

Health, Safety and Wellbeing

University of Staffordshire Health, Safety and
Wellbeing Policy

April 2025

POL-v05-25



University of Staffordshire Health, Safety and Wellbeing Policy

Name of Policy:	University of Staffordshire Health, Safety and Wellbeing Policy
Purpose of Policy:	University of Staffordshire Health, Safety and Wellbeing Policy
Intended Recipients:	All staff
Approval for this policy given by:	Will be ratified by the University Health, Safety and Wellbeing Committee
Date of Approval:	22 May 2025 scheduled
Proposed Review Date:	Every 3 years or sooner if required
Responsible for review:	Head of Health, Safety and Wellbeing
Name of person completing this coversheet	Sue Emery
Classification category of this policy:	Internal document

1. Health, Safety and Wellbeing Policy Statement:

University of Staffordshire, (henceforth incorporating University of Staffordshire Services Limited), is committed to attaining the highest standards of quality in both our learning and working environment. The development of robust and proactive arrangements for managing health, safety and wellbeing is, therefore, an integral feature of our activities and reflects our commitment to achieving continual improvements in workplace standards. Achieving high standards not only enhances our business efficiency and performance but also recognises that our staff and students are our most valuable asset.

This document, which has been approved by the University Health, Safety and Wellbeing Committee and the Board of Governors, outlines a framework for the management of health, safety and wellbeing at the university and provides the basis by which more detailed arrangements can be developed by Schools and Services to control their risks.

This policy also specifies duties and responsibilities for key personnel. We must be mindful of our own personal responsibilities to take care of our own health, safety and wellbeing and that of our students, staff, visitors, and members of the public. We recognise we must exercise a high degree of care for our students, many of whom have little awareness or experience of the hazards in what is essentially a working environment.

In order to fully achieve our objectives to continuously improve standards this policy must be actively supported by both staff and students and followed and used positively and proactively. In this way we can all make a valuable and significant contribution to ensure our university will continue to be a safe and healthy place in which to work and study.

Our Strategic Plan and Academic Strategy explain our vision of what we want to be and how we are making that vision a reality. It lists the goals we have set ourselves for 2030; this policy aims to help achieve this vision.



Professor Martin Jones

Vice Chancellor & Chief Executive



Dr. Martin Pugh

Chair, Board of Governors

2. Organisation and Responsibilities:

The commitment and co-operation of staff and students of the University are essential if the highest standards of health, safety and wellbeing are to be ensured.

The University considers that health, safety and wellbeing controls are about the management of risk and not necessarily about the elimination of risk altogether. Health, safety and wellbeing controls are in place at the University in order to enable activities to be undertaken in a reasonable and safe manner and are not established to prevent activities which may contain an element of controlled risk; proportionality is essential. All significant risks to staff, students, apprentices, visitors and others, will be assessed, controlled, documented and reviewed according to legislation and in line with our own procedures.

Commitment from senior management at the University is vital and specific duties and responsibilities are assigned to them accordingly.

2.1 The Board of Governors

As the University's governing body, the Board carries ultimate responsibility for the health, safety and wellbeing of employees, students and other individuals whilst on university premises and in other places where they might be affected by the University's operations.

The Board itself is required:

- To satisfy itself that the University has an appropriate written statement of policy on health, safety and wellbeing and effective arrangements for the implementation of that policy.
- To ensure that adequate resources for health, safety and wellbeing are provided.

In discharging these responsibilities, the Board is advised by the Vice Chancellor, as the principal academic and administrative officer of the University. The Board will:

- Receive regular reports on health, safety and wellbeing from the University Health, Safety and Wellbeing Committee.
- Be notified of any untoward incidents carrying a major risk to health and safety and/or wellbeing.
- Be notified of any enforcement action taken against the University by the enforcing authorities.

Whilst statutory compliance will be accepted as a baseline standard, the Board will ensure that the University is compliantly moving towards best possible health, safety and wellbeing practice.

2.2 Vice Chancellor

As the principal academic and administrative officer of the University, the Vice Chancellor has a legal responsibility, alongside the Board, for ensuring that the University complies with relevant health and safety (and wellbeing) legislation. These responsibilities are assumed by the Deputy Vice Chancellor in the absence of the Vice Chancellor. In this regard the Vice Chancellor has overall responsibility for health, safety and wellbeing at the University and will:

- Provide clear and visible leadership on health, safety, wellbeing and welfare.

- Ensure that the University has a general policy on the management of health, safety and wellbeing and that this policy is communicated to all employees.
- Ensure that health, safety and wellbeing is considered in university planning activities.
- Advise the University Board of Governors on health, safety and wellbeing matters as appropriate.
- Ensure that adequate communication channels are present so that relevant health, safety and wellbeing issues are brought to the attention of senior management.
- Ensure that the same management standard is applied to health, safety and wellbeing as to other management functions.
- Ensure that senior managers in the University are given sufficient training in health, safety and wellbeing matters to discharge their health, safety and wellbeing responsibilities in a competent manner.
- Hold accountable (Executive) Deans/Directors (henceforth this includes other line managers who have been delegated health, safety and wellbeing responsibilities), through appraisal and review processes.

The Vice Chancellor also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the University; in exceptional circumstances, this may include summarily closing (in whole or in part) university buildings, sites, operations or activities.

The Vice Chancellor has appointed the Chief Operating Officer to be the senior manager with responsibility for overseeing health, safety and wellbeing, to champion implementation of this policy and to chair the University Health, Safety and Wellbeing Committee. On behalf of the Vice Chancellor, the Chief Operating Officer also ensures that resources are allocated to establish and maintain competent health, safety and wellbeing support and advice.

2.3 Executive

The individual members of the Executive are accountable to the Vice Chancellor for the implementation of the University's Health, Safety and Wellbeing Policy in the areas under their control and for ensuring that adequate resources are made available for this purpose.

Collectively and individually, they provide health, safety and wellbeing leadership throughout the University and are responsible for ensuring that:

- Adequate resources are allocated to (Executive) Deans/Directors, to enable them to meet their health, safety and wellbeing responsibilities.
- All management decisions taken either individually or in Committee reflect the intentions of the Health, Safety and Wellbeing Policy.
- Where appropriate, they include health, safety and wellbeing as an agenda item in Executive meetings.

Executive are responsible for ensuring that, in support of this policy, a long-term strategic plan will be developed by the University as part of the overall strategic planning of the University with specific goals targeted at:

- Compliance with all relevant health and safety (and wellbeing) legislation.
- Reduced incidence of accidents and incidences of work-related ill-health.
- The development of a positive health and safety culture to include wellbeing, throughout the University.
- Improved health and wellbeing of the workforce.

2.4 Executive Member with Health, Safety and Wellbeing Responsibility

The Vice Chancellor has nominated the Chief Operating Officer as the Executive Member with health and safety responsibility, including wellbeing, for University of Staffordshire, who will, in so far as is reasonably practicable:

- Ensure that adequate resources are allocated to health, safety and wellbeing and that it enjoys equal importance with other management objectives.
- Champion health, safety and wellbeing issues at the Executive level in the University.
- Ensure that the Vice Chancellor is advised of any health, safety and wellbeing matters which cannot be dealt with satisfactorily at a lower level.
- Hold the final authority for the enforcement of health, safety and wellbeing issues where there is a need to compel Schools/Services to act.
- Make recommendations to the Vice Chancellor and the Board of Governors on health, safety and wellbeing policy and practice, and oversee the work and governance of the University Health, Safety and Wellbeing Committee.
- Chair the University Health, Safety and Wellbeing Committee and ensure appropriate consultative arrangements are in place with employees and their representatives.
- Ensure that appropriate training is available to members of the University who have significant responsibilities in the management of health, safety and wellbeing.

The Chief Operating Officer is the representative of the corporate body and the nominated contact for enforcing agencies regarding the serving of formal notices and summons.

In the absence of the Vice Chancellor, the Chief Operating Officer is authorised, in consultation with the Head of Health, Safety and Wellbeing as appropriate, to take appropriate executive action to prevent serious harm to individuals or to the University.

2.5 (Executive) Deans of Schools and Directors of Services

(Executive) Deans and Directors are ultimately responsible to the Vice Chancellor for the management of health, safety and wellbeing within their areas of control and for ensuring effective implementation of the University's Health, Safety and Wellbeing Policy and codes of safe working practice.

To achieve this, they will:

- Foster a health, safety and wellbeing culture in which health, safety, wellbeing and related welfare issues are seen as essential and integral parts of the School/ Service's activity to ensure effective governance on health, safety and wellbeing issues.
- Ensure that the School or Service has either a specific Health, Safety and Wellbeing Group in place and scheduled, or that health, safety and wellbeing is a scheduled part of SMT.
- Ensure there is current signed Terms of Reference for the Health, Safety and Wellbeing Group or SMT that is reviewed regularly.
- Ensure health, safety and wellbeing is a standing agenda item at team meetings and in 1-1's.
- Ensure that local safe working procedures, etc. are in place and adhered to as necessary.
- Ensure that the annual health, safety and wellbeing declaration has been prepared and submitted to the Head of Health, Safety and Wellbeing and subsequently the University Health, Safety and Wellbeing Committee upon request.
- Ensure all activities and processes with significant hazards are risk assessed and adequately controlled, and those assessments recorded, shared and regularly reviewed.

- Seek advice from the Head of Health, Safety and Wellbeing on health, safety and wellbeing issues for which clarification or assistance is required.
- Ensure that health, safety and wellbeing policies and procedures are implemented effectively in areas under their control.
- Take prompt/appropriate action on any matters brought to their attention by staff, Trades Union Safety Representatives, or the Head of Health, Safety and Wellbeing.
- Ensure that planned and systematic workplace inspections are carried out on at least an annual basis; or more frequently proportionate to risk.
- Ensure that all portable electrical equipment within their areas of control is electrically tested according to the guidelines issued by Infrastructure.
- Ensure that sufficient information, instruction, training and supervision is given to staff to enable them to carry out their duties in a safe and competent manner.
- Ensure that new members of staff receive induction, members of staff changing roles receive appropriate training, and staff members receive appropriate training when new equipment is installed.
- Ensure that arrangements are in place for regular monitoring, auditing and review of health, safety and wellbeing performance.
- Ensure that external contractors employed directly by the School/Service (i.e. not through Infrastructure) comply with the standards outlined by Infrastructure.
- Appoint personnel for roles as requested by the Head of Health, Safety and wellbeing, specifically:
 - First Aiders
 - Fire Wardens
 - Evac Lift Operators
 - Evac Chair Operators
 - DSE Assessors
 - Mental Health First Aiders
 This list is not exhaustive and is subject to change.
- Ensure time is allocated for adequate training and discharge of the duties for the nominated personnel listed above.
- Ensure adequate consultation with those whose health, safety and wellbeing may be affected by changes in School/Service rules, routines and procedures or environmental conditions.
- Ensure that the University emergency procedures are known and complied with.
- Ensure that health, safety and wellbeing training needs have been identified and that staff members receive such training as appropriate.

The structure of a School or Service may also include sub-division into smaller operational units managed by Senior Managers. These Managers will have responsibility for implementation of the University's Health, Safety and Wellbeing Policy in their areas of control. In practice (Executive) Deans/Directors may delegate the performance of health, safety and wellbeing duties as described above to Senior Managers as appropriate but will nevertheless provide a clear and decisive lead to ensure that adequate arrangements are in place to discharge their responsibilities.

2.6 Executive Director of Infrastructure

The Executive Director of Infrastructure holds the following responsibilities in addition to those general health and safety (and wellbeing) responsibilities as a (Executive) Director:

- Having a sound knowledge of health and safety legislation and codes of practice relevant to the areas of Estates responsibility.

- Ensuring that university buildings, grounds and services do not endanger the health and safety of persons using them and are all compliant according to statutory requirements including:
 - Asbestos
 - Fire
 - Water hygiene and legionella control
 - Lifts and lifting equipment
 - Gas
 - Electric
 - Traffic management
 This list is not exhaustive.
- Ensuring that the provision of lighting, heating, ventilation and supply of drinking water is adequately maintained.
- Ensuring that means of access to and egress from university buildings are adequately maintained.
- Ensuring that testing and maintenance of systems in respect to fire alarms, smoke alarms and emergency lighting systems are carried out in accordance with a planned programme (including student accommodation units) and correct records kept.
- Ensuring that up-to-date fire risk assessments are in place for all University buildings and resultant actions completed.
- Ensuring that a risk assessment of all activities/processes and substances have been undertaken, is regularly reviewed and the results formally recorded where appropriate.
- Ensuring that maintenance staff members are made aware of any hazards which may affect their safety and health whilst working on university premises (including student accommodation units).
- Ensuring that the effectiveness of the maintenance programme is monitored by periodic inspection of university campus buildings and initiating remedial action where necessary and recorded.
- Ensuring that appropriate priority is given to maintenance requests received from Schools/Services which contain health and safety implications.
- Ensuring that fire drills are held at least twice per year in all university buildings.
- Ensuring that grounds equipment, machinery and chemicals are maintained and used safely in accordance with current legislation.
- Ensuring that accident investigations relevant to Infrastructure activities and spheres of responsibility have been conducted and completed.
- Ensuring that an annual health and safety 'Action Plan' is developed and submitted to the University Health, Safety and Wellbeing Committee upon request.
- Ensuring that classrooms, lecture theatres, offices, corridors, toilets and general work areas are included within a planned cleaning programme.
- Ensuring that Infrastructure vehicles are maintained and regularly serviced and records kept.
- Ensuring any assessments for vibration are completed and controls actioned accordingly.
- Ensuring that adequate training and health and safety information is given to all Infrastructure personnel so that their duties can be carried out in a safe and competent manner.
- Ensuring that building/maintenance work carried out by external contractors commissioned by Infrastructure complies with relevant statutory provisions and is in accordance with the standards outlined in the current 'Code of Safe Working Practices for Contractors'.
- Ensuring Client Risk Assessments are completed to provide evidence of how contractors' works could adversely affect the health, safety and wellbeing of staff, students and visitors and how these will be controlled.

- Maintaining records of all portable electrical appliances/tools in use within the University and ensuring they are electrically tested according to their policy (this is subject to Schools/Services informing Infrastructure of the assets and need for testing).
- Ensuring that the fixed wiring of every university building is inspected, tested and maintained on a regular basis by competent persons in accordance with the Electricity at Work Regulations and the IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment and appropriate records are to be kept.

2.7 Head of Health, Safety and Wellbeing

The role of the Head of Health, Safety and Wellbeing involves a combination of advisory and executive functions. This Officer is the 'competent person' appointed under the Management of Health and Safety at Work Regulations 1999 and reports to the Chief Operating Officer on a day-to-day basis for the execution of their duties but will have direct access to the University Executive on matters considered appropriate.

In practice, this Officer will work closely with all staff. The main duties will be to:

- Advise the Vice Chancellor through the Chief Operating Officer on all matters relating to health, safety and wellbeing issues concerning the University.
- Develop, implement, monitor, review and revise University Health, Safety and Wellbeing policies and guidance.
- Advise on statutory provisions.
- Promote health, safety, wellbeing and welfare within the University.
- Review the effectiveness of health, safety and wellbeing training and provide suitable training and development.
- Monitor formally reported health and safety (and wellbeing) incidents, carry out independent investigations where it is deemed necessary and provide the appropriate advice and assistance in implementing remedial actions identified through these investigations.
- Attendance at, and advice to the University Health, Safety and Wellbeing Committee.
- Periodically audit the health, safety and wellbeing management systems of Schools/ Services to ensure effectiveness and provide advice and assistance in addressing areas for action identified by these audits.
- Provide an effective and accessible information service on health, safety, welfare and wellbeing.
- Follow a programme of continued professional development.
- Prepare an annual health and safety, including wellbeing, report for submission to the Board of Governors.
- Compile accident data.
- Represent the interests of the University at meetings of bodies whose activities may influence health, safety and wellbeing issues at the University.
- Appraise the effectiveness of the University's Health, Safety and Wellbeing Management system.
- Provide effective liaison with Trades' Union Safety Representatives and external safety services and specialists.
- Liaise with relevant enforcement agencies and co-ordinate their visits and inspections
- Support and advise Schools and Services in the execution of their duties.
- Carry out other such health, safety and wellbeing duties that may be assigned by the University.

2.8 School/Service Health, Safety and Wellbeing Roles

(Executive) Deans and Directors will appoint personnel as requested by the Head of Health, Safety and Wellbeing. These roles include:

- First Aiders
- Mental Health First Aiders
- Fire Wardens
- Evac Chair Operators
- Evac Lift Operators
- DSE Assessors

This list is not exhaustive.

These roles are advisory and do not carry executive responsibility for health and safety or wellbeing within the School or Service. (Executive) Deans and Directors must ensure staff are allocated time to complete their role and attend training.

2.9 Specialist Health and Safety Roles

2.9.1 Biological Safety Officer (incl. Genetically Modified Organisms)

Duties:

- Advise on the containment and training aspects of work relevant to biological health and safety.
- Ensure that appropriate training of staff and students is carried out.
- Advise on risk assessments and ensure these are in place.
- Ensure that the local rules for the safety of staff and students are drawn up and followed.
- Advise on the safe storage, transport and disposal of infectious materials, genetically modified organisms, harmful or potentially harmful material and ensure that records kept are current and accurate.
- Organise local inspections.
- Provide technical support on risk assessment and classification of genetically modified organisms.
- Ensure that accidents/incidents/spillages/etc are reported, appropriately investigated and followed up.
- Advise on appropriate methods for testing for the presence of viable organisms outside the primary containment, if deemed necessary.
- Liaise with the University Health, Safety and Wellbeing Committee and Head of Health, Safety and Wellbeing to implement university policies and ensure that statutory notifications are made.
- Report quarterly to, and attend when required, the University Health, safety and Wellbeing Committee on matters relating to Biological Safety.
- Inform employers of any changes to the relevant regulations.

2.9.2 Radiation Protection Supervisor

Duties:

- Be fully familiar with the University's health, safety and wellbeing requirements relating to radiation protection and remain up to date with relevant statutory provisions.
- Provide advice to members of the Schools on matters of radiation protection.
- Follow a programme of continued professional development so that professional expertise is maintained.

- Provide advice to the (Executive) Dean on the formulation and revision of policy and procedures in relation to radiation protection.
- Liaise with the Head of Health, Safety and Wellbeing on radiation matters as appropriate.
- Conduct or co-ordinate systematic inspections to identify unsafe or unhealthy conditions or work practices and take remedial action as appropriate.
- Investigate and report all accidents involving radiation.
- Disseminate radiation protection information to appropriate staff and students.
- Ensure that new members of staff involved in radiation protection receive adequate information, instruction and training.
- Liaise with internal or external radiation protection specialists as necessary.
- Determine the areas of activity which require specific control and supervision.
- Carry out area monitoring to determine exposure levels as appropriate.
- Advise on storage, distribution and disposal of radioactive substances in accordance with Environment Agency licensing criteria.
- Carry out other such radiation protection duties as may be assigned by the University.

2.9.3 School Laser Safety Advisor – incorporated into the NIR/EMF role below

Duties:

- To provide advice to the University on matters of laser safety and safe working practices.
- To follow a programme of continuing professional development.
- To co-operate with the University's appointed Laser Safety competent person.
- Maintain up-to-date records of Class 3B and 4 laser products on site.
- Maintain up-to-date records of personnel authorised to operate and maintain each laser.
- Maintain up-to-date records of the servicing arrangements for each laser.
- Ensuring that a thorough risk assessment has been carried out by each LSS for any procedure involving a laser system of class 3b or higher.
- Monitor compliance with procedures for laser safety and take immediate action in instances of non-compliance and inadequate or insufficient procedures.
- Carry out an audit of laser facilities as required.
- Arrange and/or oversee laser safety training for staff and students.
- Inspection of new laser facilities and products.
- Investigate any accidents or dangerous occurrences involving lasers or laser radiation.
- To be an ex-officio member of the University Health, Safety and Wellbeing Committee.

2.9.4 COSHH/Respirable Contaminants Advisor:

Duties:

- Awareness of the content and scope of the Control of Substances Hazardous to Health Regulations 2002 with particular reference to fumes, dusts, vapours & mists.
- Understanding of the types of airborne contaminants and the associated health effects of uncontrolled exposure.
- Awareness of what processes generate which types of respirable contaminants.
- Awareness of the range of control methods available for different types of contaminants.
- Knowledge of various methods of testing levels of contaminants present in the workplace along with relevant workplace exposure limits.
- Reviewing relevant activities to ensure that the specific respiratory risks are controlled adequately.
- Advising staff on airborne contaminant implications prior to procurement of equipment.

- Advising staff on suitability of different respiratory protective equipment when working with contaminants.
- Providing links to additional sources of information for staff making decisions on equipment usage, activities and risks.
- Joining health and safety inspection teams when covering areas generating respirable contaminants and making a specific assessment of the control methods including requesting service and maintenance documentation.
- Providing guidance on how to test levels of airborne contaminant in the workplace (either by recommending an external provider or suitable equipment).

2.9.5 University Human Tissue Advisor

Duties:

- Advises on all aspect of the use of human tissue for research purposes including:
 - Obtaining consent
 - Storage of human tissue
 - Transfer of relevant material
 - Disposal of human tissue
 - Advises on aspects of the Human Tissue Act including whether the activity falls under the legislation.
- Helps to ensure compliance with the Human Tissue Act.
- Provides ethical review support for projects.
- Advises on ethical aspects of human tissue research.
- Advises on Health and Safety aspect of human tissue usage.
- Responsible for the statutory notifications of the Human Tissue Authority in the event of any relevant serious adverse events or near misses.
- Continually reviewing the need for a human tissue licence and will be Section 18 Designated Individual should this be required.

2.9.6 Non-Ionising Radiation / Electromagnetic Fields Safety Supervisor

Aurora Health Physics provide the University with a pay-per-use specialist service for non-ionising radiation and electromagnetic fields, paying only for the services that we use from them.

In addition to appointing Aurora as a supplier for these services, they will be conducting an initial audit in conjunction with the NIR/EMF Safety Supervisor, to establish:

- What equipment we have that falls under the legal requirements.
- Efficacy of our controls and managements systems including risk assessments.
- What health surveillance is required (if any).
- Improvements and maintenance of our processes.
- At what point will we need to operate the pay-per-use service and consult PHE, or another competent person(s) for specialist advice.
- Training.

A named Non-Ionising Radiation and Electromagnetic Field Specialist Supervisor, acts as specialist liaison between the University and Aurora.

2.9.7 Drones/UAS (Unmanned Aircraft Systems) Manager

The UAS Manager role ensures that any use of university owned UAS's is compliant with current UAS, Health and Safety, and data protection legislation, updating the University's Operations Manual and applying for the license requirements.

Responsibility is for the safety of the whole business operation and the following:

- Risk mitigation and endorsement.
- Ensuring that all tasks are performed to the required standards.
- Ensuring that continuously compliant with the dictates of the UK CAA and procedures contained within CAP722 and the latest and current version of the Air Navigation Order.
- Is at all times accountable to the CAA.
- Ensuring data and privacy is handling in accordance with the Data Protection Act 1998.
- This includes critical responsibility and accountability for policy, process and enforcement, making representation at all levels on behalf of the University on matters relating to UAV management and use.

2.9.8 Electrical and Energised Creation Safety Officer

Duties:

- To advise staff and students on the Bespoke Electrical Creations policy.
- Support staff and students by advising on the workflow when working with bespoke electrical projects.
- Advise on how to complete the Permit to Work (PTW), risk assessment and method statement required.
- Approve PTW before work can commence.
- Maintain online repository of permits submitted for compliance purposes.

2.9.9 DSEAR (Dangerous Substances and Explosives Atmospheres Regulations) Officer

Knowledge and duties:

- Awareness of the content and scope of The Dangerous Substances and Explosives Atmospheres Regulations 2002.
- Provide advice on compliance with the regulations and ensure that risk assessments are in place.
- Ensure control measures are in place for the safety of staff and students and adhered to.
- Liaise with the Head of Health, Safety and Wellbeing on DSEAR matters as appropriate.
- Conduct or co-ordinate systematic inspections to identify unsafe work practises and take remedial action as appropriate.
- Advise staff on areas of activity that require specific controls when contacted.
- Advise on storage, distribution and disposal of materials covered by DSEAR.
- When informed of new members of staff working with dangerous substances and explosive atmospheres ensure they receive adequate information, instruction and training.

2.10 Personal Responsibilities: All Staff

University members of staff at every level have a responsibility for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions. To this end, members of staff have the following specific responsibilities for:

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- Conducting themselves in a manner conducive to their own health, safety and wellbeing and that of others.
- Fulfilling the contents and spirit of the University Health, Safety and Wellbeing Policy to the best of their ability.
- Co-operating with the University in complying with statutory obligations and approved codes of practice.
- Undertaking any health, safety and wellbeing training which is deemed necessary to secure the health, safety, wellbeing and welfare of themselves or others.
- Only using machinery, plant or equipment which they have been trained to use in the manner for which they were designed and in accordance with the appropriate safety precautions.
- Reporting all defects in plant and equipment through School/Service channels.
- Reporting all defects in procedures or systems of work which it is believed may cause injury or ill health.
- Reporting all accidents and incidents immediately, whether injury has been sustained or not, by following the University's procedure.
- Complying with all local and University health and safety policies and procedures and with the arrangements in place to control health and safety (and wellbeing) risks.
- Ensuring that the highest standards of housekeeping are maintained in their workplace.
- Demonstrating their personal commitment to health, safety and wellbeing through the adoption of best practice and encouraging those whom they supervise to do the same.

Staff should ensure that members of the public who are visiting their work are made aware of any appropriate health, safety and wellbeing requirements and that adequate procedures are in place to ensure their visitor's safety during building evacuation, or other reasonably foreseeable emergency that may arise.

An employee who fails to take reasonable measures to protect the health and safety (and wellbeing) of himself/herself and that of others or fails to comply with the general duties and procedures outlined in this document may be subject to the University's disciplinary procedures.

2.11 Personal Responsibilities: Academic and Technical Staff

Academic and Technical staff hold the following responsibilities in addition to those general health, safety and wellbeing responsibilities shown in 2.10.

Universities have a legal duty to provide 'such supervision as is necessary' to ensure the health, safety and wellbeing of both postgraduate and undergraduate students. When dealing with postgraduate students it is important to understand that this duty cannot be discharged by relying solely upon a student's status or perceived competence.

Academic staff (permanent, part-time and visiting) have an additional level of responsibility for ensuring the health, safety and wellbeing of the students who work and study under their direction and supervision. This includes:

- Satisfying themselves that the risks to health and safety (and wellbeing) arising from activities undertaken and equipment, materials, facilities, etc. used by students have been addressed so far as is reasonably practicable.
- Ensuring that they and their students are fully informed of and aware of the risks to health and safety (and wellbeing) associated with the academic activities under their

control, the protection and prevention measures in place and any relevant emergency procedures.

- Checking that the student is following the agreed procedures.
- Ensuring that students are evacuated promptly from teaching areas in the case of emergency evacuations using the appropriate routes.
- Demonstrating their personal commitment to health, safety and wellbeing through the adoption of best practice and encouraging those whom they supervise to do the same.

It is a statutory duty that competency requirements for all staff are identified and that they receive the necessary information, instruction and training to carry out their duties in a way that does not endanger themselves or others.

2.12 Personal Responsibilities: Visiting Academics and Guest Workers

Visitors to the University who work within or for a School/Service do so only with the permission of the appropriate (Executive) Dean/Director and must follow University and Departmental Health, Safety and Wellbeing policies and procedures.

In such circumstances visiting academics and workers must be afforded the same degree of protection against risks to their health, safety and wellbeing as the employees and students of the University. Such visiting academics and workers shall also receive, from the commissioning or host School/Service, suitable and sufficient information, instruction and training to enable them to undertake their work safely and in accordance with university and departmental rules – all significant risks shall be assessed in accordance with university Departmental requirements.

2.13 Personal Responsibilities: Students incorporating Apprentices

The attention of all students of University of Staffordshire is drawn to their legal responsibility, under section 8 of the Health and Safety at Work, etc. Act 1974, not to interfere with or misuse anything, any objects, structures or systems of work, provided by University of Staffordshire in the interests of health, safety and wellbeing.

Students should:

- Report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the approved reporting mechanisms.
- Report 'near miss' incidents which have the potential to cause injury or ill health, using the approved process.
- Notify their Academic Mentor Tutor when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential).
- Not proceed with any activity if they feel it poses a threat to their health and safety and wellbeing, or to that of others.
- Report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, via the correct process, or to their Academic Mentor Tutor or the nearest Information Point without delay.

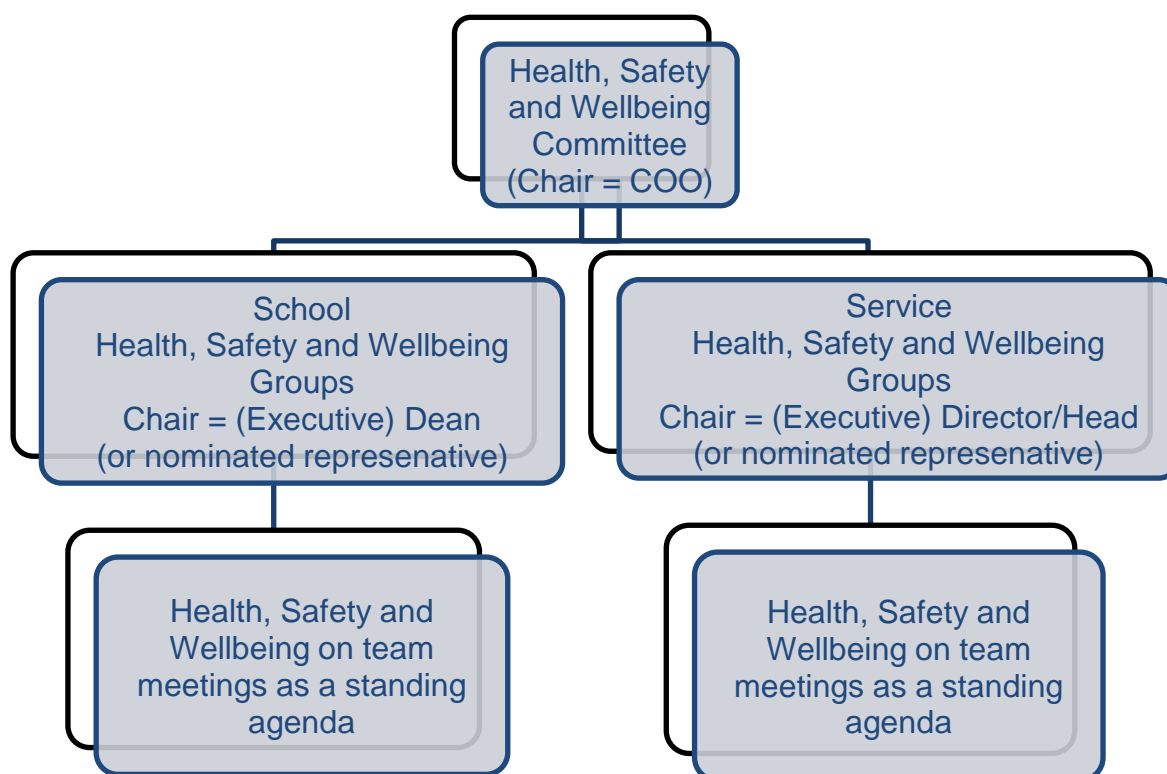
Any member of staff or any student may contact the Head of Health, Safety and Wellbeing for advice and guidance.

3. Arrangements:

University of Staffordshire's health, safety and wellbeing management is based on the Health and Safety Executive's (HSE) guidance 'HSG65 - Managing for Health and Safety'. It follows the Plan, Do, Check, Act approach and achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system. The system also links with the UCEA/USHA 'Leadership and Management of Health and Safety for Higher Education Institutions'.

Governance of health, safety and wellbeing is by the University Health, Safety and Wellbeing Committee. This is chaired by the Chief Operating Officer as the Executive Member with health, safety and wellbeing responsibility. Meetings are every quarter and representatives from across all Schools and Services attend, as well as Trade Union and Student Union Representatives. This committee has an agreed and regularly reviewed Terms of Reference.

School and Service Health, Safety and Wellbeing Groups feed into and from the University Health, Safety and Wellbeing Committee. These, whether stand-alone groups or part of the SMT, have an agreed and regularly reviewed, Terms of Reference. They all have agendas and publish their minutes to their relevant staffing.



Arrangements for all aspects of health, safety and wellbeing are available in the form of guidance, training, policy and information. Information is reviewed regularly and available for all staff, noting that the guidance may be provided by other Services, for example Infrastructure or Human Resources and Organisational Development, not solely by Health, Safety and Wellbeing. Topics include:

- Accident Reporting and Investigation
- Apprentices
- Asbestos
- Children in the University
- Contractor Management
- COSHH
- Driving
- Display Screen Equipment
- Electric including PAT
- Emergency Arrangements including Evacuations
- Evac Chairs
- Eye Test
- Fire Safety
- Fire Wardens
- First Aid including AED
- Gas Safety
- Health and Safety Committee
- Health and Safety Groups
- Health and Safety Policy
- Health and Safety Strategy and Action Plan
- Health and Safety Law
- Homeworking/Remote Working
- Lifts and Lifting Equipment
- Lone Working and Personal Safety
- Manual Handling
- Mental Health First Aiders
- New and Expectant Workers
- Noise at Work
- Occupational Health Surveillance
- Personal Emergency Evacuation Plan (PEEP)
- Personal Protective Equipment
- Portable Electrical Appliance Testing
- Risk Assessment
- Self-declarations
- Smoking
- Staff Travel and Trips
- Stress
- Student Fieldwork and Trips
- Student Placements and Practice Learning
- Thermal Comfort
- Training
- Unmanned Aerial Systems (Drones)
- Vibration
- Violence
- Water Management
- Working at Height.

This list is not exhaustive and subject to change according to need and legislative changes.

4. Author:

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