

University of Sussex

Health, Safety and Wellbeing Policy

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University of Sussex

Health, Safety and Wellbeing Policy

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Foreword

The health and safety of staff, students and visitors is of paramount importance to the University.

The objective of our Health, Safety and Wellbeing Policy is to enable the University to operate effectively and allow its staff, students and visitors to undertake their activities without detriment to their health, safety and wellbeing.

Application of good practice in health and safety is recognised as being a key component in achieving high quality teaching and research.

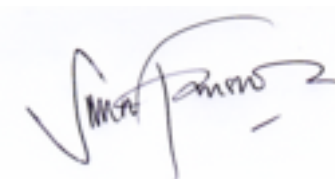
It is also acknowledged that failings in health and safety could not only have a harmful impact on the University's ability to conduct its business but also harm our reputation as well.

That is why we have set out in the University's Health, Safety and Wellbeing Policy our commitment to good practice and statement of general policy, responsibilities for health, safety and wellbeing, the arrangements for managing health, safety and wellbeing and the standards that we, the Executive and Council, are determined shall be met.

Good health and safety practice will only be achieved if staff, students and their visitors give their full support to the actions outlined within the policy.

Professor Michael Farthing
Vice-Chancellor and Chief Executive

Mr Simon Fanshawe
Chair of Council



Health, Safety and Wellbeing Policy

1. Commitment and Statement of General Policy

1.1 The University is committed to best practice in health and safety performance and to meeting its responsibilities for the health, safety and wellbeing of its staff and students and others, including visitors, who may be affected by University activities. This can only be achieved through the application of good practice in health and safety and positive actions by its managers and staff. Please see the organisational structure for the management of health and safety in the University in Appendix 1.

1.2 The University is committed to achieving effective control of risk by working to the health and safety management performance standards contained within this policy. As a statement of general policy the University of Sussex will:

- i. provide adequate control of the health and safety risks arising from our work activities by putting in place effective risk control measures and systems, conducted in a climate of continuous improvement;
- ii. encourage ownership of health and safety through communication and consultation with our employees and Trade Union Representatives on matters affecting their health and safety;
- iii. provide and maintain safe plant and equipment;
- iv. ensure safe handling and use of substances;
- v. provide such protective equipment (PPE) as is necessary for the health and safety at work of employees and visiting workers and recommend appropriate PPE for students;
- vi. provide adequate information, instruction and supervision for employees, students and visiting workers;
- vii. ensure all employees are competent to do their tasks, and to give them adequate training;
- viii. endeavour to prevent accidents and cases of work-related ill health;
- ix. take corrective and preventative action based on monitoring, auditing and investigating activities;
- x. set out clear arrangements for the management and maintenance of safe and healthy working conditions;
- xi. encourage staff to set high standards of health and safety by personal example, in order that students leaving the University should take with them an attitude of mind which accepts good health and safety practice as normal;
- xii. allocate sufficient resources for the management of health and safety;
- xiii. consider the health and safety implications arising from business decisions, and;
- xiv. review and revise this policy on a regular basis.

1.3 This policy applies to every aspect of the University's business, including all educational, research, commercial, residential accommodation, recreational and management activities. It applies to University owned companies.

1.4 Further to this the University recognises its relationship with the Students' Union and will encourage the Union to adopt this policy where applicable.

1.5 Managers shall support this policy, influence the planning of improvements, and

allocate resources according to risk priorities. The health and safety implications of business decisions shall be considered and addressed at the specification and design stages as well as at the development and implementation phases. The health and safety responsibilities of various groups of staff and others are detailed below.

2. Responsibilities

2.1 The University Council

Ultimate responsibility for health, safety and wellbeing within the University rests with the University's governing body, the University Council. The University Council has a responsibility in terms of the Health and Safety at Work, etc., Act for the health and safety of the staff and students of the University, visiting workers and of any members of the general public having access to University premises, and in particular assumes responsibility for:

- i. keeping under review the University Health, Safety & Wellbeing Policy;
- ii. allocating adequate resources for health, safety and wellbeing measures;
- iii. maintaining the organisation for the successful implementation and monitoring of the University Health, Safety & Wellbeing Policy;
- iv. identifying and allocating the health and safety responsibilities of individual members of the University.

2.2 Vice-Chancellor

The Vice-Chancellor will provide leadership and executive oversight of health and safety.

2.3 Registrar and Secretary

The Registrar and Secretary has a particular interest in, and responsibility for, overseeing the University's health and safety management arrangements, and as such convenes the University Health and Safety Committee. The Registrar and Secretary has appointed a Director of Health and Safety to lead the University's Health, Safety and Wellbeing Service. The remit and membership of the University of Sussex Health and Safety Committee can be accessed on the Health, Safety and Wellbeing website.

2.4 Director of Health and Safety and the Health and Safety Advisers

The Director of Health and Safety is responsible for advising the University on matters of health and safety and managing the work of the health and safety advisers in the Health, Safety and Wellbeing Office.

- i. The Director of Health and Safety is responsible to the University Council via the Registrar and Secretary. Liaison with the various authorities who enforce the statutory requirements for health and safety takes place through the Health, Safety and Wellbeing Office;
- ii. The Director and the Health and Safety Advisers have the authority to stop unsafe practices which they consider to present or create situations of serious and imminent danger.
- iii. The health and safety advisers provide independent and objective expert advice to the University on the full range of occupational health, safety and welfare matters, as well as providing a central coordinating role in securing the effective implementation of the University Health, Safety and Wellbeing Policy. The Health, Safety and Wellbeing Office also provides or facilitates a range of health and safety training;
- iv. The function of the health and safety advisers is to assist and advise schools and

services on the management of health, safety and wellbeing and to monitor compliance with this policy. Health and safety staff are not responsible for carrying out health and safety tasks which are properly the responsibility of managers, health and safety coordinators or specialist health and safety advisers within the schools and services. A full service provision of the Health, Safety and Wellbeing Office can be found in Appendix 2 and the areas of responsibility within the University of the respective Health and Safety Advisers is available in Appendix 3.

2.5 Heads of Schools and Directors of Services

2.5.1. Heads of Schools and Directors of Services are responsible to Council, through the Registrar and Secretary, for health and safety matters relating to the activities of their school or service, whether these are undertaken on the institution's premises or elsewhere, and must:

- i. seek to ensure that the University of Sussex's Health, Safety and Wellbeing Policy, rules and arrangements are brought to the attention of their staff and students;
- ii. seek to ensure that there are effective management structures and arrangements for delivering policy and for allowing staff and students to make a responsible and informed contribution to the health, safety and wellbeing effort;
- iii. seek to ensure that, consistent with the University of Sussex's health, safety and wellbeing policy, standards and arrangements; supplementary health and safety standards and arrangements appropriate to the specific work of their school or service are introduced and maintained. These should provide for the health and safety of their staff, students, visiting workers and members of the general public who may be affected by the work of the school or service. Supplementary health and safety guidance and standards should include reference to specific procedures, staff and student training needs, arrangements for the monitoring or review of health and safety standards and the health and safety responsibilities of the staff of the school or service;
- iv. establish an adequate organisational framework to ensure that specific responsibilities and functions for the implementation of health and safety policy, standards and arrangements are defined and allocated to appropriate managers or supervisors within the school or service;
- v. appoint a school or service health and safety coordinator and, where appropriate, specialist advisers, to carry out such functions as are agreed in writing. Those with defined accountabilities for health and safety shall have appropriate authority and competence so as to ensure that they can discharge their duties. School or service health and safety coordinators or specialist advisers should also be allocated sufficient time for their health and safety roles. Model terms of reference for local health and safety coordinators can be found in Appendix 4;
- vi. establish a school or service Health and Safety Committee, or use other suitable means to coordinate, communicate and monitor health and safety arrangements and standards in the school or service. (In schools/services where risks are low, and the appointment of a local Safety Committee is not justified, health and safety should be a standing item on the agenda of management meetings, at school/service level or below);
- vii. seek to ensure that all new members of school or service staff are given a health and safety induction which should cover the University and local emergency

arrangements, as outlined in the next paragraph. The induction should also inform new staff about local rules, local risks and risk controls, sources of H&S advice and occupational health arrangements. The induction should establish what training, including health and safety training, is necessary to allow the new member of staff to undertake their work without putting themselves or others at risk. It should be recorded and the record signed by the new member of staff. Induction training should be provided as soon as possible after the person starts work, but certainly within the first four weeks of employment. The probationary period cannot be successfully completed by new members of staff unless they have received a H&S induction;

- viii. seek to ensure that all members of school or service staff are instructed in the action to be taken (including the evacuation procedure for disabled persons) should a fire break out, that the emergency exits are in working order, their whereabouts are known to staff, students, contractors and visitors and that free passage to them is kept open. Each Head of School/Service should ensure that well-publicised information is available on the procedures to be adopted if an accident or fire occurs during the evening or weekend in his or her school/service. Heads of Schools/Services must ensure that annual fire drills are held within each University building. The University Health, Safety and Wellbeing Office will be available to provide information to Heads of Schools/Services on all matters of fire safety and will organise scheduled evacuations. In some cases fire safety risk assessment and control evaluation may require fire drills to be held more frequently than once per year;
- ix. seek to ensure that all school equipment is maintained in a safe condition, in line with statutory requirements, and that proper steps are taken to repair faults in equipment. Prompt action should also be taken to remedy any defects which occur in the services and/or fabric of the school or service;
- x. seek to ensure that, if their school or service shares a building with another school or service, an agreed Memorandum of Understanding detailing fire safety, health and safety and security arrangements is in place;
- xi. seek to ensure that if their school or service occupies premises in joint ownership with another institution, or occupies a University building in which workers from another institution are employed they must establish a (joint) health and safety policy for University employees and students. This policy should set up an effective means of consultation between the various interested parties over common problems of fire safety, health and safety and security.

2.5.2 The University Council cannot delegate its own responsibilities or duties under the law but, in order to fulfill its legal obligations arising from overall responsibility, it must monitor the effectiveness of all arrangements made to secure compliance with the law. Each Head of School/Service must report at least annually to the University health and safety committee on aspects of the implementation of the health and safety policy within their area of responsibility. The University Registrar and Secretary will report, as appropriate, to the University Council.

2.6 Principal Investigators, Academic and Support Supervisors

2.6.1 Academic and support staff who have supervisory responsibilities or who exercise control over particular areas, activities or processes involving either employees, visitors or students, are accountable to the appropriate Head of School or Service within the institution for enforcement of health and safety measures. In particular, supervisors must:

- i. seek to ensure that relevant health and safety information is available for staff,

students, contractors and visitors within their area;

- ii. seek to ensure that an appropriate risk assessment is undertaken before work (including undergraduate and postgraduate project work) with hazardous substances, articles or equipment, or in potentially unsafe environments, is started. Supervisors must also ensure that the health and safety precautions identified by such assessments are in place and that safe systems of work are provided and maintained;
- iii. identify training needs of staff and students by risk assessment of practical work and routine or project work. Appropriate mandatory training programmes should then be put in place;
- iv. seek to ensure that accidents, near misses and dangerous occurrences are reported.

2.6.2 Academic and research staff who supervise experimental work carried out by postgraduate students, research assistants and technical staff are required to give careful attention to the health and safety of those under their supervision. This applies not only to work on University premises but also to supervised fieldwork and to University work carried out elsewhere. To fulfil its function, the degree of supervision must have reasonable regard to the level of training and expertise of the staff or students being supervised. The standards of health and safety in University research should not be inferior to those in good commercial or other professional practice.

2.6.3 Undergraduate students should be assumed to be initially untrained in all matters of health and safety. Academic and, where appropriate, non-academic staff therefore have a duty to:

- i. instruct students, so far as is reasonably practicable, in all matters necessary to ensure their health and safety while working in University premises, on supervised fieldwork exercises and during University work elsewhere. Potentially hazardous equipment should not be used by under-graduates unless adequate protective devices are in operation. Where such safeguards are not practicable, students should be trained and supervision must be in place before operation of such equipment is allowed;
- ii. seek to ensure, so far as is reasonably practicable, that no substance is introduced into practical work for undergraduates unless the hazards associated with it have been assessed. Where reliable information is not available, the substance should be regarded as potentially dangerous and treated with appropriate precautions. Written instructions to undergraduates relating to their practical work must draw attention to the risks of using hazardous substances and equipment and the precautions which must be taken.

2.7 All Employees and Students

Employees and students of the University of Sussex, whilst engaged in any University activity within all University premises and whilst engaged in any work or study related activity outside the University Campus, must take all reasonable steps to ensure their own safety and that of others who may be affected by the things they do or fail to do. In particular, they shall:

- i. comply with all relevant health and safety standards and arrangements issued by the University of Sussex, their school or service and with all statutory regulations;
- ii. report unsafe conditions, activities, accidents, near misses and property damage or loss to their supervisor or appropriate officer within the University;
- iii. make proper use of any necessary health and safety measures, protective clothing or

- equipment;
- iv. attend induction training;
 - v. attend training if it is a requirement of the risk control process for a particular activity or location and put the training into practice in their work or the workplace;
 - vi. not interfere with or misuse anything that is provided in the interest of health and safety;
 - vii. (if staff) seek the advice of staff in the Occupational Health Service (via a management referral), the Health, Safety and Wellbeing Office or Human Resources where there is any special personal or medical condition which may affect safe working;
 - viii. (if students) seek the advice of staff in Student Services and the Health, Safety and Wellbeing Office where there is any special personal or medical condition which may affect safe working.

2.8 Trade Union Safety Representatives

2.8.1 In accordance with health and safety legislation, safety representatives have been appointed by a number of Trade Unions recognised by the University. Further details on the recognised Trade Unions within the University are available from Human Resources.

2.8.2 Trade Union Representatives have clearly defined functions in matters of health and safety at work and the University Council offers them all reasonable facilities for the discharge of these functions. Recognised Trade Unions wishing to nominate safety representatives should, in writing, advise the Director of Human Resources and the Director of Health and Safety.

2.9 Outside Contractors

2.9.1 Every outside contractor performing work in University property must accept the full responsibility for complying with the provisions of the Health and Safety at Work, etc., Act, and the University Health, Safety and Wellbeing Policy. In addition the requirements of specific policies, such as the Management of Contractors Policy, and school or other local health and safety policies must be met. Contractors should also comply with other relevant statutory provisions in respect of the work comprising the contract, eg. the Construction, Design and Management Regulations and work in accordance with the General Code of Safety issued by Estates and Facilities Management (EFM);

2.9.2 The University should use contractors from a 'competent contractor' list, where it has been given assurance about the standards of competency and health and safety performance of the contractor;

2.9.3 EFM Staff and Health and Safety Staff must draw the contractor's attention to any working methods which create a hazard for any member of the contractor's or University staff, or any other person who might be affected. The contract will require the contractor to remedy any such hazardous situation without delay;

2.9.4 EFM and/or the school or service where the contractor is working have a responsibility to make the contractor aware of any hazard that may put the contractor's health and safety at risk and to inform the contractor of the risk control arrangements in place in any area they may be working. The contractor must also be made aware of the emergency evacuation plans in any part of the University where he/she is working and the need to report any accident, near miss or dangerous occurrence. Guidance should be given to the contractor on how to comply with these requirements;

2.9.5 Some contract work may involve a 'permit to work' system, administered by Estates and Facilities Management. The terms of the permit to work must be followed by the contractor;

The University will not select contractors with poor health and safety standards for future projects.

2.10 Persons with Disabilities

Persons who have declared any form of disability which they feel might have particular relevance to their health and safety whilst working in the University should discuss this with their manager or supervisor, Human Resources (if staff) or Student Services. Systems of work and precautionary measures relevant to each individual's situation may then be implemented, where reasonably practicable. In particular, Heads of Schools and Services will ensure that personal emergency evacuation plans are put in place for persons with disabilities, where the disability may impact on their ability to vacate the premises within normal time frames or without assistance. For staff, personal emergency evacuation plans (PEEPs) are developed with assistance from the local health and safety coordinator; student PEEPs are developed in consultation with the School and Student Services.

2.11 Visitors and Visiting Workers

University of Sussex employees are responsible for the health and safety of their visitors and they must inform their visitors of relevant health and safety rules and arrangements. Visitors must also be informed of University and local emergency procedures;

2.11.1 Visitors must comply with the University's health and safety rules and arrangements whilst they are on University property;

2.11.2 Visitors must not enter any restricted area, including radiation areas, storerooms or similar hazardous areas, unless accompanied by a senior member of staff and with the permission of the appropriate manager or supervisor;

2.11.3 Particular care must be exercised when younger visitors are involved. A risk assessment should be carried out for young persons who are visiting the University to observe work or participate in work experience. Young persons must be adequately supervised at all times.

3. Arrangements

3.1 Health and Safety Committee

- i. The University Council has appointed a Health and Safety Committee which includes members representing Trade Unions recognised by the University. This Committee is responsible for advising on all matters concerning health, safety and wellbeing in the University and will draw attention to the University's legal obligations relating to health and safety.
- ii. Consultation with staff and student representatives on health, safety and wellbeing issues will be conducted via the Health and Safety Committee.
- iii. Other persons who could be affected by the University's activities will, where necessary, be consulted with and provided with appropriate health and safety information.
- iv. The Committee will send forward to the University Council recommendations for such action as is thought necessary to ensure that reasonable steps are being taken to promote the health and safety of employees, students and others entering the

precincts of the University.

- v. In particular, the Health and Safety Committee will consider any matter referred to it by a School/Service Health and Safety Committee (or equivalent) and will assist in the development of local health and safety policies, guidance and safe systems of work.
- vi. The Committee will also be responsible for ensuring that the complete record of instances of occupational ill health, accidents and dangerous occurrences is maintained and that the provision of appropriate first aid facilities & training, and appropriate health surveillance procedures, are in place. The Committee will also consider reports from: Inspectors of Enforcing Authorities under the Health and Safety at Work, etc., Act; the University's insurers and brokers; East Sussex Fire and Rescue; the Environment Agency and from Trade Union Safety Representatives.
- vii. The Health and Safety Committee is convened by the University's Registrar and Secretary.

3.2 Wellbeing

3.2.1 The University of Sussex is committed to providing an ethical and sustainable working environment that values wellbeing. Our commitment to wellbeing detailed in this Health Safety and Wellbeing Policy sits alongside our legal duty to provide a safe and healthy workplace, where the structures and processes identified above are in place to prevent harm to staff, students and members of the public affected by our activities.

3.2.2 Wellbeing is more than the state of not being physically unwell; it includes physical, mental and social health.

3.2.3 Employee wellbeing involves:

- i. letting the employee have the opportunity and flexibility to make healthy choices about diet, exercise and leisure;
- ii. enabling the employee to have self-confidence, self-respect and to be emotionally resilient;
- iii. encouraging the employee to have a sense of purpose and a feeling of fulfilment;
- iv. creating an environment that encourages the employee to keep their mind active and to be able to develop professionally and intellectually;
- v. fostering a network of relationships that are supportive and nurturing; and
- vi. creating a safe working environment.

3.2.4 In the University the policies and practice that support wellbeing are owned or promoted by a number of Directorates and Services, who work collaboratively to enhance the wellbeing of employees. University services also work alongside the Students' Union to endeavour to promote the health, safety and wellbeing of students on campus.

3.2.5 It is the policy of the University of Sussex to promote wellbeing by means which include the following:

- i. A progressive human resources management approach, such as appropriate holiday entitlement, family-friendly policies, strategies for identifying and managing work-related stress and supporting employees through access to a counselling service, absence management and work rehabilitation programmes;
- ii. An Occupational Health Service that advises employees and managers on work-related health and injury problems, on phased return-to-work programmes and promotes healthy lifestyles;

- iii. A Health, Safety and Wellbeing Office that promotes a safe environment and provides training in injury prevention, risk assessment and risk awareness. The health and safety advisers contribute to work-related stress management strategies, work area assessments and work adjustments. The Office also helps coordinate wellbeing practices in the University.
- iv. A Staff Development Unit that provides a range of learning and development opportunities for staff;
- v. A communications network that enables staff to know what is happening in the University and which supports social and organisational inclusion;
- vi. A transport policy which supports sustainable and healthy patterns of travel, including cycling, walking and public transport.

3.2.6 Consistent with the services which are provided for students, employees also additionally have access to a range of other services which support wellbeing – eg:

- i. sport and exercise facilities and expertise;
- ii. various social and leisure events;
- iii. health services on campus;
- iv. extensive library services;
- v. the provision of healthy food on campus;
- vi. a Meeting House which provides secular, spiritual and faith-based support;
- vii. a well-maintained physical environment on the edge of a National Park.

3.3 Ownership and Communication

Ownership of health and safety shall be encouraged among staff and students through pooling of knowledge and experience. Health and safety information shall be kept up to date and shall be communicated as appropriate.

3.4 Planning, Objective Setting, and Review

3.4.1 Health and safety issues shall be addressed at the specification, design, development and implementation phases in all planning, projects and working practices within the University and in its dealings with suppliers and contractors.

3.4.2 There shall be processes for objective setting, planning, and resource allocation to ensure that action is taken to achieve satisfactory health and safety performance in general, and control of risk in particular. These shall be based on the findings of reviews of the effectiveness of the management of health and safety and of the control of risk.

3.4.3 The Health, Safety and Wellbeing Office will produce an annual plan identifying how health, safety and wellbeing in the University will be promoted, monitored and reviewed. An annual report detailing the University's health, safety and wellbeing performance will also be published.

3.4.4 Schools and services should also have annual health and safety plans in place. These should address planned improvements, routine health and safety actions and work to be undertaken in response to recommendations from the University Health and Safety Committee, the Health, Safety and Wellbeing Office, third party audit or the Regulators.

3.5 School/Service Health & Safety policy and guidance

3.5.1 Individual schools and services are expected to have a statement of health and safety

policy in place. This should set out the intention to manage health and safety, define the health and responsibilities of the school or service employees, students and any other person involved in the business of the school or service. It should also describe the arrangements for managing health and safety. This should complement the University Health, Safety and Wellbeing Policy and be referred to the University Health and Safety Committee for information. The school health and safety policy statement should be signed by the Head of School *"for and on behalf of the University Council"* and bear its date of issue and a review date.

3.5.2 Schools and services are also expected to take the initiative in identifying special risks and hazards within their areas. Depending on the risk profile of the school or service, they may need to develop additional guidance, codes of practice and safe systems of work to deal with specific areas of risk.

3.5.3 The school or service must have effective methods of communicating health and safety information to employees and users of the school or service.

3.6 Risk Control

3.6.1. This policy is supported by additional policies and guidance dealing with specific risks in the workplace. These are written to comply with health and safety legislation and University standards. It must be remembered that Health and Safety Acts and Regulations are criminal statutes and compliance with their requirements is not a matter of choice. The Management of Health and Safety at Work Regulations place a duty on employers to ensure that significant risks in the workplace are identified, evaluated and controlled so far as is reasonably practical. In addition, employers have a duty to conduct specific risk assessments and put effective control measures in place for the following:

- i. work with hazardous and dangerous substances
- ii. work with genetically modified organisms
- iii. work with radioactive substances
- iv. manual handling activities
- v. use of display screen equipment (computers, monitors, etc)
- vi. use of personal protective equipment
- vii. the risks in work or the workplace to new or expectant mothers
- viii. the risks in work the or workplace to children under 18
- ix. fire safety
- x. work in noisy environments
- xi. work in areas where asbestos containing materials are present and could be disturbed
- xii. work with lead

3.6.2 Appropriate precautionary measures must be taken to minimise significant risks to the health and safety of all persons so that they are not exposed to sources of imminent danger. The range of measures that are used to mitigate specific risks shall be formalised as risk control systems. Risk control systems and associated precautionary measures must meet requirements set out in legislation and associated approved codes of practice. They should take account of best practice and follow the recognised hierarchy for risk control. Where the risk controls involve training then the training programme should be mandatory for persons exposed to the risk.

3.6.3 Risk assessment techniques shall be used to confirm that arrangements for risk

control are appropriate. Where uncertainty exists about the degree of hazard, measures for risk control shall be adopted that should protect people from harm despite the uncertainty.

3.6.4 Information about the significant hazards identified by the risk assessment and the control measures taken to minimise the risks should be recorded and communicated to persons that might be affected by those risks. An appropriate review period should be indicated on the risk assessment.

3.7 Competence

3.7.1 Competent advice on health and safety matters must be available and taken into consideration when making decisions.

3.7.2 Persons must be competent to carry out work or study activities safely without harm to themselves or others; they must be provided with appropriate information, instruction, and training and must be effectively supervised by persons who are competent to do so.

3.7.3 Schools and services should identify the competencies required, including those competencies required to allow the employee, student or visiting worker to work without putting themselves or others at risk by means of a training needs analysis for each post and for each project. Training needs should be reviewed at performance appraisal and/or when the person's role or responsibilities change.

3.7.4 The Health, Safety and Wellbeing Office provides or facilitates a range of health and safety training and will assist schools and services with their training needs analyses.

3.8 Corrective / Preventative Action, Monitoring, Incident Reporting and Audit

3.8.1 There shall be a planned programme of monitoring the ongoing effectiveness of measures that are critical for the control of risk. Schools and services are expected to conduct routine safety inspections and the Health, Safety and Wellbeing Office will accompany school/service safety coordinators and trade union representatives on an annual safety inspection. The Health, Safety and Wellbeing Office will also conduct independent audits, inspections and compliance checks throughout the year.

3.8.2 Staff, students and other persons on University premises must be informed of the requirement to report (as soon as possible after the incident), and how to report all unplanned events such as accidents, near misses and dangerous occurrences. Certain types of incidents must be reported to the Health and Safety Executive within specific time frames and it is an offence to contravene these requirements. Unplanned events will be investigated by the University, sometimes in order to obtain legal advice in contemplation of legal proceedings, and on other occasions in order to identify root causes so that corrective action can be taken to prevent a recurrence. Corrective actions should be taken within reasonable time frames.

3.8.3 Compliance with health and safety policies and health and safety management standards shall be audited and reported on, either by the Health, Safety and Wellbeing Office or internal/external auditors.

3.9 First Aid Provision and the Emergency Response Team

Adequate provision of first aid to staff, students and visitors is provided during normal working hours by Occupational First Aiders who comprise the Emergency Response Team (ERT) and by Security Officers at all other times.

3.9.1 The ERT also assists in the evacuation of disabled persons from buildings in the event of a fire.

3.9.2 The HSWO is responsible for ensuring that the University has sufficient numbers of persons trained to the First Aid at Work standard.

3.9.3 The HSWO manages the ERT and will arrange appropriate first aid and other training to ensure members of the team are competent to fulfil their duties. The HSWO will also seek to ensure that the ERT has the equipment it requires to provide an emergency response service.

3.10 Occupational Health

The Occupational Health Service contracted by the University of Sussex carries out the following health and safety related services:

- i. assessment of employees' fitness for post based on a risk assessment of the components of that job;
- ii. assessment of student's fitness for professional courses;
- iii. assessment of researcher's fitness under the NHS 'Research Passport Scheme';
- iv. health surveillance of employees and research students, where the need for health surveillance is determined by risk assessment;
- v. vaccination or immunisation programmes for employees and research students, where the need for these is determined by risk assessment;
- vi. advice on the management of employee work related ill health or injury, based on management referral;
- vii. alerting the Health, Safety and Wellbeing Office if trends of work-place injury or ill-health become apparent through consultations with employees;
- viii. assisting Human Resources and the Health, Safety and Wellbeing Office with rehabilitation and return to work programmes for staff;
- ix. assisting with the risk assessment of new or expectant employees, where this is beyond the expertise of the local health and safety co-ordinator or the Health, Safety and Wellbeing Office;
- x. confirming reportable cases of work-related ill-health to the Health, Safety and Wellbeing Office. This must be done in writing by an occupational health physician;
- xi. reporting statistics relating to numbers and types of appointments, referrals and OH interventions to the Health and Safety Committee;
- xii. participation in wellbeing events;
- xiii. promotion of health, safety and wellbeing within the University.

3.11 Enforcement of Health and Safety Legislation

For the information of employees of the University and students, the following is a brief summary of the scheme of enforcement of the Health and Safety at Work, etc., Act.

- i. University schools and services may be subject to random inspections by HM Inspectorate of the Health and Safety Executive. Comments and recommendations arising from these visits are generally received in the form of a letter sent to the University Secretary and Registrar.
- ii. There is a system of improvement and prohibition notices which may be served on the University, employees and other persons and which can be used to secure the termination, immediate if necessary, of a dangerous activity.

- iii An inspector from the Health and Safety Executive may bring criminal proceedings against the University or any individual for a breach of any duty under the Health and Safety at Work, etc., Act or its corresponding health and safety Regulations.

3.12 Liability Insurance

The Health and Safety at Work, etc., Act, does not in any way alter the general position regarding civil liability.

3.12.1 Employer's liability insurance covers the University for its legal liability to employees for death, injury or disease arising out of the normal business of the University.

3.12.2 Public liability insurance covers the University for its legal liability for damages in respect of accidental injury to non-employees, and loss or damage to material property, happening in connection with the normal business of the University.

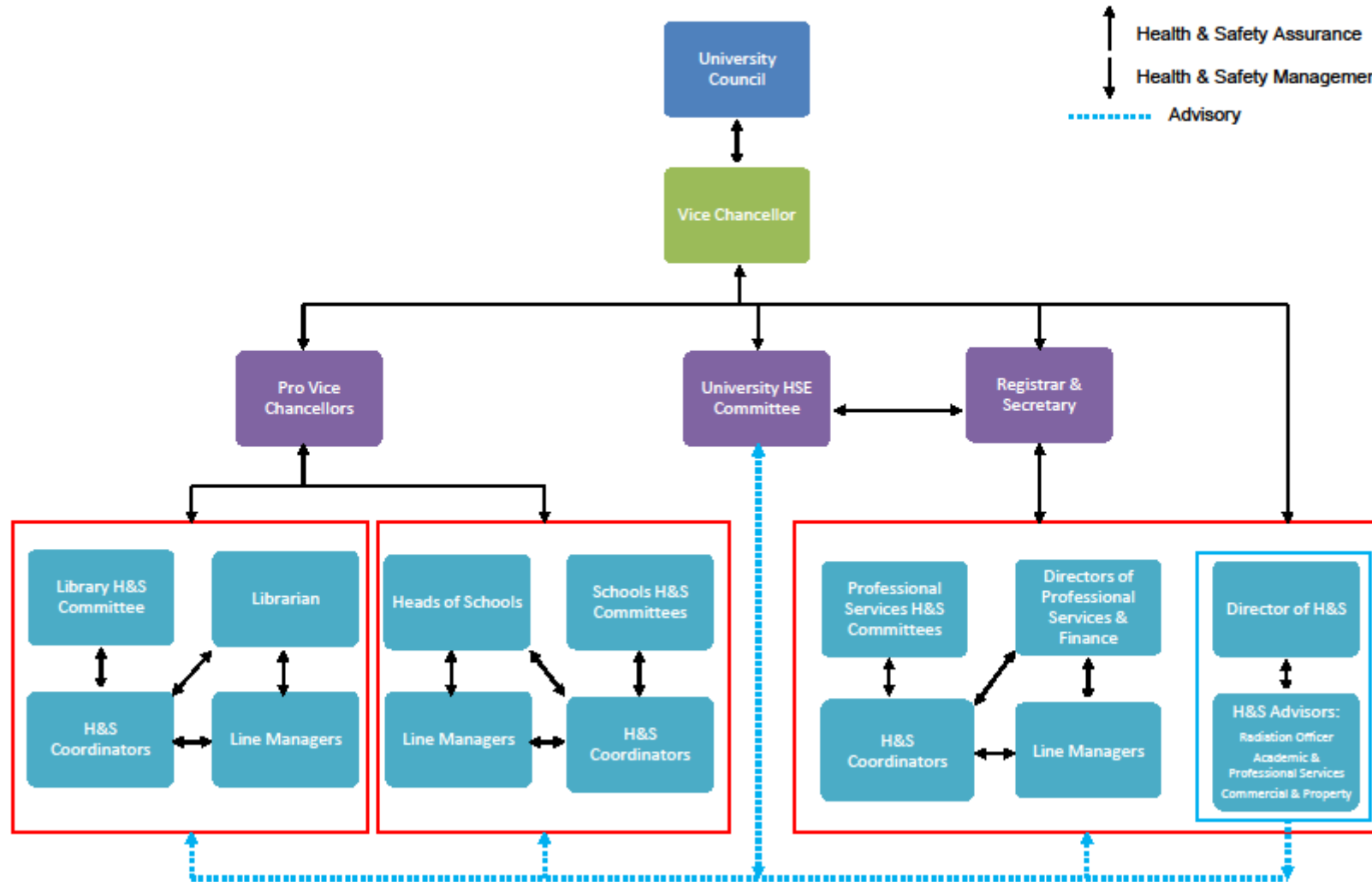
3.12.3 It is not possible to insure against criminal liability arising under the Health and Safety at Work, etc., Act; however, the employer's liability policy cover extends to include liability in connection with, or arising out of, defence costs in respect of the Act.

3.13 Queries and Problems

An employee or student with a health, safety or wellbeing problem or any query about health, safety or wellbeing should initially refer the matter to his or her immediate supervisor. If the problem cannot be resolved at that level, the matter should be raised with the local or school safety coordinator, Head of School or Service or the Health, Safety and Wellbeing Office (preferably in that order). It is open to all employees to raise the issue at any stage with a Trade Union Safety Representative.

University of Sussex Health & Safety Structure

Appendix 1



Appendix 2. Service Provision of the Health, Safety and Wellbeing Office

Health, Safety & Wellbeing Service Provision	
SERVICE	THE HSWO WILL
Core Safety Service (Minimum Standard)	<ul style="list-style-type: none"> • Provide a lead in the promotion of health, safety and wellbeing to allow compliance with legal requirements; • Work with the University and produce annual plans to promote a positive H&S culture and a climate of continual improvement; • Seek to ensure the fire safety arrangements of the University meet the legal requirements; • Promote compliance with organisational H&S policies; • Implement systems to monitor the H&S performance of the constituent parts of the organisation; • Work with school- and service-based safety advisers to produce detailed action plans on an annual basis; • Liaise with external bodies (eg. HSE, the Fire Authorities and the EA).
Policy Development	<ul style="list-style-type: none"> • Produce H,S&W policies / procedures/ codes of practice / guidance / safe systems of work; • Participate in working groups to ensure the development of competent H,S&W policies, etc.; • Ensure consultation with staff representatives during the process of policy and guidance development.
Committees	<ul style="list-style-type: none"> • Provide support to school and service health & safety committees; • Participate in appropriate committees related to risk management activities; • Gather information on University H&S performance for presentation to the University H&S committee.
Risk Assessment	<ul style="list-style-type: none"> • Make certain that managers are aware of their responsibility to ensure that risk assessments are carried out, and that reasonably practicable risk control measures are in place, before work starts; • Assist where risk assessments are complex or beyond the competency of the line manager; • Seek to ensure that schools and services have systems in place to record risks assessments and have planned review periods in place; • Seek to ensure that schools and services conduct relevant risk assessment reviews post-incident; • Seek to ensure that effective H&S arrangements are in place for staff working off-campus on University-related business; • Seek to ensure that off-campus student activities related to their course of study have been risk assessed and risk controls have been put in place, SFARP.

<p>Communication and Co-operation</p>	<ul style="list-style-type: none"> • Disseminate external and organisational H,S&W information; • Seek to ensure that staff with H&S responsibilities understand their responsibility both to disseminate H&S information and to keep the HSWO informed of H&S matters in their area; • Collaborate with HR and OH to promote health, safety and wellbeing and manage work related injury and ill health; • Meet regularly with EFM to ensure that H&S matters relating to the University estate, contractors, maintenance and hotel services are communicated effectively and that responsibility for correcting unsafe conditions is understood; • Collaborate with the Student Union to control risks to students' health, safety and wellbeing, as far as is reasonably practicable; • Collaborate with Trade Union Representatives to ensure sufficient staff consultation in H,S&W matters; • Seek to ensure schools and services are aware of their responsibility to have emergency plans in place to deal with situations of serious or imminent danger. • Give regular feedback to senior management groups on how effectively H, S&W are being managed within the University. • Provide timely feedback on H&S queries and send formal reports of H&S investigations, inspections, etc. to managers within agreed timescales.
<p>Training</p>	<ul style="list-style-type: none"> • Provide schools and services with training matrices to help them identify the H&S training needs of their staff and students; • Facilitate training that cannot be provided in-house; • Conduct regular emergency evacuation drills; • Use a cascade approach to training, where possible, whereby training is provided for trainers; • Provide update training as identified in the schools' and services' H&S policy and guidance; • Maintain a record of those individuals who have attended training conducted by HSWO staff; • Inform the management of schools and services when staff fail to attend training courses; • Contribute to induction programmes where appropriate; • Make recommendations for H&S training if reports of incidents or work-related ill health indicate that competence may need to be improved or refreshed.
<p>Incident Reporting and Investigation</p>	<ul style="list-style-type: none"> • Administer the incident reporting system; • Formally investigate all serious incidents; • Prepare regular reports on incident prevalence and trend analysis; • Keep incident records for the appropriate time; • Report RIDDOR reportable incidents to the HSE. • Report relevant incidents to the Environment Agency and other regulators.

Monitoring	<ul style="list-style-type: none"> • Check that non-conformances identified during inspections and audits are rectified or that SMART plans have been put in place to rectify them; • Check that appropriate arrangements are in place to provide health surveillance and PPE as identified by risk assessment; • Monitor reports of work-related ill-health; • Monitor reported incidents • Review the annual safety returns and make recommendations to redress non-conformances.
Inspection	<ul style="list-style-type: none"> • Conduct an annual safety inspection/compliance check of each school and service area; • Inspect areas in response to a request from the school or service or following an incident; • Inspect areas after change or refurbishment to ensure H, S&W has not been compromised.
Audit	<ul style="list-style-type: none"> • Conduct a programme of audit of schools' and services' closed-loop health and safety management systems. • Benchmark performance against the HE sector.

Appendix 3. University of Sussex Health, Safety and Wellbeing Office Areas of Responsibility

Health and Safety Advisor; Academic and Professional Services

School of Business, Management and Economics

School of Global Studies

School of Education and Social Work

School of Law, Politics and Sociology

Library

Administration

Information Technology Services

Non-University Units

Health and Safety Advisor; Commercial and Property Services

School of Media, Film and Music

School of English

School of History, Art History and Philosophy

Estates and Facilities Management

Residential and Trading Services

Student's Union

Health and Safety Advisor; Radiation Protection

School of Engineering and Informatics

School of Life Sciences

School of Mathematical and Physical Sciences#

School of Psychology

Brighton and Sussex Medical School

Appendix 4. Model List of Duties of a School or Service Health & Safety Coordinator

	The duties of the School or Service Health & Safety Coordinator should include: <i>(note – not all duties will be relevant to <u>all</u> Schools/Units/Services)</i>
1	Being fully familiar with the University Health, Safety & Wellbeing Policy and school/service health and safety policy, and local procedures, as appropriate;
2	Providing a first point of contact to members of the school/service on matters of health and safety;
3	Acting with the delegated authority of the Head of School or Director of Service in matters of health and safety and/or urgency;
4	Referring promptly to the Head of School/Service or the University's Director of Health and Safety any health and safety problems which cannot be resolved locally on a time scale commensurate with the risk;
5	Liaising with the University's Director of Health and Safety and other central advisers for health and safety matters;
6	Attending meetings of the school/service health and safety committee or management meetings where H&S is discussed;
7	Conducting or co-ordinating systematic health and safety inspections with Safety Representatives of the recognised Trade Unions having employees working in the school/service area, to identify unsafe or unhealthy conditions or work practices, and monitoring that preventative action is recommended and pursued;
8	Seeking to ensure that accidents, near misses, dangerous occurrences and instances of occupational ill health are reported to the Health, Safety and Wellbeing Office;
9	Disseminating health and safety information and reports to appropriate members of school/service staff and students;
10	Identifying new members of the school/service and arranging for them to receive adequate induction with respect to health and safety;
11	Assisting in identifying members of the school/service for appropriate health and safety training events;
12	Seeking to ensure that effective liaison is maintained with the University Safety Office on matters of fire safety, in particular ensuring that suitable and sufficient Fire Wardens are appointed to cover the school's or services accommodation;
13	Monitoring in the school or service to seek to ensure that: <ul style="list-style-type: none"> • a high standard of housekeeping is maintained; • adequate precautions are taken regarding any special existing or new hazard; • adequate precautions are taken regarding any changes to be made; • plant, equipment and processes are being maintained as required by any relevant statutory provisions; • staff and students are suitable informed, instructed and trained; • adequate health and safety records are maintained where appropriate, i.e. as required by relevant statutory provisions or by University or school/service health and safety policy; • safe working practices and procedures, together with any necessary risk controls for routine and project work are complied with; • personal protective equipment needs are assessed and that sufficient suitable personal equipment is available and used; • systems are set up and maintained to check that health and safety facilities such as first-aid boxes, fire-fighting equipment, etc. are provided and maintained in a readily usable condition; • other aspects that legislation or University/school/service policy may dictate are catered for.
14	Reviewing health and safety procedures within the school/service, in conjunction with the University Health, Safety and Wellbeing Office.
15	Such other health and safety duties that may be assigned by the Head of School or Director of Service