



University of Brighton

Health and Safety

Health and Safety Policy



learning, living and working in a safe environment

Introduction

The University of Brighton is a large and diverse organisation. It is subject to a similarly wide variety of legal and financial constraints, as well as striving to operate in an increasingly competitive environment. Ensuring compliance with health and safety is not a trivial task. This Health and Safety Policy clarifies how this task is effectively managed, to make compliance more easily measurable and to ensure proper managerial control of the significant risks of our establishment.

The Health and Safety Policy for the University of Brighton is designed to reflect the existing organisational structure. This Policy represents a 'top tier' document, setting out the responsibilities for safety management at senior levels within the organisation. This Policy also outlines arrangements in place for consultation with staff on safety issues, and for occupational health support. Codes of Practice and Guidance Notes detail how to manage specific aspects of health and safety and are available via the Health and Safety Department website.

As part of the overall Policy, there are responsibilities and appropriate arrangements in place at a local level within Schools and Departments. These are described in 'second tier' Health and Safety Policy documents and reflect how safety arrangements are implemented as well as the specific health and safety issues relevant to the nature of the activities of the Department or School.

The primary responsibility for safety and the prevention of accidents rests with those who manage the University. This is not a responsibility which the University can afford to ignore. Successful health and safety management depends on the genuine commitment of the senior staff throughout the University. They have to demonstrate the leadership necessary to achieve and maintain satisfactory standards of safe and healthy working.

All members of the University, however, have personal responsibility for their own health and safety, and shared responsibility for that of their colleagues.

The University Corporate Plan 2007-2012 sets out an ambitious objective in relation to health and safety for the University, it states *"During 2007–12 the university will aim to reflect sector best practice in respect of risk management and health and safety"*.

The corporate plan also recognises the significance of risk assessment as an underpinning principle of safety management *"the university will need to take appropriate account of health and safety and risk assessment"*.

This Health and Safety Policy represents a framework towards helping to achieve this objective and its successful implementation is to the benefit of all.

Distribution

A copy of this document is available on the Health and Safety Department website. Further printed copies of this Policy as a booklet are also available from the Health and Safety Department, Second Floor, Mithras House.

The General Health and Safety Policy Statement is displayed on safety notice boards.

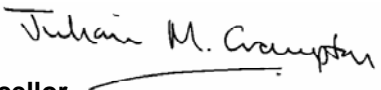
1. General Health and Safety Policy Statement

The University of Brighton aims to take all steps necessary to ensure the health and safety of all members of the institution and will conduct its affairs in such a way as to protect everyone who may be affected by its activities.

Particular attention will be paid to the provision of:

- a safe and healthy working environment;
- sufficient information, instruction, training and supervision to enable all personnel to contribute to their own health and safety and that of visitors or others;
- safe plant, equipment and systems of work;
- arrangements for the safe use, handling, storage and transport of equipment, materials and substances;
- appropriate management procedures to monitor and audit compliance with safety procedures;
- appropriate arrangements to ensure the risks to staff and others affected by the University business are assessed and controlled;
- appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by the University of Brighton.

The policy will be reviewed at least every two years or whenever necessary.

Signed 
Vice-Chancellor

Dated..... October 2007

2. Organisation for Safety Management

2.1 The Board of Governors

The Board of Governors of the University of Brighton has overall responsibility for the health and safety of all members of the University whilst at work, and for ensuring that the activities of the University are conducted in such a manner that they do not expose non-members of the University to risks from those activities.

The Board ensures that adequate resources are allocated to the implementation of various safety strategies.

The Board receives termly safety reports from the Head of Health and Safety. The Board reviews the report together with other key safety performance indicators.

2.2 The Vice-Chancellor

The Vice-Chancellor of the University is responsible for securing the effective and efficient implementation of health and safety policies agreed by the Board of Governors.

The Vice-Chancellor ensures that health and safety is taken into account in University planning activities.

The Vice-Chancellor has appointed the Deputy Vice-Chancellor to have oversight of health and safety management and chair the Safety Committee.

On behalf on the Vice-Chancellor, the Deputy Vice-Chancellor also ensures resources are allocated to establish and maintain competent health and safety support and advice.

2.3 The Senior Management Team

The Senior Management Team:

- ensures allocation of resources for safety management within respective areas of responsibility, in preparation of budget plans;
- where appropriate, includes health and safety as an agenda item in team meetings;
- gives adequate consideration to matters of health and safety in making plans for the University.

2.4 Deans

(Dean of Arts and Architecture, Dean of Management and Information Sciences, Dean of Education and Sport, Dean of Health and Social Science, Dean of Science and Engineering, Dean of Brighton and Sussex Medical School)

The Deans:

- receive reports on health and safety from their Heads of School, by ensuring safety is a standing agenda item at Faculty management meetings;
- ensure allocation of resources for safety management;
- in conjunction with the Health and Safety Department, develop and support local Faculty/School Safety Policies.

2.5 Heads of Schools

Heads of Schools have the following safety management functions within their respective School:

- develop and maintain a local Health and Safety Policy and arrangements;
- develop arrangements for local School Safety Committees, appropriate to the activity and size of the School;
- delegate to appropriate staff specific duties relating to the implementation and monitoring of the health and safety policy and related Codes of Practice;
- ensure that those staff with delegated safety responsibilities receive adequate support to discharge their duties;
- in conjunction with the Health and Safety Department, ensure appropriate safety training is identified and completed;
- ensure termly inspections take place and reports are followed up with actions completed;
- ensure adequate allocation of resources for safety management in budget planning;
- ensure the accident reporting procedures are followed;
- for significant accidents and incidents, carry out investigations; and
- ensure periodic reporting to Deans on safety performance including accidents and incidents.

2.6 Heads of Departments

Heads of Departments have the following safety management functions within their respective Department:

- develop and maintain a local Health and Safety Policy and arrangements;
- develop arrangements for local Safety Committees, appropriate to the activity and size of the Department;
- delegate to appropriate staff specific duties relating to the implementation and monitoring of the health and safety policy and related Codes of Practice;
- ensure that those staff with delegated safety responsibilities receive adequate support to discharge their duties;
- ensure the accident reporting procedures are followed;
- for significant accidents and incidents, carry out investigations;
- in conjunction with the Health and Safety Department, ensure appropriate safety training is identified and completed;
- ensure termly inspections take place and reports are followed up with actions completed;
- ensure adequate allocation of resources for safety management in budget planning; and
- ensure periodic reporting to the senior management team on safety performance including accidents and incidents.

2.7 The Health and Safety Department

The Health and Safety Department is responsible for:

- preparing and issuing specific policies and Codes of Practice;
- reporting on health and safety to the Board of Governors;
- advising on all aspects of health and safety in the University;
- safety auditing within the University;
- liaising with external organisations on matters of health and safety;
- accident reporting externally where required;
- accident investigation;
- compiling accident and fire statistics;
- maintaining a database of safety information and guidance;
- responding to incidents when required; and
- advising the Safety Committee on all aspects of health and safety.

2.8 Academic staff

Academic staff have a key role in assessing risks and implementing control measures identified to avoid or reduce harm. Academic staff are responsible for:

- undertaking suitable and sufficient risk assessments;
- applying principles of risk avoidance, in preference to reduction; and
- identifying and implementing control measures and safe working practices.

Academic staff are responsible for ensuring that in planning and developing course programmes, research projects and any other activities, adequate consideration is given to health and safety.

Academic staff are responsible for liaising with technical staff, to ensure there are adequate health and safety instructions, training and supervision in relation to course and research activities.

2.9 All Staff and students

Staff and students must ensure that they:

- take reasonable care of their own health and safety and that of others who may be affected by their acts and/or omissions;
- co-operate with the University on matters relating to health and safety;
- follow safety procedures;
- do not interfere with or misuse any item provided for health, safety or welfare purposes; and
- report any hazard or concern on health and safety.

3. Arrangements for Safety Management

3.1 Consultation arrangements

Formal consultation with staff on matters relating to health and safety takes place through a Safety Committee, which meets twice a year. The membership is as follows;

Eight members from the management side nominated by the Vice-Chancellor, including:

Deputy Vice-Chancellor (Chair)

Fire Safety Adviser

Head of Health and Safety

Director of Personnel

Director of Estates and Facilities Management

Representatives from each of the four University sites

Eight members appointed by the recognised trade unions to include a representative from each of the four University sites.

Two members appointed by the Students Unions.

3.2 Occupational Health

The university has an occupational health support service available to all University staff. Details on the range of services available can be found at <http://staffcentral.brighton.ac.uk/safety>

3.3 All other arrangements

Specific Codes of Practice and Guidance Notes detail the measures required for health and safety relating to activities within the University. Where there is a specific hazard or risk it may be that local School/Departmental safety procedures are applied.

Documents are available on the Health and Safety Department website at <http://staffcentral.brighton.ac.uk/safety>. Overleaf is a listing of the various subjects, for which there are Codes of Practice and Guidance Notes in place.

3.4 Monitoring and review

The monitoring and review of safety procedures and compliance with Codes of Practice is an every day responsibility of all staff, however, managers and supervisors hold a higher duty of responsibility to monitor and ensure compliance.

In addition to daily supervision a variety of central and School/Departmental systems are used to monitor and measure safety performance across the university.

Heads of School and Departments will implement suitable and sufficient internal safety inspections, the frequency and detail of such activities must be commensurate with the size of the department/school, level of risk, and nature of the hazards within each location. All departments/schools must undertake as a minimum an annual inspection exercise.

Additional monitoring activities will occur during accident investigations, complaints and feedback during team meetings.

The Health and Safety Department provides training, where necessary, for staff undertaking safety inspection and audits.

Health and Safety Codes of Practice and Guidance Notes

Subject areas

The list below describes the subject areas for Codes of Practice and Guidance Notes on the website.

- Management of Health and Safety
- Fire safety and emergency procedures
- First aid and accident reporting
- Safety inspections and safety audits
- Risk assessments
- Manual handling
- Safe use of work equipment, including electrical appliances, computers (DSE)
- Personal protective equipment
- Workplace environment safety
- Fieldwork safety, lone working and working abroad
- Access to hazardous areas
- Chemical safety, including disposal of hazardous waste
- Work with ionising radiation
- Contractors
- Student placements

You can access all of the above documents at the university health and safety department website at <http://staffcentral.brighton.ac.uk/safety>