

Policy Statement Executive Owner Approval Route:	Our Safety - Chief Operating Officer - Compliance Committee
Authorised Co-Ordinator:	Health & Safety Manager Health and Safety Officer (Radiation and Environmental Protection)
Effective date:	25 th January 2022
Due date for full review:	January 2024

Approval History

Version	Reason for review	Date
1.0	Creation of Policy Statement	25/1/22
2.0	Annual Review of Policy Statement	14/12/22

Introduction

The **University Policy Framework** comprises 8 **Policy Statements** – Our Colleagues, Our Students, Our Education, Our Research and Innovation, Our Safety, Our Data, Our Partners and Reputation, Our Operations.

The 8 **Policy Statements** are high level documents which cover the University's mission, aims and business. **Policy Statements** are aligned to the University Strategy.

The **Policy Framework** is detailed in the Procedure of Policies and Procedures (POPP). POPP provides direction on, and standards for, the development and review of University **Policy Statements, Procedures** and related documentation.

Procedures are 'how to ...' documents, each of which is owned by one **Policy Statement**. **Procedures** may also be associated with one or more other **Policy Statement(s)**. The Vice-Chancellor, as the principal Academic and Administrative Officer of the University, is accountable to Council for the good management of the University and for the matters set out in each **Policy Statement**. The Vice-Chancellor delegates responsibility for delivery to the Executive Owner of each **Policy Statement**.

This is the **Policy Statement** for: **Our Safety**

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. The duties and obligations that the University of Surrey owes to those it employs, those who come to the University to study, contractors and other visitors in relation to their health and safety and well-being come from three sources; duties imposed by statute, any duty of care imposed by common law, and contractual obligations. The University aims to meet these duties and obligations as follows:
 - 2.1.1. We aim to deliver an excellent student experience which not only safeguards their safety but that of our colleagues, contractors and visitors.
 - 2.1.2. 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.
 - 2.1.3. We will develop a health and safety culture through training, culture and processes that enable every colleague and student to take personal responsibility for their own wellbeing and the wellbeing of those around them.
 - 2.1.4. We will build relationships with external statutory services who provide statutory clinical services and ensure that our services, which are not designed to duplicate or replace statutory services, clearly signpost to these 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 Responsibilities (ownership)

4.1 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.

4.2 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.

4.3 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.

4.4 Chief People Officer

- Accountable for the provision of stepped care wellbeing support that signposts to external statutory services, which University services are not designed to duplicate or to replace.
- Accountable for preventative measures in order to support broader aspects of colleague wellbeing.

- Promote a culture of well-being of our colleagues.

4.5 **Chief Student Officer**

- Accountable for a proactive culture of case management, risk identification and escalation supported by training, clear accountability, responsibilities and boundaries.
- Accountable for the provision of stepped care wellbeing support that signposts to external statutory services, which University services are not designed to duplicate or to replace.
- Promote a culture of well-being of our students.

4.6 **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.

4.7 **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 overseeing progress and delivery of well-being strategies and initiatives.
- 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.

4.8 **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.

4.9 **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.

4.10 **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.

4.11 **Contractors and Visitors**

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

5 Implementation and Communication

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

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

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

6 Exceptions

6.1 None.

Appendix 1 - Performance

- By end of 23/24, 100% of central procedures and supporting documentation reviewed and updated in line with new Policy Framework (25% by end of 2022, 75% 2023, and 100% by end of 2024).
- At least 95% completion rate for all essential e-learning as part of the new employee onboarding process (interim KPI of 85% by end of 2022).
- A RIDDOR and Sector incident rate of 1.5 / 14.03.
- Monitor enforcement action with no action taken.
- All other metrics as set out in Health and Safety Strategy met or exceeded.