



HEALTH AND SAFETY POLICY

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Approved by: Executive Board

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Health and Safety Policy Statement – version 7.2

Introduction

This Policy outlines the highest level of the University's health and safety management system. It consists of five parts:

- **Health and Safety Policy Statement.** This clearly states the University's commitment to health and safety and is signed by the Principal and Vice Chancellor and Executive Director Business and People Services.
- **Individual Responsibilities.** Every member of staff has a responsibility to ensure the health and safety of themselves and others who may be affected by their actions or omissions.
- **Roles and Responsibilities.** Outline of the roles and responsibilities of key positions for the management, assurance, and practical implementation of health and safety, including in responding to emergencies.
- **Arrangements.** Outline of the arrangements to implement health and safety at the University.
- **Measuring Performance.** The means of measuring the effectiveness of the health and safety management system.

Definitions

Health and Safety Management System. The framework through which health and safety is implemented, monitored, and improved.

Health and Safety Policy Statement

03 April 2023



Royal Holloway's health and safety policy outlines the highest level of our system for ensuring the health, safety, and welfare of our students, staff, and others who use our campus. We are required to do this so far as is reasonably practicable, but we will commit to doing more than the legal minimum and ensure we meet our moral obligation. This starts with me but extends to every member of staff in the university and will be demonstrated by our actions and omissions. Much like EDI or sustainability, this is not optional but an integral part of what we do.

Everyone should be able to enjoy our historic campus without detriment. We will clearly communicate the roles and responsibilities to all staff, and it is all of our responsibility, with our Executive Board providing oversight and leading by example. This includes ensuring risks to health and safety are identified and either remediated or managed, and that appropriate resources are made available.

To achieve these aims, we will work with our stakeholders, including our students, staff representatives, and the Trade Unions, including consulting on important elements of the health and safety management structure. This falls within our governance framework that will ensure our systems are robust and that health and safety risk is being managed appropriately.

The Health and Safety Office will provide guidance and policies to clarify the responsibilities and arrangements for health and safety. In addition, they will provide information, instruction and training to ensure staff are competent to carry out the health and safety elements of their role and communicate with staff and students to raise awareness of health and safety issues.

The Health and Safety Office will produce and manage clear and concise health and safety policies to provide, in detail, the responsibilities and arrangements for health and safety. All staff have a responsibility to ensure they are aware of their roles and responsibilities in terms of health and safety. We will work with all stakeholders to prevent accidents and work-related ill health where practicable.

Health and safety at the university starts with me, but extends to every member of staff, and will be demonstrated by our actions and omissions. Much like EDI or sustainability, this is not optional but an integral part of what we do.

A handwritten signature in black ink, reading 'Julie Sanders'.

Julie Saunders

Vice Chancellor and Principal
and Vice Chancellor

Individual Responsibilities

11 May 2021



Every employee of Royal Holloway, including any individuals or companies employed by the University to carry out work, have a number of personal responsibilities regarding to health and safety. In general, this requires that they do not harm themselves or others, either by their actions or through inaction. This is both a moral and a legal duty.

Royal Holloway takes the health, safety, and welfare of its students, staff, contractors, and visitors seriously; the University expects that its students and staff also take health and safety seriously. This goes beyond an expectation to simply follow policies and procedures. To keep us all safe, individuals must take responsibility for the health and safety of themselves, their work area, and anyone else who could be affected by their work.

All individuals living or working at Royal Holloway are expected to:

- Work and act safely at all times to ensure the health, safety, and welfare of all students, staff, visitors and contractors.
- Cooperate with the University to meet its health and safety duties.
- Familiarise themselves with the University and local health and safety arrangements for the places that they work, including any relevant Policy sections, the location of fire exits, names of the first aiders, and who their Health and Safety Coordinator (HSC) is.
- Inform the University, usually through their HSC, of any hazards or risks that have not been identified or that require additional controls.
- Report any accidents, incidents, or near misses that you witness or are involved in.
- Complete any health and safety training assigned to them in a timely fashion.
- Wear any Personal Protective Equipment (PPE) they are required to use during operations as and when specified and in the manner in which they have been instructed.
- Visually inspect any vehicle, equipment, or PPE, prior to use to ensure that it appears to be in good working order.
- Attend any health surveillance appointments specified and follow any guidance given by the occupational health professionals.

For those who work off site, either in the field or at a site owned or operated by another organisation:

- Comply with local health, safety, and welfare procedures in addition to those specified by the University.
- Ensure that they have received travel health advice for locations outside of the UK and that they have received all vaccinations recommended.
- That travel is planned to minimise the risk to their health, safety, and welfare.

You are expected to take reasonable steps to keep yourself and others safe and cooperate with the University in fulfilling its duty to safeguard the health, safety, and welfare of its students, staff, contractors, and visitors.

Roles and Responsibilities

Every person is responsible for themselves, the work under their control, those students, staff, and contractors they manage or supervise, and for any people who could be affected by their actions or omissions. The University has a legal duty to its students, staff, contractors, and visitors and this cascades down the line management chain from the Principal and Vice Chancellor to individuals.

Part 1: Health and Safety Assurance Structure

The health and safety assurance chain is outlined in Appendix 1. Assurance reports will be completed, usually annually, at each stage of the assurance chain that will then be reviewed at the stage above. Assurance reports from individual risk areas will be reviewed by the Health and Safety HSSC, which will produce an annual report for Executive Board. This will then be reviewed by the Audit Risk and Compliance Committee.

Council

1. Council will seek assurance that health and safety is being appropriately managed through the Audit, Risk and Compliance Committee and People Committee, as appropriate.

The Executive Board

2. The Executive Board is accountable for the management of health and safety at the University and in particular that Health and Safety Policies are appropriately reviewed and approved.

As the committee with executive authority for the management of all University business, the Executive Board is the highest source of oversight and approval for the health and safety management system.

Executive Board is accountable for the approval of health and safety policies, but delegates low and medium risk areas to the HSSC. High risk policies will be reviewed by Executive Board in line with timescales outlined in the Consultation and Communication Policy.

3. The Executive Board is accountable for ensuring they have assurance that the University is applying appropriate health and safety management throughout its activities, including the provision of suitable health and safety training.

The Executive Board is accountable but may delegate responsibility for some areas to the Health, Safety and Wellbeing HSSC.

Health, Safety, and Security Committee (HSSC)

The responsibilities below are undertaken on behalf of the Executive Board. It is more generally referred to as the HSSC.

4. The HSSC is responsible for providing the Executive Board with assurance that health and safety is being managed appropriately.

This will be completed through the scrutiny of reports and presentations from working groups, committees, groups and individuals responsible for the management or oversight of high and medium risk activities. Each area should be considered a minimum of once per year.

5. The HSSC is responsible for approving low and medium risk health and safety policies.

This has been delegated from the Executive Board to ensure that health and safety policies are given a level of scrutiny appropriate to the level of risk.

6. The HSSC is accountable for ensuring that fire safety processes and procedures are appropriate.

7. The HSSC is accountable for monitoring the provision of health and safety training to ensure that staff are competent to complete the health and safety aspects of their role.

8. The Chair of the Health, Safety and Wellbeing HSSC will provide an annual assurance report to the Executive Board.

This report should cover the main work of the Committee over the previous year including the progress against the Health and Safety Strategic Plan, an update of the Health and Safety Risk Register, and a summary of the reports from the applicable working groups, committees and individuals overseeing key risk areas.

Health and Safety Consultative Group

9. The Health and Safety Consultative Group will provide a forum for consultation on health and safety policies and changes to the health and safety management system.

10. The Director of Health, Safety and Business Continuity will chair the Health and Safety Consultative Group.

The purpose of the Consultative Group is to meet the statutory requirement for the University to consult with its employees on health and safety-related issues as required by the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

The University recognises health and safety representatives appointed by UCU, UNITE and GMB. Representatives of the Students' Union are also invited to represent the student body. The membership will also include non-union members representing the key areas within the University.

The group is not part of the health and safety assurance chain, but issues identified can be escalated to the HSSC if required.

Part 2: Health and Safety Responsibilities

The University health and safety Responsibility, Accountability, Consulted, and Informed (RACI) matrix can be found in Appendix 2.

Principal and Vice Chancellor

11. The Principal and Vice Chancellor is responsible for the management of health and safety at the University, including ensuring that risks are identified and managed appropriately.
12. The Principal and Vice Chancellor is accountable for: the implementation of the health and safety management system by Schools and Professional Services, that an appropriate accident and incident management system is in place, and for signing the University Health and Safety Policy Statement.

Executive Director Business and People Services

13. The Executive Director Business and People Services is responsible for the monitoring of health and safety management at the University, on behalf of the Principal and Vice Chancellor.
14. The Executive Director Business and People Services is responsible for ensuring that effective health and safety management arrangements are in place within Professional Services, that sufficient resources are provided, and that any health and safety issues are escalated if required.
15. The Executive Director Business and People Services will ensure that health and safety groups, committees or other appropriate meetings are held to discuss health and safety concerns within the remit of Professional Services.

Chief Financial Officer

16. The Chief Financial Officer is responsible for ensuring that sufficient financial resources are allocated to complete safety critical and life safety maintenance and compliance works.

Executive Deans

17. Executive Dean are responsible for ensuring that effective health and safety management arrangements are in place within their School, including ensuring Heads of Department have sufficient resources and escalating health and safety issues.

Executive Dean are the most senior member of staff within each School and have overall accountability for the implementation of the University's health and safety policies and procedures within their School. They may delegate the day-to-day responsibility for health and safety to individuals within their School but remain ultimately responsible.

18. Executive Dean will ensure that health and safety groups, committees or other appropriate meetings are held to discuss health and safety concerns within the School.

This can be completed through the School Board, Department level meetings, or any other format that gives the Executive Dean sufficient assurance that health and safety is being effectively managed. Such meetings should be held termly as a minimum.

Head of the London Graduate School

19. The Head of the London Graduate School is responsible for ensuring that effective health and safety management arrangements are in place within the Central London Campus.

This covers Bedford Square and the buildings or areas being used within the University of London, such as Senate House. As such, this will involve a large degree of cooperation and communication with stakeholders both within and outside of the University.

Heads of Department

20. Heads of Department are responsible for ensuring that effective health and safety management arrangements are in place within their Department, including ensuring that sufficient Health and Safety Coordinators and Fire Marshalls have been appointed in their area.

Heads of Department are accountable to the Executive Dean for the implementation of the University's health and safety policies and procedures within their Departments. They must have a clear understanding and oversight of the operations and activities conducted in their Department.

21. Heads of Department must ensure that sufficient resources are available to manage health and safety within their Department and escalate any concerns.

This includes providing reasonable adjustments for staff within the Department to allow them to work safely and without risk to their health. For example, the provision of equipment identified within a Display Screen Equipment (DSE) assessment.

Heads of Department are expected to escalate any issues to either their Executive Dean or the Health and Safety Office as appropriate.

22. Heads of Department must ensure that there are sufficient competent people in their area to manage the health and safety risks.

The number of competent people and the training required will depend on the risks present in the Department. In some cases, it may be appropriate for several Departments to share roles, such as when multiple Departments inhabit the same building or where an appointment is made at School level to cover several Departments.

This could include basic health and safety roles, such as risk assessors, COSHH assessors, and manual handling assessors, or they may be more specialist roles such as those covering biological, radiological, or laser safety.

Heads of Department should walk their estate a minimum of every 6 months with a departmental or School HSC to check that all buildings and outside areas are safe and that any issues are being reported and rectified in a timely manner.

Directors of Professional Services

23. Directors of Professional Services are responsible for ensuring that effective health and safety management arrangements are in place within their department, including ensuring that sufficient Health and Safety Coordinators and Fire Marshalls have been appointed in their area.

Directors of Professional Services are accountable to the Executive Director Business and People Services for the implementation of the University's health and safety policies and procedures within their department. They must have a clear understanding and oversight of the operations and activities conducted in their department.

24. Directors of Professional Services must ensure that sufficient resources are available to manage health and safety within their department and escalate any concerns.

They are expected to escalate any issues to either the Executive Director Business and People Services or the Health and Safety Office as appropriate.

This includes providing reasonable adjustments for staff within the department to allow them to work safely and without risk to their health. For example, the provision of equipment identified within a DSE assessment.

25. Directors of Professional Services must ensure that there are sufficient competent people in their area to manage the health and safety risks.

The number of competent people, and the training required, will depend on the risk profile of the Department. In some cases it may be appropriate for several Departments to share roles, such as when multiple Departments inhabit the same building or where an appointment is made at Directorate level to cover several departments.

Roles could include basic health and safety roles such as risk assessors or more specialist roles such as providing travel risk advice.

Directors of Professional Services should walk their estate a minimum of every six months with a HSC from their area to check that all buildings and outside areas are safe and that any issues are being reported and rectified in a timely manner.

Director of Estates

26. The Director of Estates must ensure that health and safety is central to all stages of the design and implementation of University's construction and refurbishment projects.

27. The Director of Estates must ensure that Security has sufficient resources to provide the required response to identified emergencies.

Head of Security

28. The Head of Security must ensure that there are suitable processes and procedures in place to ensure that Security responds appropriately to identified emergencies.

Director of Health, Safety and Business Continuity

The Director of Health, Safety and Business Continuity is the competent person for health and safety as defined in law. They will provide specialist technical advice to the Principal and Vice Chancellor and University management as required on health and safety legislation, guidance, and best practice. They will liaise with regulatory bodies, such as the Health and Safety Executive (HSE) and the Environment Agency (EA), as required.

The Director of Health, Safety and Business Continuity will provide reports and presentations to Council sub-committees and University HSSCs, including the Executive Board, as required.

29. The Director of Health, Safety and Business Continuity is responsible for the management of fire safety, including the appointment of a competent technical specialist.
30. The Director of Health, Safety and Business Continuity must ensure that there are sufficient competent people within the Health and Safety Office to manage the identified risks.

Health and Safety Coordinators

31. Health and Safety Coordinators are responsible for providing health and safety advice within their area, and assisting with or completing risk assessments and investigating accidents and incidents as required.

Appointed by the Executive Dean, a Head of Department or Director of a Professional Service to coordinate the health and safety management arrangements within a defined area. This role will likely be supplemental to their main role.

It is not the role of the HSC to complete all risk assessments within a department or area. They may complete risk assessments for work covering the whole of the department or for specific high risk tasks, depending on their role. HSC will provide advice and assistance to those completing assessments for their own work but the level of involvement will vary.

32. Health and Safety Coordinators are responsible for escalating issues beyond their level of competence to the Health and Safety office.

Health and Safety Coordinators (HSC) may be given different titles, such as Technical Operations Manager or Production Manager, but the role remains the same. The amount of technical knowledge, and how much of their role is taken up by health and safety, will depend on the risks present in their area.

Fire Marshalls

33. Fire Marshalls must ensure that, in the event of a fire alarm, everyone in their area of responsibility has left the building to a place of safety.

This may involve assisting those who require assistance, up to and including using an evacuation chair if trained to do so. If, for whatever reason, they are unable to ensure everyone can evacuate they must inform the emergency services on their arrival.

First Aiders

34. First Aiders must provide first aid to students, staff, visitors, contractors, or members of the public if they require or request assistance.

First aiders are not required to treat people if they do not feel they are competent to do so. In these instances they would be expected to inform either another first aider, including Security, or the emergency services.

Line Managers

35. Line Managers are responsible for the implementation of the health and safety management system in their area.

Line Managers are any members of staff in a supervisory position over other students, members of staff or contractors, including Principal and Vice Chancellor Investigators. They are accountable for the health and safety of the people, activities and projects they supervise. They must be aware of the health and safety issues and control measures relevant to their activities and projects and ensure that a risk assessment is in place prior to commencing any hazardous activity. They must comply with any of the University's health and safety policies or procedures applicable to them.

This includes ensuring that all new staff complete their health and safety induction and that any required health and safety training is completed by those they manage.

All Staff

36. Staff are responsible for following guidance, policies, processes or procedures provided by the University to ensure their own health and safety and that of others who may be affected by their actions or omissions.

Individual members of staff are expected to understand and comply with the Individual Responsibilities outlined at the start of this document. After investigation, where an individual is found to have failed to comply with the stated requirements, or any other reasonable management request in terms of health and safety, this may result in disciplinary action.

37. Health and safety is everyone's responsibility. As such, all staff, regardless of grade are expected to challenge, rectify, make safe, or report any unsafe act or condition they may witness.

38. Where staff are working from home it must not have a disproportionate effect on their health and safety.

Homeworking is an area where there is limited guidance from the Health and Safety Executive. The key concerns outlined for workers is the use of Display Screen Equipment use. The University has no control over an individual's home but it is expected that staff will keep their home-work area safe. In addition, staff are expected to raise any concerns with their Line Manager or the Health and Safety Office.

All Line Managers are expected to support staff homeworking to ensure that, so far as is reasonably practicable, doing so is not at detriment to their health and safety.

Contractors

39. Contractors are responsible for following guidance, policies, processes or procedures as provided by the University to ensure their own health and safety and that of others who may be affected by their actions or omissions.

Contractors are those paid to complete work on behalf of the University, including agency staff and consultants. All contractors must treat the University's arrangements and procedures as minimum standards to adhere to and follow appropriate industry guidance and best practice at all times. Failure to comply could influence the awarding of future contracts by the University.

Visitors

40. Visitors must follow any instructions provided to safeguard their own and others health and safety.

Visitors are people invited onto to campus for a purpose other than completing paid work on behalf of the University. Students are not classed as visitors.

Arrangements

41. The Director of Health, Safety and Business Continuity will create and update a health and safety risk register, including required remedial actions.

The health and safety risk register should be used to inform decisions on the health and safety resources and priorities.

42. The Director of Health, Safety and Business Continuity will create a strategic improvement plan for the Health and Safety Office each year and provide updates to the HSSC on its progress.

The strategic plan should be challenging but achievable.

43. The Director of Health, Safety and Business Continuity must create and publish detailed arrangements for how risk assessment will be completed within the University.

44. The Director of Health, Safety and Business Continuity will ensure that a system is in place to manage the recording and investigation of accidents and incidents. The system must include a means of capturing any improvements required and ensuring they are actioned.

This should include a mechanism to identify and report any events as required by Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

In general, accidents and incidents should be investigated locally by a HSC and reviewed by the Health and Safety Office. For more complex or serious incidents, the Health and Safety Office may directly investigate.

45. The Director of Health, Safety and Business Continuity will create a process for the creation, consultation, publication and review of health and safety policies covering the topics they deem necessary.

The detailed arrangements for dealing with specific health and safety topics are covered in the appropriate policies, which are available on the [Health and Safety Office website](#).

Details of these policies and procedures and how they will be written, reviewed, approved and how consultation will be carried out can be found in the Consultation and Communication Policy.

46. The Director of Health, Safety and Business Continuity must ensure that suitable and sufficient training courses are provided to meet the requirements of the University.

This includes general induction training, mandatory training, role specific training, and specialist training as required. This should cover staff, contractors, visitors, and where appropriate students.

47. The Director of Health, Safety and Business Continuity must ensure that a suitable system is implemented to identify hazards requiring health surveillance and ensure that those staff and students affected are provided with appointments with a competent person at appropriate intervals.

Human Resources provides the resource for occupational health, including health surveillance, but the system and process is managed by the Health and Safety Office.

Measuring Performance

48. The Director of Health, Safety and Business Continuity will write Key Performance Indicators for health and safety and update both the HSSC and Executive Board on its progress.

49. The Director of Health, Safety and Business Continuity will manage an assurance framework to ensure that the Principal and Vice Chancellor and Executive Board are provided with assurance that health and safety is being managed appropriately.

This will include reviewing compliance with University health and safety policies and procedures, statutory requirements, relevant technical standards, or other best practice.

The Health and Safety Director is expected to highlight deficiencies to the Executive Board with sufficient details to allow risk based decisions to be made on what action is reasonably practicable.

50. The Director of Health, Safety and Business Continuity is responsible for implementing a system to track outstanding actions required to improve health and safety, including audit actions.

51. The Health and Safety Officer (Compliance) will specify the mandatory regulatory inspections required for University equipment and infrastructure and will audit compliance as required.

Douglas Searle
Director of Health, Safety and Business Continuity
Version 7.2

Approved by: Executive Board (version 7)

Date: 11 May 2021

To be reviewed: before May 2022

Appendixes:

Appendix 1. Health and Safety Assurance Chain

Appendix 2. Health and Safety RACI Matrix

Roles and Responsibilities

All Staff	
36	Staff are responsible for following guidance, policies, processes or procedures provided by the University to ensure their own health and safety and that of others who may be affected by their actions or omissions.
37	Health and safety is everyone's responsibility. As such, all staff, regardless of grade are expected to challenge, rectify, make safe, or report any unsafe act or condition they may witness.
38	Where staff are working from home it must not have a disproportionate effect on their health and safety.

Line Managers	
38	Where staff are working from home it must not have a disproportionate effect on their health and safety.

Principal and Vice Chancellor	
11	The Principal and Vice Chancellor is responsible for the management of health and safety at the University, including ensuring that risks are identified and managed appropriately.
12	The Principal and Vice Chancellor is accountable for: the implementation of the health and safety management system by Schools and Professional Services, that an appropriate accident and incident management system is in place, and for signing the University Health and Safety Policy Statement.

Executive Director Business and People Services	
13	The Executive Director Business and People Services is responsible for the monitoring of health and safety management at the University, on behalf of the Principal and Vice Chancellor.
14	The Executive Director Business and People Services is responsible for ensuring that effective health and safety management arrangements are in place within Professional Services, that sufficient resources are provided, and that any health and safety issues are escalated if required.
15	The Executive Director Business and People Services will ensure that health and safety groups, committees or other appropriate meetings are held to discuss health and safety concerns within the remit of Professional Services.

Chief Financial Officer	
16	The Chief Financial Officer is responsible for ensuring that sufficient financial resources are allocated to complete safety critical and life safety maintenance and compliance works.

Executive Deans	
17	Executive Dean are responsible for ensuring that effective health and safety management arrangements are in place within their School, including ensuring Heads of Department have sufficient resources and escalating health and safety issues.

18	Executive Dean will ensure that health and safety groups, committees or other appropriate meetings are held to discuss health and safety concerns within the School.
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Head of the London Graduate School	
19	The Head of the London Graduate School is responsible for ensuring that effective health and safety management arrangements are in place within the Central London Campus.

Heads of Department	
20	Heads of Department are responsible for ensuring that effective health and safety management arrangements are in place within their Department, including ensuring that sufficient Health and Safety Coordinators and Fire Marshalls have been appointed in their area.
21	Heads of Department must ensure that sufficient resources are available to manage health and safety within their Department and escalate any concerns.
22	Heads of Department must ensure that there are sufficient competent people within their area to manage the health and safety risks.

Directors of Professional Services	
23	Directors of Professional Services are responsible for ensuring that effective health and safety management arrangements are in place within their department, including ensuring that sufficient Health and Safety Coordinators and Fire Marshalls have been appointed in their area.
24	Directors of Professional Services must ensure that sufficient resources are available to manage health and safety within their department and escalate any concerns.
25	Directors of Professional Services must ensure that there are sufficient competent people in their area to manage the health and safety risks.

Director of Estates	
26	The Director of Estates must ensure that health and safety is central to all stages of the design and implementation of University construction and refurbishment projects.
27	The Director of Estates must ensure that Security has sufficient resources to provide the required response to identified emergencies.

Head of Security	
28	The Head of Security must ensure that there are suitable processes and procedures in place to ensure that Security responds appropriately to identified emergencies.

Contractors	
39	Contractors are responsible for following guidance, policies, processes or procedures as provided by the University to ensure their own health and safety and that of others who may be affected by their actions or omissions.

Visitors	
40	Visitors must follow any instructions provided to safeguard their own and others health and safety.

Health and Safety Coordinators	
31	Health and Safety Coordinators are responsible for providing health and safety advice within their area, and assisting with or completing risk assessments and investigating accidents and incidents as required.
32	Health and Safety Coordinators are responsible for escalating issues beyond their level of competence to the Health and Safety office.

Fire Marshalls	
33	Fire Marshalls must ensure that in the event of a fire alarm everyone in their area of responsibility has left the building to a place of safety.

First Aiders	
34	First Aiders must provide fire aid to students, staff, visitors, contractors, or members of the public if they require or request assistance.

Director of Health, Safety, and Business Continuity	
10	The Director of Health, Safety, and Business Continuity will chair the Health and Safety Consultative Group.
29	The Director of Health, Safety, and Business Continuity is responsible for the management of fire safety, including the appointment of a competent technical specialist.
30	The Director of Health, Safety, and Business Continuity must ensure that there are sufficient competent people within the Health and Safety Office to manage the identified risks.
41	The Director of Health, Safety, and Business Continuity will create and update a health and safety risk register, including required remedial actions.
42	The Director of Health, Safety, and Business Continuity will create a strategic improvement plan for the Health and Safety Office each year and provide updates to the HSSC on its progress.
43	The Director of Health, Safety, and Business Continuity must create and publish detailed arrangements for how risk assessment will be completed within the University.
44	The Director of Health, Safety, and Business Continuity will ensure that a system is in place to manage the recording and investigation of accidents and incidents. The system must include a means of capturing any improvements required and ensuring they are actioned.
45	The Director of Health, Safety, and Business Continuity will create a process for the creation, consultation, publication and review of health and safety policies covering the topics they deem necessary.

46	The Director of Health, Safety, and Business Continuity must ensure that suitable and sufficient training courses are provided to meet the requirements of the University
47	The Director of Health, Safety, and Business Continuity must ensure that a suitable system is implemented to identify hazards requiring health surveillance and ensure that those staff and students effected are provided with appointments with a competent person at appropriate intervals.
48	The Director of Health, Safety, and Business Continuity will write Key Performance Indicators for health and safety and update both the HSSC and Executive Board on its progress.
49	The Director of Health, Safety, and Business Continuity will manage an assurance framework to ensure that the Principal and Vice Chancellor and Executive Board are provided with assurance that health and safety is being managed appropriately.
50	The Director of Health, Safety, and Business Continuity is responsible for implementing a system to track outstanding actions required to improve health and safety, including audit actions.

Health and Safety Officer (Compliance)	
51	Health and Safety Officer (Compliance) will specify the mandatory regulatory inspections required for University equipment and infrastructure and will audit compliance as required.

Committees

Council	
1	Council will seek assurance that health and safety is being appropriately managed through the Audit, Risk and Compliance Committee and People Committee, as appropriate.

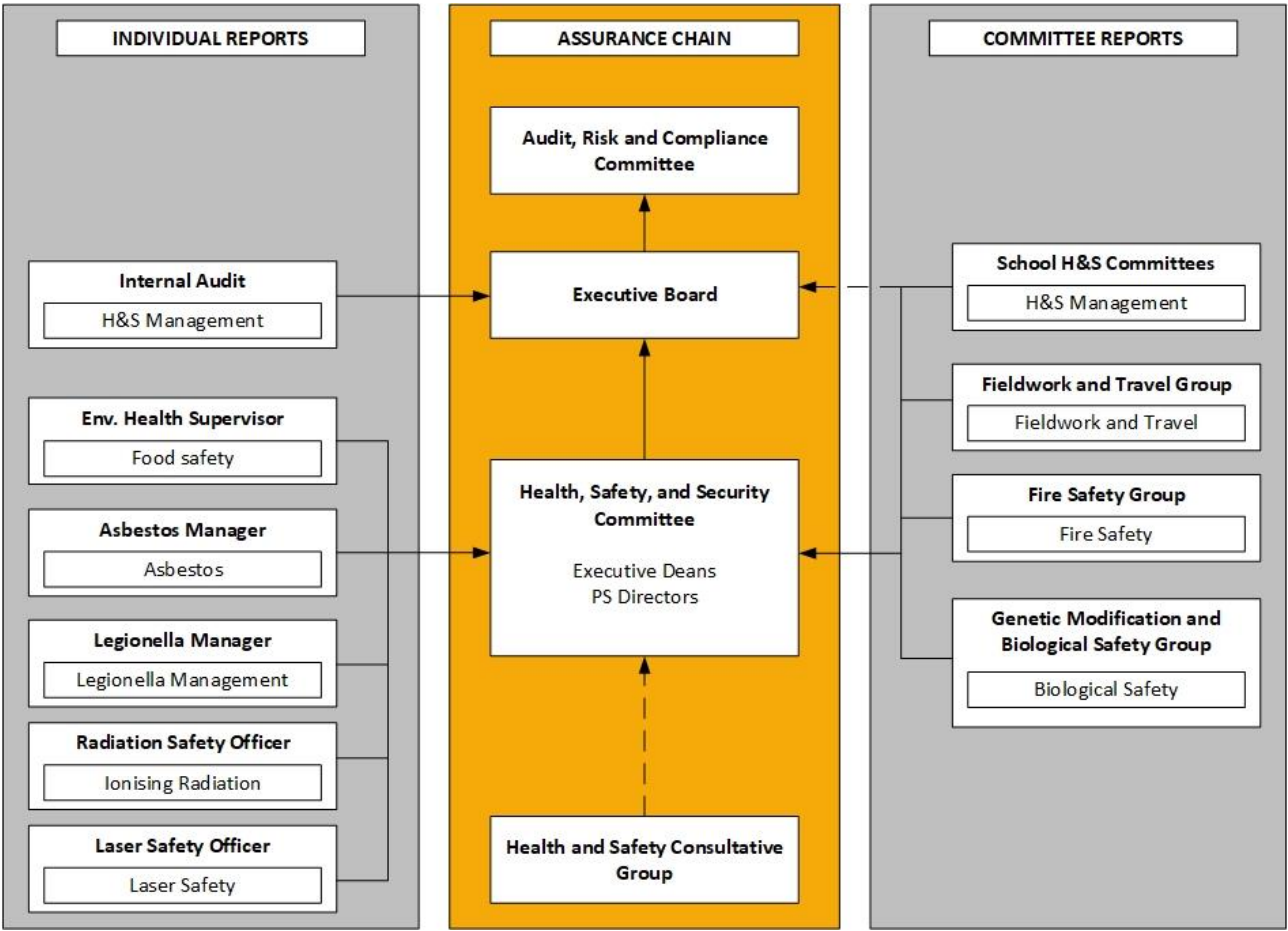
Executive Board	
2	The Executive Board is accountable for the management of health and safety at the University and in particular that Health and Safety Policies are appropriately reviewed and approved.
3	The Executive Board is accountable for ensuring they have assurance that the University is applying appropriate health and safety management throughout its activities, including the provision of suitable health and safety training.

Health, Safety, and Security Committee	
4	The HSSC is responsible for providing the Executive Board with assurance that health and safety is being managed appropriately.
5	The HSSC is responsible for approving low and medium risk health and safety policies.
6	The HSSC is accountable for ensuring that fire safety processes and procedures are appropriate.

7	The HSSC is accountable for monitoring the provision of health and safety training to ensure that staff are competent to complete the health and safety aspects of their role.
8	The Chair of the HSSC will provide an annual assurance report to the Executive Board.

Health and Safety Consultative Group	
9	The Health and Safety Consultative Group will provide a forum for consultation on health and safety policies and changes to the health and safety management system.

Appendix 1: Health and Safety Assurance Framework



Appendix 2: Health and Safety RACI Matrix

Area / Sub Area	Responsible	Accountable	Consulted		Informed	
Health and Safety at the College	Principal & VC	Executive Board	HSSC		HSW Consultative Group	
Implementation of H&S in PS	Exec Dir BPS	Principal	Head of Professional Services	Health and Safety Director		
Implementation of H&S in Schools	Head of School	Principal	Heads of Department	Health and Safety Coordinators		
Implementation of H&S in Departments	Head of Department	Head of School	Health and Safety Coordinators			
Accident and incident reporting system	Director HSBC	Principal	Executive Board		HSSC	HSW Consultative Group
Health and Safety Policy Statement	Director HSBC	Principal	Executive Board	HSW Consultative Group	Heads of Department	Health and Safety Coordinators
Management of Policies	Director HSBC	Executive Board	HSW Consultative Group			
High Risk Policies (in general)	Director HSBC	Executive Board	HSW Consultative Group			
Fire Safety Policy	Fire Safety WG	Executive Board	HSW Consultative Group	Director HSBC	Heads of Department	Health and Safety Coordinators
Legionella Policy	Legionella Manager	Executive Board	HSW Consultative Group	Legionella WG		
Food Safety Policy	Env Health Supervisor	Executive Board	HSW Consultative Group	Director HSBC		
Asbestos Policy	Asbestos Manager	Executive Board	HSW Consultative Group	Asbestos WG		
Fieldwork and Travel Policy	Fieldwork and Travel WG	Executive Board	HSW Consultative Group	Director HSBC	Heads of Department	Health and Safety Coordinators
Noise and Vibration Policy	Director HSBC	Executive Board	HSW Consultative Group			
Manual Handling Policy	Director HSBC	Executive Board	HSW Consultative Group		Health and Safety Coordinators	
Safeguarding Policy	Director HSBC	Executive Board	HSW Consultative Group	Director of Human Resources		
Stress Policy	Director HSBC	Executive Board	HSW Consultative Group	Director of Human Resources		
Ionising Radiation Policy	Radiation Safety Officer	Executive Board	HSW Consultative Group	Director HSBC		
Laser Safety Policy	Laser Safety Officer	Executive Board	HSW Consultative Group	Director HSBC		
Biological Safety Policy	Biological Safety Officer	Executive Board	HSW Consultative Group	Director HSBC		
Medium Risk Policies (in general)	HSSC	Executive Board	HSW Consultative Group		Heads of Department	Health and Safety Coordinators
Health and Safety Internal Audit	Director HSBC	Executive Board	HSW Consultative Group	Heads of Department	Health and Safety Coordinators	
Tracking of actions from Audit reports	Director HSBC	HSSC	Head of Professional Services	Heads of Department	HSW Consultative Group	
Fire Safety	Director HSBC	HSSC	Fire Safety WG		Fire Marshals	
PEEPS	Director HSBC	HSSC	Fire Safety WG	Disability and Dyslexia Support	Fire Marshals	
Fire Alarm Testing	Director HSBC	HSSC	Fire Safety WG	Head of Residences	Head of Maintenance	Fire Marshals
Emergency Lighting Testing	Director HSBC	HSSC	Fire Safety WG	Head of Residences	Head of Maintenance	Fire Marshals
Fire Evacuation	Director HSBC	HSSC	Fire Safety WG	Head of Residences	Head of Maintenance	Fire Marshals
Compliance	Director HSBC	Council via ARCC	Executive Board	HSWM Committee	HSSC	
H&S Risk Register	Director HSBC	Council via ARCC	Executive Board	HSWM Committee	HSSC	
Health and Safety Training	Director HSBC	Executive Board	HSW Consultative Group	Heads of Department	Health and Safety Coordinators	
Training required by law	Director HSBC	HSSC	HSW Consultative Group		Health and Safety Coordinators	
Mandatory training	Director HSBC	HSSC	HSW Consultative Group		Health and Safety Coordinators	
Role specific training	Director HSBC	HSSC	HSW Consultative Group		Health and Safety Coordinators	