



# Health and Safety Policy

<b>Originator name:</b>	Director of Health and Safety
<b>Section / Dept:</b>	Health and Safety Committee
<b>Implementation date:</b>	21 <sup>st</sup> March 2015
<b>Date of next review:</b>	March 2017
<b>Related policies:</b>	<i>All Health and Safety related policies</i>
<b>Policy history:</b>	Policy last reviewed in June 2014

## Version History

Version	Author	Revisions Made	Date
1	Clive Parkinson	First Draft (new format)	June 2014
2	Clive Parkinson	Second Draft (updated management structure)	March 2015
2.4	Clive Parkinson	(Minor Update: Commitment Statement signed by new Vice Chancellor: No further change or approval required)	October 2015
2.5	Clive Parkinson	(Minor Update: Commitment Statement signed by new Vice Chancellor: No further change or approval required)	October 2016

## Approval History

### Equality Analysis



Version	Reviewed by	Comments	Date
1	Equality & Diversity Staff Jo McCarthy-Holland	Full Equality Impact Assessment approved	5 <sup>th</sup> June 2014
2	Equality & Diversity Staff Member's Jo McCarthy-Holland	Full Equality Impact Assessment retained (no change to equality)	10 <sup>th</sup> March 2015

## Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Health and Safety Committee	20 <sup>th</sup> March 2014
2	Health and Safety Committee	19 <sup>th</sup> March 2015
	Executive Board	30 <sup>th</sup> April 2015

<b>1</b>	<b>Introduction</b>
<b>1.1</b>	<b>Purpose</b>
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.
<b>1.2</b>	<b>Scope</b>
1.2.1	This policy applies to all staff, students, contractors and visitors.
<b>1.3</b>	<b>Equality Analysis</b>
1.3.1	<p>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>
<b>1.4</b>	<b>Definitions</b>
1.4.1	Occupational Health and Safety can be defined as “the regulations, procedures and actions designed to prevent and protect persons from accident or injury or ill health in the workplace.”
1.4.2	<p><b>Competence, Training and Briefing</b></p> <p>Competence is based upon training and is equipping staff, students (and others where the University has a duty-of-care) with relevant skills and knowledge to deal appropriately with a given health and safety situation.</p> <p>Briefing is informing such persons of relevant knowledge in relation to health and safety.</p> <p>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.</p>
1.4.7	<p><b>Accessibility</b></p> <p>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.</p>
<b>1.5</b>	<b>Legislative context</b>
1.5.1	This Policy complies with the requirements of the Health and Safety at Work Act 1974 (and other associated legislation).
1.5.2	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>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. 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>
<b>1.6</b>	<b>Health and Safety Implications</b>
1.6.1	This Policy is the overarching statement on health and safety for the University.
<b>2</b>	<b>Policy</b>
<b>2.1</b>	<b>Principles</b>
2.1.1	<p><b>Commitment Statement</b></p> <p>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.</p> <p>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.</p> <p>‘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.</p> <p>This is about leadership and management establishing a culture that focuses on safe working practices and behaviours.</p> <p>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.</p>

	<p>Our goals are:</p> <ul style="list-style-type: none"><li>• to be a world class institution with a matching health and safety record</li><li>• to be a beacon of best practice within the sector</li><li>• to consider an accident at work as something extraordinary</li><li>• to consider all work-related ill-health as preventable</li><li>• to have a culture in which there is full engagement with safety and safe working practices</li><li>• to continually improving our level of performance over time in everything we do.</li></ul> <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;"><div data-bbox="323 678 443 786"></div><div data-bbox="1083 663 1251 808"></div></div> <p>Professor G Q Max Lu Vice-Chancellor</p> <p>Jim Glover Chair of Council</p>
2.1.2	<p><b>Policy Statement</b></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"><li>• leadership, resource allocation, and consideration of health and safety implications arising from business decisions</li><li>• effective risk control measures and systems</li><li>• competence of those involved in making decisions on health and safety</li><li>• continuous and planned improvement</li><li>• taking corrective and preventative action based on monitoring, auditing and investigating activities</li><li>• clear definition of arrangements</li><li>• encouraging ownership through communication and consultation</li></ul> <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>

<p><b>2.2</b></p>	<p><b>Roles and Responsibilities</b></p>
<p>2.2.1</p>	<p><b>Council</b></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 appoint an independent Chair of the Health and Safety Committee who has accountability for seeking assurance on health and safety performance on behalf of Council.</p> <p>Council receive reports on health and safety performance at each meeting and an Annual Report from the University’s Health and Safety Committee.</p> <p><b>Vice-Chancellor</b></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 Vice-President Human Resources.</p> <p>The Vice-Chancellor chairs the Executive Board and is a member of Council.</p> <p><b>Vice President Human Resources</b></p> <p>The Vice-President Human Resources is advised by the Director of Health and Safety and by the Health and Safety Committee.</p> <p>The Vice-President Human Resources has authority to approve Health and Safety Standards and changes to the University’s Health and Safety Management System.</p> <p>The Vice-President Human Resources meets the Director of Health and Safety on a regular basis. The Vice President Human Resources is a member of the Executive Board and also a member of Council.</p> <p><b>Executive Board</b></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 an Annual Report from the University Health and Safety Committee.</p>

### **Health and Safety Committee**

The Health and Safety Committee is chaired by an independent person appointed by Council and is supported by the Director of Health and Safety. The Committee also advises the Vice President Human Resources.

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.

The Chair of the Committee will seek assurance from Executive Board members that health and safety is managed appropriately through the Annual Health and Safety Assurance Statement and through an annual meeting with those Executive Board members with high health and safety risks.

### **Wellbeing Strategy Group**

The Wellbeing Strategy Group is a formal body of the Health and Safety Committee and is Chaired by the Vice-President and Registrar. The Wellbeing Strategy Group formulates strategy on wellbeing and reports progress to the Health and Safety Committee.

### **Consultation and the Health and Safety Consultative Committee**

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 is a sub-committee reporting to the Health and Safety Committee and is chaired by the Director of Health and Safety.

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.

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.

### **Executive Board Directors**

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:

- 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 with the Chair of Health and Safety Committee if requested.
- establish a body to monitor and review the following :
  - 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

### **Heads of Schools/Directorates/Departments**

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 implemented.

### **Supervisors**

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.

### **Staff, Students, Visitors and Contractors**

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.

### **Other Persons**

Other persons who could also be affected by the University's activities will, where necessary, be consulted with and provided with appropriate information.

### **University Owned Companies**

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 University Health and Safety Committee.

### **Student Union**

The University of Surrey Student 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 University Health and Safety Committee.

### **Research Park**

The Research Park is managed by the Director of the Research Park who reports to the Vice-President Innovation and Growth. These arrangements are monitored by the University Health and Safety Committee.

### **Estate's Committee**

The Estate's Committee is responsible for the development and implementation of the Estate's Strategy and considers matters of health and safety that impact upon this strategy.

### **University Sustainability Group**

The University Sustainability Group is responsible for environmental strategy and considers health and safety issues that impact upon this strategy.

### **Transport Policy Group**

The Transport Policy Group review transport related incidents and bring forward suggestions for infrastructure improvements for the benefit of pedestrians, cyclists and vehicle users accessing the campus facilities.

### **Director of Health and Safety**

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 Vice President Human Resources.



The Director of Health and Safety undertakes the following:

- 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 Health and Safety Committee and monitors Health and Safety Key Performance Indicators and provides an Annual Report to the Health and Safety Committee
- 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

### **Occupational Health Provision**

The University has a service level agreement, via the Vice-President Human Resources, with the Robens Centre for Occupational Health and Safety for occupational health provision to the University. 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.

## **Student Health and Safety**

The Executive Board is accountable for student health and safety. Services in support of student health and wellbeing are overseen by the Vice-President and Registrar.

The Student Support Services Department provides a range of services for students including: the Student Services Centre (practical, administrative, financial and general information, advice and guidance); the Student 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); and Wardens and Mentors (providing pastoral, welfare, disciplinary and social support in the residencies).

The Lead Nurse Adviser (the lead nurse in the Health section of the Centre for Wellbeing) also advises the University on issues relating to Public Health.

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.

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.

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 Additional Learning Support (ALS).

Student applicants are encouraged to disclose to the Department Admissions Tutor or Additional Learning Support, 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 Additional Learning Support who will assess the student's needs and report back to their Faculty Disabilities Representative. Where appropriate a Learning Support Adjustment (LSA) will be developed and implemented for the student.

The University has guidelines concerning children, young persons and vulnerable adults. These guidelines cover students who are under 18 years of age and children of staff, students, or visitors where the children are involved in University activities or on University property.

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.

### **Security on Campus**

The University has its own in-house Security Department which is part of Human Resources. 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 twenty-four hour period to provide a security service and to act as First Responders to any emergency incident.

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.

### **Insurance**

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.

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 University's Insurance Officer.

<b>3</b>	<b>Governance Requirements</b>
<b>3.1</b>	<b>Responsibility</b>
3.1.1	This Policy is monitored and regularly reviewed by the Director of Health and Safety
<b>3.2</b>	<b>Implementation / Communication Plan</b>
3.2.1	The policy is communicated to all staff as part of the University relevant information is included in the University Health and Safety Handbook.
<b>3.3</b>	<b>Exceptions to this Policy</b>
3.3.1	Not Applicable
<b>3.4</b>	<b>Supporting documentation</b>
3.4.1	See Appendices

## **Appendix 1**

### ***Health and Safety (Organisation and Arrangements) Manual***

The manual should describe the organisation and arrangements within the Faculty/Directorate with emphasis on how the Faculty/Directorate is implementing University Health and Safety Policy and requirements. It should include:

- a personal statement from the Dean/Director showing their commitment to achieving University policy and standards on health and safety
- how the Faculty/Directorate is organised for the purposes of health and safety
- arrangements with other functions within the University that are necessary for health and safety purposes
- any permit or authorisation systems
- Terms of reference and composition of any Committee that deals with Health and Safety matters
- details of individuals with specific health and safety roles
- Where and how health and safety information can be found
- access rules to areas
- instructions that must be issued to visitors
- instructions that must be issued to contractors
- levels of competence required by specific groups of employees or students or visiting researchers and any associated training programmes
- procedures for foreseeable emergencies
- arrangements for work off campus

### **Policy and Strategy Group**

The Policy and Strategy Group makes decisions on policy and operation, it should:

- consider and resolve any Health and Safety implications of its policy decisions
- agree Health and Safety objectives, agree accountability for implementation of these objectives, and allocate resources where necessary to achieve these objectives
- receive reviews and updates from the local Health and Safety Officer
- receive minutes from relevant Health and Safety Committees

### **Faculty/Directorate/School Health and Safety Committee**

The Faculty/Directorate/School Health and Safety Committee should:

- ensure that staff and student representatives are consulted on matters of health and safety
- identify how to engage staff and students in Health and Safety initiatives
- monitor health and safety performance, including incidents, audits and progress against objectives
- review the Health and Safety implications associated with proposed activities such as new areas of research

## **Appendix 2**

### **Faculty/Directorate Health and Safety Officers and Advisors (HSO/A)**

The HSO/A are accountable to their Head of Faculty/Director for their activities and to the Director of Health and Safety for their professional competence.

The HSO/A must have authority from the Head of Faculty/Directorate to stop or prohibit Faculty/Directorate activities where they believe people are being put in imminent danger of harm.

In appointing their HSO/A, the Head of Faculty/Directorate must take account of the hazard and risk profiles for their area and the potential workload.

In Faculties with high severity and complex hazard and risk profiles, appointment of Health and Safety professionals is appropriate. In environments with less severe and less complex risk, the role will not need as much expertise and in some cases the role may be a part-time or combined with another role.

### **Role**

The role of the HSO/A should be to facilitate improvements in Health and Safety within the Faculty/Directorate by working with managers and supervisors and supporting them to understand and to achieve University standards on Health and Safety performance, and effective implementation of their Health and Safety Arrangements throughout the Faculty/Directorate.

The HSO/A advises managers and supervisors about

- the hazards present in the Faculty/Directorate
- University standards and good practice that are applicable to the Faculty/Directorate
- the standard of risk control that is necessary based on appropriate risk assessment methodology
- whether the required standards are being achieved.

The HSO/A provides the Head of Faculty and the Director of Health and Safety with information about the Health and Safety performance of the Faculty/Directorate.

The HSO/A must keep the Director of Health and Safety informed of emerging health and safety issues in the Faculty/Directorate and issues that might be worth sharing with other Faculties/Directorates.

The HSO/A should be able to:

- carry out or check risk assessments for all hazards in their Faculty/Schools/Departments
- carry out inspections and audits
- investigate accidents and incidents
- carry out Faculty/Directorate wide assessments and reviews
- identify improvement objectives
- report and explain the significance of their findings and their recommendations to managers and to staff
- progress chase outstanding remedial actions and necessary improvements
- define their own objectives and programme
- establish and support a network of Health and Safety champions across the Faculty/Directorate
- support the activities of the Faculty/Directorate Health and Safety Committee
- recognise the limitations of their own Health and Safety knowledge and competence and be prepared to seek professional advice when appropriate
- inform staff about Health and Safety procedures
- explain basic Health and Safety legislation

### **Competence of the HSO/A**

The HSO/A should have as a minimum an understanding of:

- risk assessment and control methodologies as applicable to the range of hazards and activities in their area
- the fundamentals of Health and Safety legislation
- the University's Health and Safety rules and procedures
- accident investigation
- an awareness of other techniques for monitoring and improving Health and Safety performance
- the hazards and issues associated with the activities of the area

(The University's minimum standard of knowledge required by HSO/A is the NEBOSH National General Certificate in Occupational Health and Safety. Most full time Faculty/Dept/School HSO appointments should at least be aiming for Technician Safety Practitioner grade of membership of IOSH.)

**APPENDIX 1 –**

- ??? USHA Guidance for Different leadership roles
- ??? Reference to other HSC for Biosafety/Radiation
- ??? Check against new University Strategy



# Equality Analysis Template

## for all University Policies

For Equality & Diversity Team to Complete:

Organisational Sign Off by Equality and Diversity Team:	NAME OF POLICY: <u>HEALTH AND SAFETY POLICY</u>
	<input type="checkbox"/> Low Equality Impact (Minor input to Policy to reflect equality considerations)*
	<input checked="" type="checkbox"/> Medium to High Equality Impact (Equality Analysis template completed)
	<input checked="" type="checkbox"/> Sign off received
	Signed off by: <u>Jo McCarthy-Holland</u>
Position: <u>Equality Adviser</u>	
Date: <u>10/6/14</u>	

Note: This Template must be used in conjunction with the associated Equality Analysis Guidance Notes, which can be accessed from the [Equality and Diversity Website](#)

\* Confirmation to be obtained from the Equality and Diversity Team where policies are deemed to be Low Equality Impact.

## Equality Analysis Template for University Policies

1) Name of Policy	Health and Safety Policy
2) Department	Health and Safety Team
3) Date of Equality Analysis	June 2014
4) People involved in the Equality Analysis	Clive Parkinson, Jo McCarthy-Holland, Sally Chedgey

5) Aim of Policy	<p><i>The main aim or purpose of the policy. What is it intended to achieve?</i></p> <p>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.</p>
6) Scope of Policy	<p><i>For which groups does this policy apply e.g. staff, students, visitors, managers, etc. Who are the main stakeholders?</i></p> <p>This policy applies to all staff, students, contractors and visitors (i.e. anyone on University Premises for whom the University would be deemed as having legal liability / responsibility)</p>
7) Evidence and Data	<p><i>Please state the evidence and data that has been collected and used in this equality analysis. e.g. statistics, results of consultations, survey feedback, external reports etc. Pay particular attention to equality data covering the protected characteristics.</i></p> <p>This Policy complies with the requirements of the Health and Safety at Work Act 1974 (and other associated legislation) – including the Equality Act 2010.</p> <p>Evidence is collected through the process of managing health and safety, namely: effective risk control measures and systems; competence of those involved in making decisions on health and safety; clear definition of arrangements; continuous and planned improvement; taking corrective and preventative action based on monitoring, auditing and investigating activities; encouraging ownership through communication and consultation; leadership, resource allocation, and consideration of health and safety implications arising from business decisions.</p> <p>Data can be drawn from the Health and Safety Incident Database (MASS), Training Data, and Audits – where possible, cross referencing HR Staff Database and Students SITS database as wells as data from Robens Occupational Health and the Wellbeing Centre, providing there is no compromise to personal confidentiality. Clear Key Performance Indicators are monitored over each year and reported in the Health and Safety Annual Report.</p>

<b>8) Involvement and Consultation</b>	<p><i>Please state the individual groups you have consulted with regarding this policy to help inform the equality analysis e.g. Disabled Staff Forum, Trade Unions, Student Groups etc.</i></p> <ul style="list-style-type: none"> <li>• Health and Safety Committee (Including Council and EB Representatives)</li> <li>• Health and Safety Consultative Committee (including TU Representatives and Students)</li> <li>• Faculty and School Health and Safety Committees</li> <li>• Wellbeing Group (reporting to the Health and Safety Committee)</li> <li>• Estates and Facilities Management</li> <li>• Safe at Surrey Group</li> <li>• Disability Working Group (working with Equality and Diversity Team)</li> </ul>
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### 9) Equality Matrix

General Duty	Question	Age	Disability	Gender	Gender Reassignment	Pregnancy/ Maternity	Race	Religion/ Belief	Sexual Orientation	Marriage/ Civil Partnership
<b>To Eliminate Unlawful Discrimination</b>	Does the policy have a positive, negative or no impact for people in any of the protected characteristics groups in seeking to <b>eliminate unlawful discrimination, harassment, victimisation?</b>	<p>University recognises the need for specific measures to ensure the health and safety of each of these protected characteristic groups.</p> <p>This policy and all other associated Health and Safety related policies take this into account to ensure there is no unlawful discrimination, harassment or victimisation in the outworking of these policies.</p> <p>Health and Safety are aware that there are heightened risks for some people groups in particular situations, and this is taken account of through Risk Assessment and monitoring of Risk Register across the University – making reasonable adjustments where required to minimise or mitigate such risks.</p>								

To Advance Equality of Opportunity	<p>Does the policy have a positive, negative or no impact in:</p> <ul style="list-style-type: none"> <li>• <b>removing or minimising disadvantages</b> suffered by people because of their protected characteristics?</li> <li>• <b>meeting the needs of people</b> with protected characteristics?</li> <li>• <b>encouraging people with protected characteristics to take part</b> in the relevant activity?</li> </ul>	<p>Occupational Health and Safety can be defined as “the regulations, procedures and actions designed to prevent and protect persons from accident or injury or ill health in the workplace.” Health and Safety therefore serves to minimise or remove disadvantages of people with protected characteristics, and where reasonably possible meet the needs of these people. It encourage all people to take responsibility for their own and others health, safety and wellbeing – noting two key areas of action:</p> <p><u>Training and Briefing</u> Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation. 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. In consultation with E&amp;D Team, training and briefing will include reference to Equality and Diversity issues that are pertinent to the Health and Safety agenda to promote Health and Safety for all.</p> <p><u>Accessibility</u> 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.</p>
To Foster Good Relations	Does the policy have a positive, negative or no impact in <b>addressing prejudice</b> against people with a protected characteristic?	The Policy will have positive impact on addressing prejudice through enabling access to a healthier, safer environment for all individuals through a process of education of health and safety issues and through reasonable adjustment where required, as is applicable within the scope of the policy.
10) Overall conclusions		<p><i>What conclusions can be drawn from analysis of the evidence in terms of potential areas of inequality?</i></p> <p>Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010, and noted above.</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>
11) Further actions or adjustments		<p><i>In view of the analysis, are there any further actions or adjustments required to ensure the policy promotes and reflects equality of opportunity for all?</i></p> <p>Raise awareness of the need to collect Equality data, where reasonably possible and applicable to the situation, to ensure the rights of such groups are protected within the scope of the Health and Safety Policy, and its related policies.</p>

**12) Monitoring and Review**

*State how the policy will be monitored and when a policy review will take place to ensure ongoing assessment of equality outcomes.*

Where required – Equality Data will be collected to check on and address any health and safety issues that may be deemed pertinent to any specific people group.

The Policy will be reviewed every two years.

**Signed:** Sally Chedgey

**Date:** 10/6/14