

Policy Statement Executive Owner Approval Route:	Our Safety - Chief Operating Officer - Compliance Committee
Authorised Co-Ordinator:	Health & Safety Manager Heath and Safety Officer (Radiation and Environmental Protection)
Effective date:	25 th January 2022
Due date for full review:	January 2023

Approval History

Version	Reason for review	Date
1.0	Creation of Policy Statement	25/1/22

1. Purpose and Scope

- 1.1. We are committed to the safety of our colleagues, students, contractors and visitors and as such we aim to achieve the highest possible standards of Health and Safety (H&S) across all of our operations. This Policy applies to all colleagues, students, contractors and visitors.

2. Objectives

- 2.1. We aim to deliver an excellent student experience which not only safeguards their safety but that of our colleagues, contractors and visitors.
- 2.2. By continually striving to improve our service and drive student experience we will robustly apply our H&S Procedures which encapsulate our legal and regulatory requirements.
- 2.3. We will provide a stepped care provision of wellbeing support that will signpost to external statutory services which our services are not designed to duplicate or replace statutory services.

3. Delivery Parameters

- 3.1. **Identify applicable laws and regulations** - We will identify all applicable laws and regulations and ensure that appropriate and proportionate controls are in place.
- 3.2. **Identify and manage health and safety risks** – We will have a culture of risk identification that applies to all of our colleagues and students. H&S risks will be identified at a local level and reported upwards to identify trends and mitigations.
- 3.3. **Promote continual improvement** – We will continue to challenge our processes and reporting to identify new ways of working to improve the safety for all and the student experience.
- 3.4. **Drive appropriate behaviours** – We will take a zero tolerance approach to behaviours that are not in line with our culture and this Policy. Where behaviours fall down, we will train and develop those involved.
- 3.5. **Develop a health and safety culture** - Through the right behaviours and processes we will develop a culture where every colleague and student takes personal responsibility for their own wellbeing and the wellbeing of those around them.
- 3.6. **Engage with our main stakeholders** - We will seek to engage with our contractors and key stakeholders to establish common principles and foster high standards.

We will communicate with our colleagues and students regularly so that they understand the university's provision of wellbeing support and how these intersect with statutory services.

We will continue to build partnerships with external services and charities.
- 3.7. **Report, investigate and take action** – Action will be robust and prompt where required to address emerging issues.
- 3.8. **Develop our colleagues' and students' skills** – All colleagues and students will be given the skills and training needed to comply with this Policy as is appropriate for the role they are undertaking. Colleagues and students will be made aware of their roles and responsibilities and how the University's Procedures and processes support them in discharging these responsibilities.

A training and learning culture will be embedded within our approach to H&S.

Contractors will comply with this Policy and be selected based on the necessary skills and training for the role they are undertaking.

4. Performance

Performance target dates, unless otherwise stated, align with the end of the strategy period 2023/24.

- 4.1. A RIDDOR and Sector incident rate of 1.5 / 14.03.
- 4.2. Monitor enforcement action with no action taken.

5. Responsibilities (ownership)

5.1. Council

- Ultimate responsibility for H&S rests with the University's governing body, the Council.
- Council approves the University's H&S Strategy and monitors progress against it.
- The Council have delegated to the Vice Chancellor the executive accountability for H&S.
- Promoting a culture of H&S awareness and compliance.

5.2. Vice Chancellor

- Is accountable to Council for H&S performance and has executive authority for the management of H&S.
- Has delegated authority for the day-to-day management of the University's H&S function to the Chief Operating Officer (COO).
- Promote a culture of H&S (including wellbeing) awareness and compliance.

5.3. Policy Owner - COO

- Accountable for defining the Procedures and mechanisms – including systems and processes - for achieving the performance indicators.
- Promote a culture of H&S awareness and compliance.

5.4. Executive Board

- Accountable for applying the Procedures and supporting documentation within their portfolios.
- Responsible for resolving escalated risks and issues from the Compliance (Health and Safety and Well-being) Sub Committee.
- Responsible for evaluating resource allocation requests in the context of planning and prioritisation processes.
- Responsible for maintaining H&S risk registers in their areas.
- Promote a culture of H&S (including wellbeing) awareness and compliance.

5.5. Compliance (Health, Safety and Wellbeing) Subcommittee

- Approvals of supporting Procedures.
- Responsible for overseeing progress and delivery within the scope of the Health and Safety Strategy Responsible for resolving issues and barriers to success.
- Responsible for making the case for appropriate resource allocation in the context of a wider prioritisation process.
- Responsible for ensuring associated risks have been mitigated within the risk appetite.
- Promote a culture of H&S (including wellbeing) awareness and compliance.

5.6. Heads of/ Managers

- Maintaining awareness of their responsibilities under this Policy, Procedures and legislation.
- Overseeing the allocation of H&S responsibilities at departmental level.
- Ensuring H&S risks are appropriately assessed, quantified and mitigated where necessary.

- Ensuring all colleagues within their remit are appropriately trained in H&S matters.
- Promote a culture of H&S (including wellbeing) awareness and compliance.

5.7. Individual Members of Staff and Students

- Undertake all H&S training required and keep it up to date.
- Will operate within the Procedures and guidelines.
- Understand the responsibilities and boundaries of themselves and the organization, including confidentiality.
- Identify any H&S concerns and promptly escalate them.
- Will take reasonable care for the H&S of themselves, and of others whom their actions or omissions may affect.
- Promote a culture of H&S (including wellbeing) awareness and compliance.

5.8. Safety Representatives (trades union or non-trades union)

- Assist with the promotion of safe working practices.
- Familiarise themselves with this Policy and supporting Procedures and guidance.
- Work with departments and others when responding to incidents.
- Report personally, or endeavour to ensure that other colleagues report, any hazardous or potentially hazardous situations.
- Respond with the action required in cases of emergency such as those related to fire, accidents and security issues.
- Promote a culture of H&S (including wellbeing) awareness and compliance.

5.9. Contractors and Visitors

- Responsible for complying with H&S Procedures and supporting documentation.

6. Implementation and Communication

6.1. Our Safety Policy and Procedures can be found on the University web pages.

6.2. New Procedures will be brought to the attention of stakeholders via a range of media, including:

- SurreyAlert.
- SurreyNet.
- Induction Training.
- Other bespoke training.

7. Exceptions

7.1. None.