme

The full training and development programme can be viewed via Sussex Direct. Students' Union staff will be able to access courses on the University health and safety training program free of charge except for the IOSH Managing Safely and IOSH Working Safely Course which are funded by individual departments/divisions and not from a central training budget. As not all Students' Union staff have access to Sussex Direct, the Students' Union will ensure staff are informed of what courses are available to its staff and course booking will be coordinated by a single point of contact nominated by the Students' Union.

Access to Health and Safety training is on a 'first come first served' basis, however where courses are oversubscribed, the Health and Safety Team reserve the right to prioritise attendance on courses based on need (e.g. where there are demonstratable gaps in trained staff) and risk. The needs of the Students' Union to access the training will be considered equally to the needs of the University staff.

The Health and Safety Team follow the University's Organisational Development (OD) Service arrangements by charging a late cancellation / non-attendance fee – details are outlined on the [Health and Safety Training](#) page. Students' Union staff will be charged in the same way as University staff for late cancellation and non-attendance.

Where additional training needs beyond the health and safety training program are identified (e.g. additional first aid courses or bespoke training), the Health and Safety Team will try to accommodate requests through negotiation. Such courses would incur a 'cost recovery' fee to cover course administration and development/ delivery costs where appropriate.

Out of Scope - Responsibilities of the Students' Union

As a separate legal entity, the activities listed below are the responsibility of the Students' Union and do not fall under the scope of the services offered by the University of Sussex:

- Develop and maintain an auditable safety management system in accordance with Regulation 5 of the Management of Health & Safety at Work Regulations 1999 and undertake assurance activities to ensure legal compliance, appropriate management of H&S and best practice (e.g. inspections, audits etc.)
- Appoint a 'competent person' providing 'Health and Safety assistance' in accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999.
- Develop and maintain health and safety Policy (with supportive documents) which includes detailed responsibilities and arrangements.
- Have a mechanism in place to monitor changes to health & safety legislation and best practice and to interpret, deliver and communicate these changes to staff.

- Maintain an incident reporting procedure, review and investigate as necessary all health and safety incidents and where required complete Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) notification to the Health & Safety Executive.

Costs and Additional Services

The use of the services outlined are offered free of charge to the Students' Union with the exceptions outlined in the training section above.

Appendix 2 Definitions

Environment Agency - The regulatory body responsibly for the protection and enhancement of the environment.

Health and Safety - The laws, rules, and principles that are intended to keep people safe from injury disease at work and in public places.

Health and Safety Executive - The regulatory body overseeing compliance with health and safety regulations.

Health Surveillance - A system of ongoing health checks required by law for employees who are exposed to specific hazards at defined levels including noise, vibration, ionising radiation, solvents, fumes, dusts, biological agents or other substances hazardous to health.

Occupational Health - The Branch of Medicine dealing with prevention and treatment of work-related injuries or illnesses.

Risk Assessment - A systematic process of evaluating the potential risk that may be involved in a specific activity or practice. In this context relating to the health risk as opposed to any risk to the project or completion of the work.

Wellbeing - In this context wellbeing relates to all aspects of working life, including the safety of the environment, how workers feel about their work and the climate work is carried out in.

Appendix 3 Organograms

Figure 1 Meetings

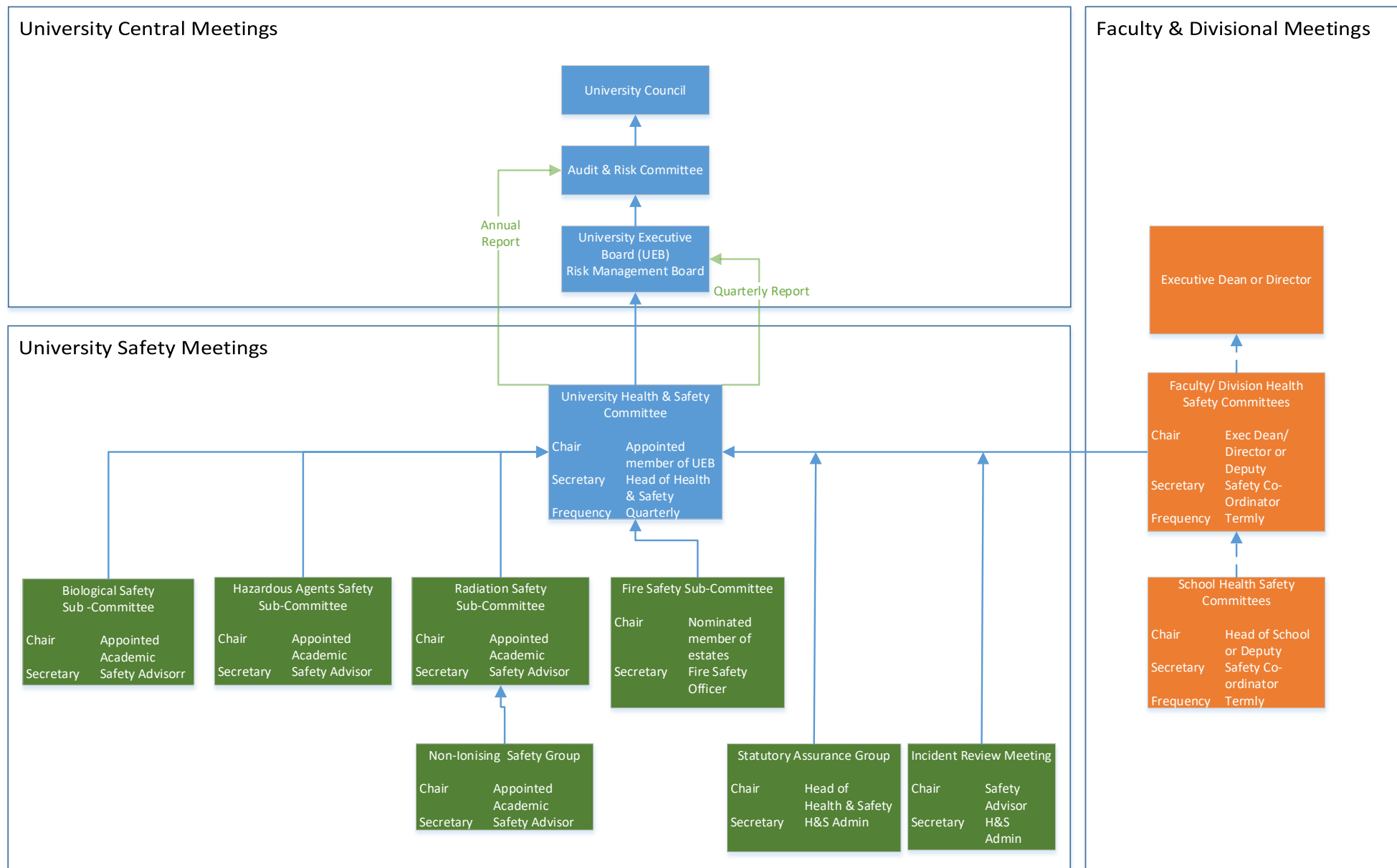
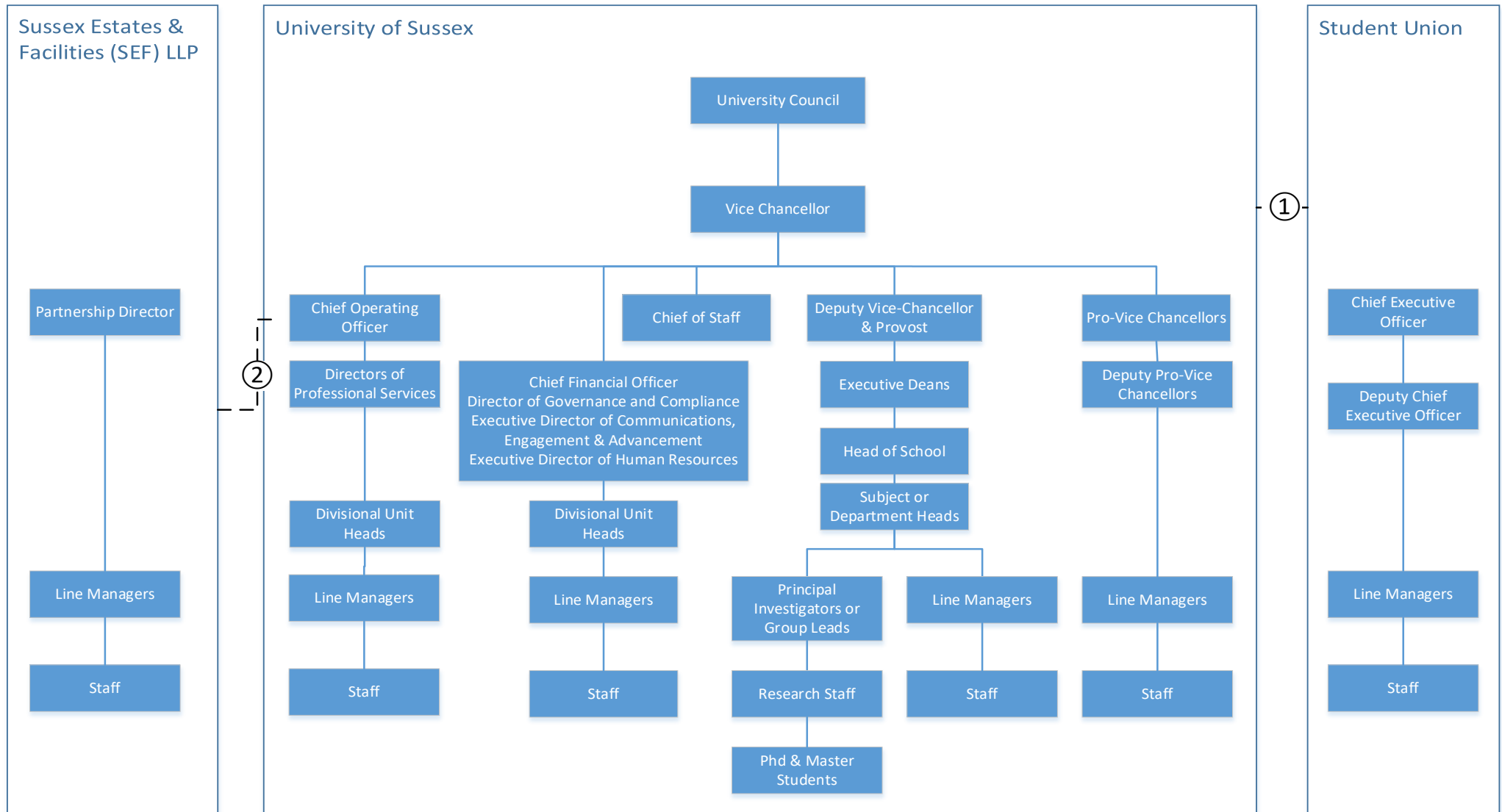


Figure 2 Line Management Organogram



Footnotes on Figure 2

- 1 The relationship between the Student Union and the University of Sussex is managed at the University Union Relations Committee.
- 2 The University of Sussex is a majority shareholder of the Sussex Estates and Facilities (SEF) LLP. Oversight of SEF is managed via the SEF board with day-to-day oversight of estates related functions delegated to the Director of Estates, Facilities and Commercial services.