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. Supporting Safety Policies and Guidance Notes detail how to manage specific aspects of health and safety and are available via the Occupational Safety and Health Services 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’ local 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 and minimization of risk 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, visitors, including staff from embedded partner organisations, have personal responsibility for their own health and safety, and shared responsibility for that of their colleagues, fellow students and visitors.

The university Strategy 2016–2021 recognises the importance of good governance, strong leadership, operational excellence and the contributions from all staff in creating a successful and safe university.

It is also essential that our managerial structures reflect the importance of risk assessment as an underpinning principle of effective safety management.

This Health and Safety Policy represents a framework towards helping to achieve this objective and its successful implementation is to the benefit of all.
1. GENERAL HEALTH AND SAFETY POLICY

The University of Brighton shall aim to take all steps necessary to ensure, so far as is reasonably practicable, the health safety and wellbeing of all members of our institution and we will conduct our affairs in such a way as to protect everyone who may be affected by our activities. The university is committed to complying with all Health and Safety legislation.

Particular attention will be paid to the provision of:

- a safe and healthy working environment;
- sufficient information, instruction, training and supervision to enable all staff 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 annually or whenever as necessary.

Signed

Professor Debra Humphris
Vice Chancellor

Dated: June 2018
2. ORGANISATION FOR HEALTH AND SAFETY MANAGEMENT

2.1 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 others to unacceptable risks from those activities.

The Board of Governors has delegated operational oversight for health and safety to the Audit Committee.

The Audit Committee receives termly reports from the Director of Occupational Safety and Health Services.

The Audit Committee approves the annual safety audit programme.

The Board of Governors receives safety reports from the Audit Committee. The Board reviews the report together with other key safety performance indicators.

The Board of Governors retains responsibility for the approval of the university Health and Safety Policy.

2.2 VICE-CHANCELLOR

The Vice-Chancellor of the university is responsible for securing the effective and efficient implementation of health and safety policies and safety arrangements.

The Vice-Chancellor ensures that health, safety and wellbeing is taken into account in university planning activities, including the Management Forum.

The Vice-Chancellor has appointed the Director of Campus Development to have oversight of the management of health and safety and to act as chair of the Safety and Wellbeing Committee.

On behalf of the Vice-Chancellor, the Director of Campus Development also ensures resources are allocated to establish and maintain competent health and safety support and advice.

2.3 UNIVERSITY EXECUTIVE BOARD

University Executive Board (UEB):

- ensures allocation of resources for safety management within respective areas of responsibility, in preparation of budget plans;
- receives reports on health and safety from their respective Heads of School or Directors of professional service Departments;
- ensures the effective development and support for School or professional services safety management arrangements;
- includes health, safety and wellbeing as an agenda item in UEB meetings; and
- gives adequate consideration to matters of health, safety and wellbeing in making plans for the university.
2.4 HEADS OF SCHOOLS

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

- develop and maintain local health and safety arrangements;
- implement and keep under review a local health and safety plan;
- develop arrangements for local School Safety Committees or forums, appropriate to the activity, risks and size of the School;
- ensure that arrangements are in place for the completion of risk assessments;
- delegate to appropriate staff specific duties relating to the implementation and monitoring of the health and safety policies and arrangements;
- ensure that those staff with delegated safety responsibilities receive adequate training and support to discharge their duties;
- ensure appropriate safety training needs and competencies are identified and provided with records kept;
- implement a suitable and sufficient inspection programme where outcomes and completion of actions are reported to both staff and School management;
- ensure adequate allocation of resources in budget planning for safety management;
- ensure periodic reporting to their Head on safety performance including accidents and incidents;
- ensure the accident reporting and investigation procedures are followed;
- seek advice where necessary from specialist services as necessary in fulfilling these functions; and
- ensure that the Assessnet Safety Software is fully implemented across the School.

2.5 DIRECTORS OF PROFESSIONAL SERVICES

Directors of Professional Services have the following safety management functions within their respective Service:

- develop and maintain local health and safety arrangements;
- implement and keep under review a local health and safety plan;
- develop arrangements for local Safety Committees or forums, appropriate to the activity, risks and size of the professional service area or activity;
- ensure that arrangements are in place for the completion of risk assessments;
- delegate to appropriate staff specific duties relating to the implementation and monitoring of the health and safety policies and arrangements;
- ensure that those staff with delegated safety responsibilities receive adequate training and support to discharge their duties;
- ensure appropriate safety training needs and competencies are identified, training provided and records kept;
- implement a suitable and sufficient inspection programme where outcomes and completion of actions are reported to both staff and the Department management;
- ensure adequate allocation of resources in budget planning for safety management;
- ensure periodic reporting to their line manager on safety performance, including accidents and incidents;
- ensure that the Assessnet Safety Software is fully implemented across the Department;
- seek advice where necessary from specialist services as necessary in fulfilling these functions; and
- ensure the accident reporting and investigation procedures are followed.
2.6 OCCUPATIONAL SAFETY AND HEALTH SERVICES (OSAHS)

Occupational Safety and Health Services supports the university's activities by providing competent advice and assurance of legal compliance. Its main functions are:

- advising on all aspects of health and safety in the university;
- drafting health and safety policies that ensure the university complies with relevant legislation;
- reporting on health and safety performance to the Board of Governors, UEB and Audit Committee;
- undertaking auditing and inspection activities within the university;
- liaising with external organisations on matters of health and safety;
- accident reporting externally where required;
- investigating serious accidents and incidents;
- maintaining a website for safety information and guidance;
- managing programs of health and safety improvements;
- managing maintenance contracts for the university's fire extinguishers, evacuation chairs and first aid and wellness rooms;
- administering the provision of first aid equipment;
- providing training courses in response to identified needs;
- enforcing health and safety compliance using improvement and prohibition notices;
- responding to incidents when required; and
- supporting the university Safety and Wellbeing Committee and sub-committees on all aspects of health and safety.

2.7 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.

2.8 ACADEMIC STAFF

Academic staff have a key role in assessing risks and implementing control measures identified to avoid or reduce harm that arise from both teaching and research activities. 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 teaching and research activities.
3. ARRANGEMENTS FOR HEALTH AND SAFETY MANAGEMENT

3.1 CONSULTATION ARRANGEMENTS

Formal consultation with staff and Trade Unions on matters relating to health and safety takes place through a Safety and Wellbeing Committee, which meets three times a year. The Safety and Wellbeing Committee reports to the University Executive Board. There are four additional specialist sub committees:

- Radiation Protection Sub Committee
- Fire Safety and Security Sub Committee
- Healthy Lives Sub Committee
- Hazardous Substances Sub Committee

In addition there is an informal Safety Sub Group consisting of Trade Union and University Management representatives that meets on a frequent basis to provide enhanced consultation, action tracking and resolution.

The membership of the Safety and Wellbeing Committee is as follows;

- Eleven members from the management side nominated by the Vice-Chancellor, including: Director of Campus Development (Chair), Director of Occupational Safety and Health Services, Director of Human Resources, Director of Estate and Facilities Management, Associate PVC (Academic Operations), Head of School, Director of Professional Service, Director of Student Operations and Support
- Ten members appointed by the recognised trade unions to include a representative from each of the five university sites where possible.
- Two members appointed by the Students’ Union.

3.2 OCCUPATIONAL HEALTH SERVICES

The university has an Occupational Health Service available to all university staff. Details on the range of services available can be found at https://staff.brighton.ac.uk/safety/

3.3 ALL OTHER ARRANGEMENTS

The institutions organisational arrangements are set out within supporting policies and guidance notes. These documents provide Schools and Professional Services with a framework enabling production of local school safety policies and arrangements.

The list below describes some of the topic areas covered by supporting polices and guidance notes on the website.

- Fieldwork and offsite safety
- Access to hazardous areas
- Biological and Chemical safety, including disposal of hazardous waste
- Work with ionising radiation
- Safety training and competence
- Contractors
- Student work placements
- Management of Health and Safety
- Fire safety and emergency procedures
- First aid and accident reporting
- Safety inspections and safety audits
- Risk assessments
- Manual handling activities
- Safe use of work equipment, including electrical appliances, computers (DSE)
- Personal protective equipment
You can access all of the above documents at the university OSAHS website at https://staff.brighton.ac.uk/safety/

In addition Schools and Professional Services are required to develop local safety arrangements which implement both the university main Health and Safety Policy as well as specific safety policies and guidance notes. Where there is an additional specific hazard or risk it will be for Schools and Professional Services to develop local safety procedures.

Any work or activity that affects the fabric of the building, plant or grounds must be undertaken either directly or with consent and or partnership with Estates and Facilities Management (EFM). EFM project management and UEB approval processes also apply.

3.4 MONITORING AND REVIEW

The monitoring and review of safety procedures and compliance with all safety policies is an everyday responsibility for 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/Professional Services systems are used to monitor and measure safety performance across the university.

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

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

Occupational Safety and Health Services provides training, where necessary, for staff undertaking safety inspections and audits.