



Health and Safety Policy

Operational Owner:	<i>Director of Health and Safety</i>
Executive Owner:	<i>Chief Operating Officer (COO)</i>
Effective date:	<i>November 2021</i>
Review date:	<i>November 2022</i>
Related documents:	Health and Safety Policies and Procedures Appendix 1 – Health and Safety Golden Values Appendix 2 – SPELLcheck for Safety Appendix 3 – Health and Safety Strategy 2017-2022

Approval History

Version	Reviewed by	Amendment history	Approved by	Date
1	Clive Parkinson and Health and Safety Committee	First Draft (new format)	Executive Board	June 2014
2	Clive Parkinson and Health and Safety Committee	Second Draft (updated management structure)	Executive Board	April 2015
3	Clive Parkinson and Health and Safety Committee	(Minor Update: Commitment Statement signed by new Vice Chancellor: No further change or approval required)		October 2015
4	Clive Parkinson and Health and Safety Committee	(Minor Update: Commitment Statement signed by new Vice Chancellor: No further change or approval required)		October 2016
5	Clive Parkinson and Health and Safety Committee	Third Draft (updated management structure)	Executive Board	24 th July 2018
6	Clive Parkinson and Health and Safety Committee	(Minor updates following EB approval in Dec 2018: ref management structure & annual review process; updated definitions)	Health and Safety Committee	15 th Feb 2019
7	Director of Health and Safety	(Minor Updates: Version numbers updated. Owners updated. Changed line reporting for health and safety. Changes to job/committee titles.)	Health and Safety Committee	21 st June 2019
8	Director of Health and Safety	Updated to reflect changes in university organisational arrangements.	Health, Safety and Wellbeing Committee	20 October 2021

1	Introduction
1.1	Purpose
1.1.1	The purpose of this Health and Safety 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.
1.2	Scope
1.2.1	This policy applies to all staff, students, contractors and visitors.
1.3	Definitions
1.3.1	Occupational Health, Safety and Environment is defined as “the measures and systems aimed at preventing harm and ill health to those at work, whilst protecting the environment from damage that could result from work practices.”
1.3.2	Training and Briefing Briefing is informing such persons of relevant knowledge in relation to health and safety. Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.
1.3.3	Competent Persons A competent person has the skills, knowledge, attitude, training and experience to undertake the role effectively.
1.3.4	Accessibility The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.
2	Policy
2.1	Principles
2.1.1	Commitment Statement The health and safety of staff, students and visitors is of paramount importance to the University. Our Health and Safety Policy enables the University to operate effectively and allow its staff, students and visitors to undertake their activities without detriment to their health, safety and wellbeing. We embrace the ‘Towards Zero Harm’ programme as it recognises that our goal is to ensure that our activities do not result in harm, injury or ill health to staff, contractors or others. ‘Towards Zero Harm’ is a goal that we can and must achieve so our performance matches leading organisations that have successfully risen to this challenge. This is about leadership and management establishing a culture that focuses on safe working practices and behaviours encouraging everyone to deliver the health and safety performance to match a leading organisation. This is encapsulated in our Golden Values and evidenced by the SPELLcheck framework .
	Failings in health and safety can result in harm to individuals and can impact on the University’s ability to conduct its business, and its reputation. That is why in the University’s Health and Safety Policy we have set out our commitment to good practice, our responsibilities for health and safety, and the standards that we, the Executive and the University, are determined shall be met. The University has fully adopted the UCEA Leadership and management of health and safety in higher education institutions as the

	standard to which all staff and students are expected to meet.
	<p>Our Vision is to allow the University to operate effectively and allow our staff, students and visitors to undertake their activities without detriment to health, safety and wellbeing. This vision is supported by the following ambitions:</p> <ul style="list-style-type: none"> ▪ to have a strong health and safety culture and matching management systems ▪ to attain and maintain a leading health and safety performance within the sector ▪ to work towards the attainment of zero harm for both work related injuries and ill-health ▪ to continue to improve our level of performance over time in everything we do. <p>We can encourage all those we work with to be more mindful of health and safety in everything we do. Together we can work ‘Towards Zero Harm’.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  <p>Professor G Q Max Lu Vice-Chancellor & President</p> </div> <div style="text-align: center;">  <p>Michael Queen Chair of Council</p> </div> </div>
2.1.2	<p>Policy Statement</p> <p>The University is committed to excellence in health and safety performance and to meeting its responsibilities for the health, safety and wellbeing of its staff and students, as well as others, including visitors, who may be affected by university activities.</p> <p>This can only be achieved through the application of good practice in health and safety and positive actions by its managers and staff.</p> <p>The University is committed to achieving effective control of risk by working to the health and safety management performance standards contained within this policy. These relate to:</p> <ul style="list-style-type: none"> ▪ leadership, resource allocation, and consideration of health and safety implications arising from business decisions ▪ effective risk control measures and systems ▪ competence of those involved in making decisions on health and safety ▪ continuous and planned improvement ▪ taking corrective and preventative action based on monitoring, auditing and investigating activities ▪ clear definition of arrangements ▪ encouraging ownership through communication and consultation. <p>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. Further to this, the University recognises its relationship with the Students’ Union and will encourage the Union to adopt this Policy, where applicable.</p>
2.2	Roles and Responsibilities
2.2.1	<p>Council</p> <p>Ultimate responsibility for health and safety within the University rests with the University’s governing body, the University Council. Council set and monitor progress against the University’s Health and Safety Strategy.</p> <p>Council receives reports on health and safety performance at each meeting and an</p>

	Annual Report from the University's Health, Safety and Wellbeing Committee.
2.2.2	<p>Vice-Chancellor</p> <p>The Vice-Chancellor is accountable to Council for health and safety performance and has executive authority for setting policy for the management of health and safety.</p> <p>The Vice-Chancellor has delegated authority for the day-to-day management of the University's Health and Safety function to the Chief Operating Officer (COO).</p> <p>The Vice-Chancellor chairs the Executive Board and is a member of Council.</p>
2.2.3	<p>Chief Operating Officer (COO)</p> <p>The Chief Operating Officer (COO) is advised by the Director of Health and Safety and is a member of the University Compliance (Health, Safety and Wellbeing) Committee.</p> <p>The Chief Operating Officer (COO) has authority to approve Health and Safety Standards and changes to the University's Health and Safety Management System.</p> <p>The Chief Operating Officer (COO) is a member of the Executive Board and also a member of Council.</p> <p>The Chief Operating Officer (COO) is also responsible to the Vice-Chancellor for the line management of the Directors of Professional Service (as administratively appropriate).</p> <p>The Chief Operating Officer (COO) is assisted in their responsibilities for health and safety by the University Secretary and General Counsel who has responsibility for the directorate in which health and safety sits and is also Chair of the Compliance (Health, Safety and Wellbeing) Committee.</p>
2.2.4	<p>Executive Board</p> <p>The activities and operation of the University are directed and controlled through the Executive Board and its line management structures. The Executive Board is the forum where changes in policy, including health and safety policy, are approved. The Executive Board aim to identify and resolve health and safety implications arising from strategic and operational decisions made by the Board. The Executive Board have health and safety as a standing agenda item at each of their Board meetings. The Executive Board receive regular reports on health and safety performance and reports from the Compliance (Health, Safety and Wellbeing) Committee.</p>
2.2.5	<p>Compliance (Health, Safety and Wellbeing) Committee</p> <p>The Compliance (Health, Safety and Wellbeing) Committee is chaired by the University Secretary and General Counsel and is supported by the Director of Health and Safety.</p> <p>The Committee monitors the health and safety performance of the University, reviews incidents and provides a forum for obtaining input from management and health and safety professionals on the development and direction of health and safety at the University.</p> <p>The Committee will receive an annual review from the Deans and Directors of high-risk areas of the Professional Services on health and safety performance.</p> <p>The purpose of the review is for the Deans and Directors of high-risk areas of professional</p>

	<p>services (e.g. Estates, Facilities and Commercial Services, and Surrey Sports Park) to present to the committee a report on their annual health and safety performance and action plans based on their annual reports. This will require the Deans and Directors to personally present to the committee.</p>
2.2.6	<p>Wellbeing Strategy Group</p> <p>The Wellbeing Strategy Group is chaired by the Chief Student Officer. The Wellbeing Strategy Group formulates strategy on wellbeing and reports progress to the Compliance (Health, Safety and Wellbeing) Committee.</p>
2.2.7	<p>Consultation and the Health and Safety Consultative Committee</p> <p>The University consults with and involves staff and student representatives on health and safety issues. It achieves this formally through the Health and Safety Consultative Committee. The Health and Safety Consultative Committee reports to the Compliance (Health, Safety and Wellbeing) Committee, and is chaired by the Director of Health and Safety.</p> <p>The University recognises health and safety representatives appointed by UCU, UNITE and UNISON. It encourages the Students' Union to represent the student body on health and safety issues. In addition, the University retains the right to consult with staff or students as appropriate on relevant issues related to health and safety performance.</p> <p>All Faculties, Schools and Directorates must have their own Health and Safety arrangements which provide opportunities for staff and managers to work together on improving health and safety within their respective areas.</p>
2.2.8	<p>Executive Board</p> <p>Executive Board members are accountable for ensuring that there are arrangements within their own areas of responsibility for achieving University policy and standards on health and safety. They must:</p> <ul style="list-style-type: none"> ▪ provide leadership on establishing an effective health and safety culture. ▪ ensure that they provide adequate resources to address health and safety issues in a timely manner. ▪ complete and return the Annual Health and Safety Assurance Report and attend an annual meeting of the Compliance (Health, Safety and Wellbeing) Committee, if requested. ▪ establish a body to monitor and review the following: <ul style="list-style-type: none"> ○ setting and reviewing health and safety performance and objectives. ○ effective means of consulting with the workforce. ○ health and safety risk register and the appropriateness of control measures. ○ that appointments are made for all professional and key health and safety roles (in collaboration with the Director of Health and Safety). ○ setting and monitoring competency standards (this includes both staff and students). ○ health and safety arrangements and information systems.

2.2.9	<p>Director of Health and Safety</p> <p>The Director of Health and Safety is accountable to the President and Vice-Chancellor for ensuring that the University has appropriate professional advice on health and safety issues. The Director of Health and Safety has authority from the Vice-Chancellor to stop activities that put people at imminent risk of harm. The Director of Health and Safety reports to the University Secretary and General Counsel through the Director of Risk and Assurance.</p> <p>The Director of Health and Safety undertakes the following:</p> <ul style="list-style-type: none"> ▪ develops the Health and Safety Policy and Standards. ▪ defines core knowledge and skills (competence) for key groups of staff, students, contractors, and academic visitors. ▪ maintains a resource of information and guidance on the University's Health and Safety website. ▪ administers the incident reporting system and reviews incident data to identify incident trends and any lessons that can be learned. ▪ takes responsibility for investigating significant incidents and for RIDDOR reporting on behalf of the University. ▪ is the custodian of the University Health and Safety Risk Register and associated Risk Management processes. ▪ supports the University Compliance (Health, Safety and Wellbeing) Committee and monitors Health and Safety Key Performance Indicators and provides an Annual Report to the Compliance (Health, Safety and Wellbeing) Committee, Executive Board and Council. ▪ supports the professional development of staff with accountability for providing advice on health and safety within their Faculty/Directorate. ▪ establishes networks and forums for exchange of good practice and liaises closely with Occupational Health, The Wellbeing Centre, Human Resources and other professionals. ▪ supports the University Research goals by providing a regulatory affairs service for specialist licenses and permits that are allied to Health and Safety Legislation. ▪ supports the University research and teaching by providing a hazardous waste service.
2.2.10	<p>Heads of Schools/Directorates/Departments*</p> <p>Heads of Schools/Directorates/Departments* and other persons with management roles are accountable for the management of health and safety within their areas. They must be aware of health and safety issues within their areas of responsibility and the necessary risk control measures and ensure that these measures are effectively implemented.</p> <p>They must establish a body to monitor and review the following:</p> <ul style="list-style-type: none"> ▪ setting and reviewing health and safety performance and objectives. ▪ effective means of consulting with the workforce. ▪ health and safety risk register and the appropriateness of control measures. ▪ that appointments are made for all professional and key health and safety roles (in collaboration with the Director of Health and Safety). ▪ setting and monitoring competency standards (this includes both staff and students). ▪ health and safety arrangements and information systems. <p>* The University does not have a universal definition of what a School/Department is, and it may not always be appropriate for Departments to set up a body as described above. This should be set out in the Faculty/Directorate Health and Safety Arrangements.</p>

2.2.11	<p>Supervisors</p> <p>Staff in a supervisory position, including faculty members responsible for students, are accountable for the health and safety of the people, activities, and projects that they supervise. They must be aware of the health and safety issues and control measures relevant to their activities and projects. They must comply with the University's Health and Safety Policy and any other relevant arrangements within their area or activity.</p>
2.2.12	<p>Staff, Students, Visitors and Contractors</p> <p>Every individual member of staff, student, visitor or contractor has a responsibility to take care of their own health and safety, take due consideration for the health and safety of others, and not interfere with or misuse facilities that are there in the interests of health and safety. Each individual must comply with the University's policies and standards, and the relevant arrangements for the area or activity.</p>
2.2.13	<p>Contractors</p> <p>The University expects its contractors to adhere to the University Health and Safety Policy but also to adopt its health and safety values. Contractors must also demonstrate that they have effective arrangements for the following:</p> <ul style="list-style-type: none"> ▪ setting and reviewing health and safety performance and objectives. ▪ effective means for consulting with the workforce and reporting of incidents. ▪ appropriate risk assessment and effective control measures. ▪ setting and monitoring competency standards.
2.2.14	<p>Other Persons</p> <p>Other persons who could also be affected by the University's activities will, where necessary, be consulted with and provided with appropriate information.</p>
2.2.15	<p>University Owned Companies</p> <p>The Chief Executive Officer of each University owned company is responsible for the health and safety associated with the business of the company and for achieving the University's Health and Safety Policy and Standards. These arrangements are monitored by the Compliance (Health, Safety and Wellbeing) Committee.</p>
2.2.16	<p>Student Union</p> <p>The University of Surrey Students' Union (Union Club and all Student Union owned companies) is responsible for its own Health and Safety Policy and supporting arrangements. These general arrangements are monitored by the Compliance (Health, Safety and Wellbeing) Committee.</p>
2.2.17	<p>Research Park</p> <p>The Research Park is managed by the Director of Surrey Research Park who reports to the Pro-Vice-Chancellor, Research & Innovation. These arrangements are monitored by the Compliance (Health, Safety and Wellbeing) Committee.</p>
2.2.18	<p>Executive Sustainability Steering Group</p> <p>The Executive Sustainability Steering Group (ESSG) is responsible for overseeing the development and progress against the University's environmental sustainability strategy. The Group receives reports from working groups including research, curriculum,</p>

	operational sustainability, catering and waste, building standards and transport. The Group considers health and safety issues that impact upon this strategy and across its working groups.
2.2.19	<p>Occupational Health Provision</p> <p>The University has a service level agreement with an Occupational Health provider. The service covers all directly employed members of staff and selected postgraduate students who have specific risk exposure. University subsidiary companies have to arrange their own separate occupational health provision.</p>
2.2.20	<p>Student Health and Safety</p> <p>The Executive Board is accountable for student health and safety. Services in support of student health and wellbeing are overseen by the Chief Student Officer (CSO).</p> <p>The Wellbeing and Welfare Department, within the Office of the CSO provides a range of services for students including: the Guilddowns University Health Centre (providing a full service standard NHS general practitioner surgery) the Centre for Wellbeing (providing counselling and psychotherapy, general health and mental health information and advice, and enhanced coordination of support for the most vulnerable students); the Chaplaincy (providing religious, spiritual and pastoral support); Wardens (providing pastoral, welfare and disciplinary in the residencies), Peer Support Service (an online and in person peer to peer support service run by trained students advising and empowering students to improve their experience of University life), and Disability and Neurodiversity (providing advice and support to students with long term health conditions or neurodiversity, including reasonable adjustments and mentoring)</p> <p>The Head of Wellbeing and Welfare also advises and supports the University on issues relating to Public Health.</p>
	<p>Training and written guidance on health, safety, fire safety, welfare and security is made available to all new students. This training covers the range of common hazards that students are likely to come across at the University including fire safety, electrical safety and use of computers. Students in University residences receive additional information specific to issues associated with accommodation including fire safety and self-catering.</p> <p>The University includes a Professional Training element in most of its undergraduate courses. This process and its funding are co-ordinated by the Professional Training Committee which reports to Senate.</p> <p>The Equality and Diversity Committee addresses issues of disability within the Equality and Diversity Action Plan and Impact Indicators. The Action Plan sets out its approach to promoting disability equality for staff, students, and visitors. University policies relating to staff and disabilities are held on the University Policy Website. Each Faculty has a Faculty Disabilities Representative and departments have a tutor responsible for liaison with Disability and Neurodiversity (D&N).</p>
	<p>Student applicants are encouraged to disclose to the Department Admissions Tutor or Disability and Neurodiversity (D&N), in advance of their application, if they require adaptations or personal care to support their study. Students who develop disabilities after admission are encouraged to inform their lecturers / tutors of any aspect likely to affect their studies or health and safety at the University. Issues can then be referred to D&N who will assess the student's needs and report back to their Faculty Disabilities Representative. Where appropriate, a Learning Support Recommendation (LSR) will be developed and implemented</p>

	<p>for the student.</p> <p>The University has a Safeguarding Policy. The purpose of this Policy and related procedures is to set out the University's approach to safeguarding of children, young people and adults in a vulnerable situation when involved with university activities or on its property.</p> <p>In addition to fire and health and safety regulations, University residences are operated to the Universities UK Code of Practice for Student Accommodation, while those managed by other organisations must meet the requirements of the Accreditation Network UK (ANUK) code of practice. Where University residences are managed by other organisations, the other organisation is accountable to the University for health, safety and welfare.</p>
2.2.21	<p>Security on Campus</p> <p>The University has its own in-house Security Department which is part of Estates, Facilities and Commercial Services. Their core role is to provide a safe and secure environment in which the University's business can operate efficiently. Professionally trained, uniformed security staff are available throughout the 24-hour period to provide a security service and to act as First Responders to any emergency incident.</p> <p>The Head of Security will provide or arrange for specialist advice in relation to CCTV, crime prevention matters and strategic security issues, as well as VIP and royal visits to the University.</p>
2.2.23	<p>Insurance</p> <p>The University holds a range of insurances, including employers and public liability, professional negligence, personal accident and overseas travel, as well as insurance for its buildings and assets. Its insurers are also responsible for statutory inspections of its plant. The University insurers have an interest in how the University manages health and safety risks. They carry out periodic surveys of the campus and may issue recommendations for improvements, both in terms of the physical construction of the premises and how they are operated, and the activities undertaken at the University.</p> <p>Insurers will expect that the circumstances surrounding accidents and incidents are investigated by the University as soon as possible after the event and that the investigation findings, and any other relevant information, is made available to them should a claim for compensation be brought against the University. Contact with the University's insurers is via the Head of Insurance.</p>
3	Governance Requirements
3.1	Implementation / Communication Plan
3.1.1	The Policy is communicated to all staff as part of the University Policy website – and through induction training. Relevant information is also published on the University Health and Safety intranet site and Health and Safety Handbook.
3.2	Exceptions to this Policy
3.2.1	There are no exceptions
3.3	Review and Change Requests
3.3.1	<p>This Policy is reviewed annually by the Director of Health and Safety.</p> <ul style="list-style-type: none"> ▪ Minor changes will be reviewed and agreed through the Compliance (Health, Safety and Wellbeing) Committee.

	<ul style="list-style-type: none"> Major changes will be reviewed through the Compliance (Health, Safety and Wellbeing) Committee and submitted to Executive Board for approval. <p>Review will be annually or in line with any relevant changes to legislation (if sooner). Health and Safety Consultative Committee will be consulted during the review process, as required.</p>
3.4	Legislative context
3.4.1	This Policy complies with the requirements of the Health and Safety at Work etc. Act 1974, and other associated legislation.
	<p>This Policy sets out to comply with the required ‘duty of care’ placed upon the University. Under Health and Safety Law a ‘duty of care’ is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.</p> <p>The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.</p> <p>This duty of care cannot be delegated away; instead, the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback.</p> <p>The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity.</p> <p>In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff and visitors.</p>
3.5	Stakeholder Statements
3.5.1	<p>Equality: Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.</p>
3.5.2	Health & Safety: This Policy is the overarching statement on health and safety for the University.
3.5.3	<p>Executive Board, Compliance (Health, Safety and Wellbeing) Committee, and Health and Safety Consultative Committee</p> <p>Roles and Responsibilities are referenced within the Policy</p> <p>Changes to this Policy will be consulted, reviewed and approved at the appropriate level, in line with policy guidance.</p>