

Health & Safety Policy

DECEMBER 2014

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HEALTH AND SAFETY POLICY - STATEMENT OF INTENT AND ORGANISATION

THIS DOCUMENT SETS OUT THE POLICY AND ORGANISATIONAL FRAMEWORK OF FALMOUTH UNIVERSITY IN RELATION TO HEALTH AND SAFETY REQUIREMENTS AND LEGISLATIVE COMPLIANCE WITH SPECIFIC REFERENCE TO THE HEALTH AND SAFETY AT WORK ETC. ACT AND RELATED LEGISLATION.

1. Scope

This policy is applicable to all staff directly engaged by Falmouth, including all members of staff and volunteer workers, students, contractors and the public involved with its activities on site or off.

2. Purpose

The Policy comprises the legally required Statement of Intent signed by the Vice Chancellor as required by the Act, and outlines the university's organisational structure and lines of accountability in relation to health and safety. It also provides a description as to where and how specific arrangements are made for staff, students, contractors and the public involved with its activities on site or off.

3. Definitions

HSG65 - Health and safety Guidance Note 65 is a Government publication outlining a best practice model or approved method for administering a safety system.

4. General Health and Safety Policy Statement

Falmouth University recognises and accepts its responsibility as an employer and provider of Higher Education to act in compliance with the Health and Safety at Work etc. Act 1974 and subsequent related legislation. The University will take all steps that are reasonably practicable to meet its responsibilities and has the following specific health and safety objectives:

- a) to comply with all statutory health and safety requirements.
- b) to adopt all other reasonably practicable means to manage risk in line with the Management of Health and Safety at Work Regulations 1999 in areas for which it is responsible.
- c) to ensure that resources are made available to provide:-
 - plant, equipment and systems of work that are safe and without unacceptable risks to health;
 - safe arrangements for the use, handling, storage and transport of articles and substances;
 - a safe and healthy workplace and work environment for its employees and others (students, contractors, visitors, and the public) that may be affected by its work.
 - safe access and egress to all working areas on its campuses;
 - adequate welfare facilities and arrangements; and
 - sufficient information, instruction, training and supervision to ensure all employees are aware of the hazards at their workplace and understand their

own duties under section 7 of the Health and Safety at Work etc. Act and related legislation.

Employees have a duty not to not to interfere with or misuse anything provided for Health and Safety reasons. They are also required to bring shortfalls in health and safety matters to the attention of the employer, and to take all reasonable care of both their own health and safety and that of others who may be affected by their acts or omissions at work. They must comply with the management of and co-operate with others in matters of safety.

All employees must have due regard for others who may be affected by their acts or omissions at work, and to co-operate with management and other staff in matters of safety. The University will ensure that its staff are aware of their responsibilities to provide sufficient information, instruction, training and supervision for students in safety.

As Vice Chancellor of Falmouth University I understand and accept my personal responsibility for achieving these objectives so far as is reasonably practicable and in so far as it relates to matters within my control. To do this I will ensure that a health and safety management system is maintained which will:

- ensure that all employees of the University understand their own personal responsibilities in health and safety;
- effectively extend our duty of care to our students as required under the Health and Safety at Work etc. Act;
- utilise a regular monitoring, inspection and auditing procedure to ensure the effective management of health and safety throughout the University in line with HSG 65;
- commission an annual report from the Health and Safety Committee summarising progress in achieving the health and safety objectives;
- make recommendations for a rolling programme of improvements to be incorporated into an implementation plan which reflects the full scope of University activity, and
- undertake that this policy and the related documentation are relevant and regularly reviewed in line with regulation and operational requirement.



Professor Anne Carlisle
Vice Chancellor & CEO

5 Organisation of Health and Safety within Falmouth University

The Falmouth University Campuses are large and complex human communities, the proper functioning of which depends greatly on the attainment of a safe and healthy environment for all its occupants. The University is responsible for the health and safety of its staff and works to legislative standards and its activities are guided by best practice for the higher educational sector.

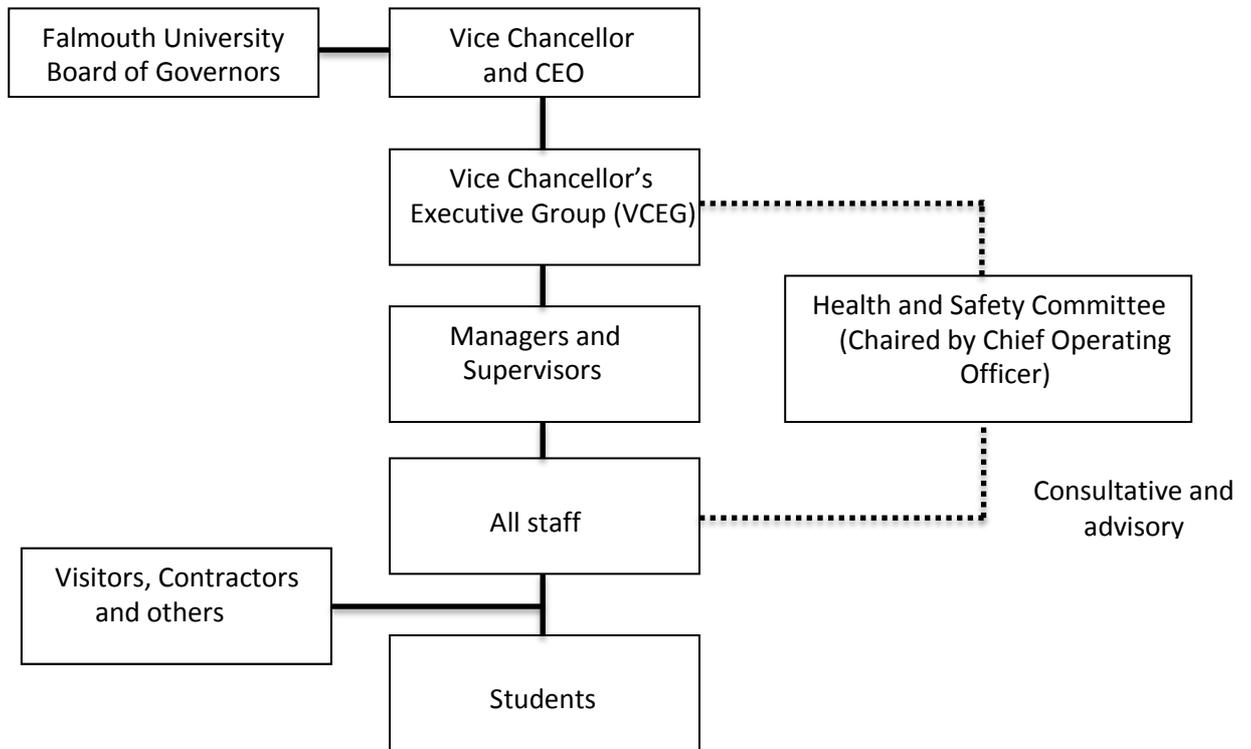
To fulfil its statutory obligations the University has the following elements of organisation in place:

- Demonstrable executive responsibility through an accountable management structure which has clearly defined safety responsibilities with systems of monitoring and reporting.
 - A Health and Safety Committee with set terms of reference and arrangements for liaison with other parties where sites, facilities and schemes of working are shared in line with The Management of Health and Safety at Work Regulations 1999
 - An advisory function resource through the Estates and Human Resources functions, in respect of Occupational Health issues, for the organisation
 - A Health and Safety Management System, over seen by senior management and guided by the Health and Safety Committee.
 - The University's responsibility for the management of its buildings and facilities is carried out by direct provision from the Estates department or the use of FX Plus a joint venture service company.
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- All employees of Falmouth University have a duty under civil and criminal law to comply with policy and legislative requirements, fulfil their stated duty of care and the agreed terms of their employment contract. Differing job roles and functions have differing levels of accountability and responsibility. This chain of responsibility is summarised in the following diagram (Fig 1.) and explanatory notes.

6 Executive Responsibility

To fulfil its moral and legal obligations the University has in place a clearly defined chain of executive responsibility for health and safety in all areas within its control, with the goal of minimising risk as far as is reasonably practicable. In health and safety law, the higher the position of the person in the workplace hierarchy, the greater the level of executive responsibility they would be expected to discharge.

Fig 1: Responsibility Flow Chart



- (i) The Board of Governors is ultimately accountable for safety within the organisation. Its role in this regard is to ensure appropriate and competent appointment of personnel within the VCEG, overseeing that adequate resources are allocated to implement and maintain safety standards and monitor its activities, part of which is the on-going operational management of safety.
- (ii) The Vice Chancellor and CEO acts as its Chief Executive Officer and chairs the VCEG. They have the ultimate responsibility to ensure that the University complies with all statutory health and safety requirements and that resources will be allocated appropriately. They will ensure that there is a policy for health and safety which extends to all those who may be involved in or affected by Universities activities and act as the signatory to that policy as required by Law. They will also ensure that arrangements for monitoring, auditing and reviewing policy are maintained, proactively and reactively, in line with Government Guidance.
- (iii) The VCEG comprises of senior managers and directors of the University, each with nominated areas of responsibility and function. This Group advises the VC and it is largely through this group that the VC discharges their responsibility. It monitors safety performance and allocation of resources and acts as the body demonstrating corporate responsibility for the organisation. Its decision making process is informed under recommendation from the statutory safety consultative body – the Health and Safety Committee. The VCEG also enacts policy development and change. The VCEG aims to meet all the requirements of the safety policy and ensure legislative compliance as far as is reasonably practicable and where it relates to matters within its control. Individual members of the VCEG as Senior Management carry health and safety responsibilities directly for the areas under their control in line with policy. They have a duty to monitor

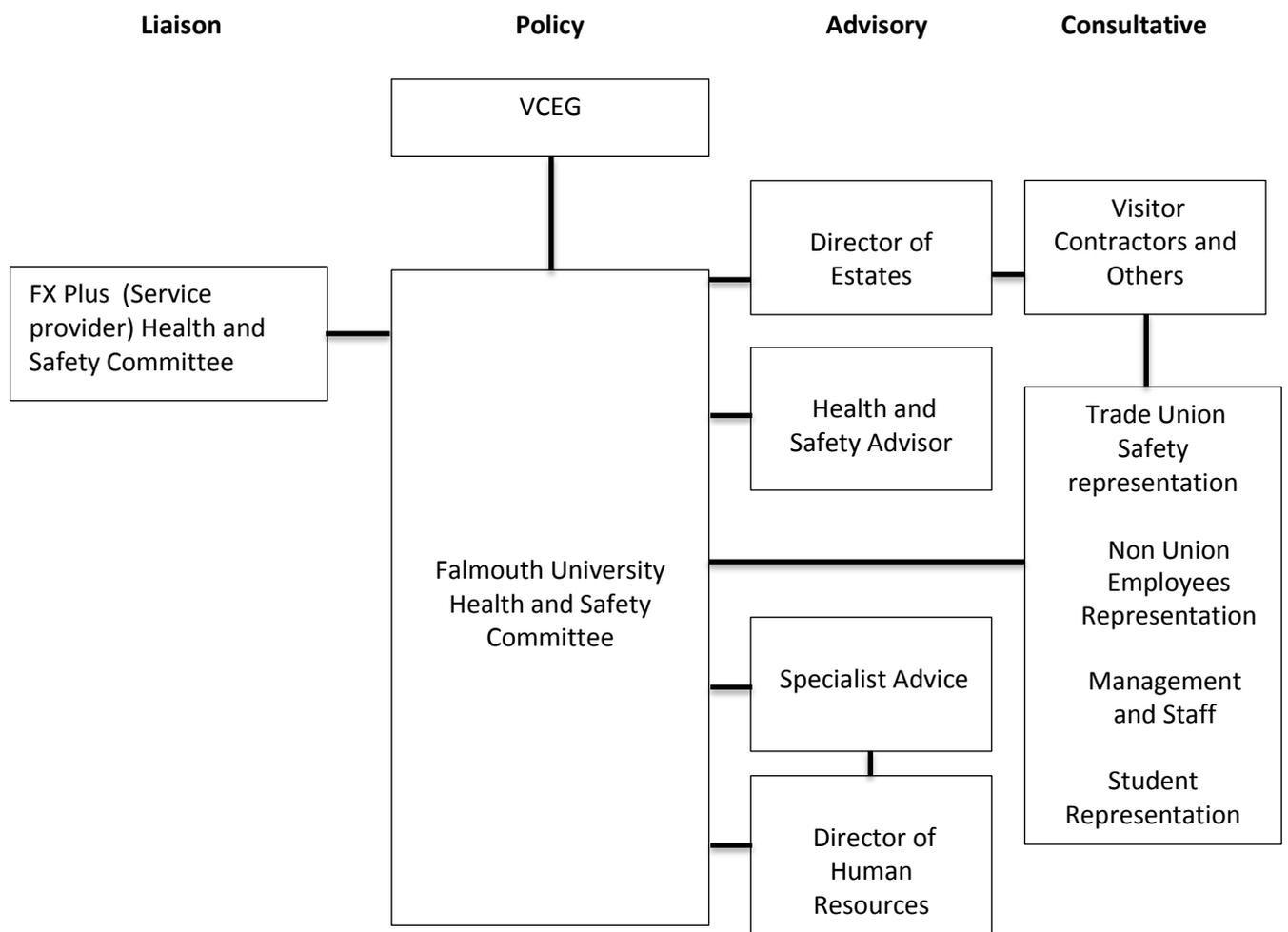
effective safety implementation, identify the needs and requirements of their areas of responsibility and ensure correct and timely communication of safety issues. They have a duty of care to all those affected by their acts or omissions within their delegated area of responsibility.

- (iv) All staff who manage others have a level of responsibility in line with their job roles and remit to ensure that University safety policies and procedures are implemented and that resources are available to the staff under their control to ensure statutory compliance. Staff directly answerable to VCEG members eg: Directors/Heads of academic and professional services departments carry the widest spread of responsibility. They have a duty to ensure correct and timely communication of safety issues both to their superiors and the staff that work for them. They have duty to comply with the requirements of the VCEG and to cooperate with other managers to ensure safety standards are achieved in line with policy and regulations. In the case of conflicting requirements the members of the VCEG will be responsible for taking safety advice and setting priorities for staff. Those who manage others are accountable for the safety of all activities under their control or direction and, like all management, are directly responsible for those they are actively managing. Technical Facilities Managers supported by their technical staff, who are overseeing buildings, processes and activities on behalf of the university are directly responsible for the safety of any person associated with the facilities for which they are responsible or the activities being carried out within those facilities. They have a duty to cooperate with other departments represented on the campuses to ensure the safety of all persons under their care. Where a building is closed and inactive, responsibility for building fabric and services reverts to the Estates Department or FX Plus as appropriate.
- (v) Staff who supervise others e.g.: Technicians, Lecturers, Caretakers are responsible for the statutory compliance of those they oversee. Supervisors typically have authority over others but may not be in control of the resources to maintain safety. They are responsible for taking action within their remit to ensure safety for staff and all site users. This may include stopping or restricting an activity where they cannot make it safe. Any safety issue that they cannot remedy needs to be reported to their line manager or an appropriate service as soon as possible.
- (vi) All staff (including those above) have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University's arrangements for health and safety. They should report all hazards to line managers and the appropriate service as soon as possible and take action to minimise risk where they can. These safety duties and others that are appropriate are referenced in their job description.
- (vii) Although students are not employees, the University, has a duty of care towards them. They are required to comply with all relevant arrangements for health and safety and must not misuse or interfere with anything provided for their safety. They have a legal duty to comply with all safety instructions and must be aware that the enforcement authorities have statutory power of entry and action in any area on site with which they must comply. Falmouth University regards safety as a priority in all areas of university related student activity both on and off campus.
- (vii) Contractors, Visitors and Members of the Public

Similarly, the university owes a duty of care towards contractors, visitors and members of the public who may be affected by its activities. The University's arrangements for health and safety will ensure that all reasonably practicable actions are taken to reduce exposure to risk for contractors, visitors and members of the public. All persons on campus must comply with safety instruction issued to them by safety staff. If they fail to do so they will be asked to stop the activity they are engaged in and may be asked to leave the campus if their presence or activity is regarded as presenting a risk to other users of the campus.

- 7 Communication, Liaison and Advisory Function - Health and Safety Committee.**
 The following diagram shows the lines of communication and liaison required to fulfil the function of the Health and Safety Committee. The committee researches and formulates policy for consideration by the VCEG. It has a statutory duty to consult and liaise with certain nominated bodies and individuals. Fig 2 outlines who these are and what their role is. The Health and Safety Committee acts as the statutory consultative body for the university and it has its own terms of reference as described in paragraph 8

Fig 2 Lines of Communication and Representation of the Health and Safety Committee



8 Health & Safety Committee - Terms of Reference

The Health & Safety Committee (HSC) reports to the Falmouth University Vice Chancellor's Executive Group (VCEG) on requirements of health & safety legislation and the appropriateness and effectiveness of implementation of the University's health & safety policies as approved by the Board of Governors.

Health and safety matters are reported up to the Board of Governors from the VCEG, This is done in part through the Audit Committee as set out in the terms of reference of this sub-committee.

Terms of reference (Approved by VCEG July 2013)

To actively promote continuous improvement in health and safety across all activities and premises of the University for the benefit of staff, students, visitors and contactors.

In particular, the HSC will:

- promote a robust proactive health and safety culture, effective health and safety management and the sharing of best practice throughout the Institution;
- advise the VCEG on the development, production and implementation of appropriate health and safety policies and related information for staff, students, contractors and visitors;
- monitor, analyse and report information relating to the effectiveness of the University's health and safety policies to ensure satisfactory legislative compliance;
- oversee and promote a comprehensive programme of health and safety training, audits and inspections;
- discuss health and safety risks and recommend remedial actions;
- develop plans to and actively support the communication of health & safety policy and related matters across the whole organisation;
- liaise with FX Plus in order to co-ordinate health and safety across the two organisations and both University campuses;
- act as the consultative mechanism in line with legislative requirements.

The need to continue to develop a 'corporate responsibility' for health and safety matters underpins the deliberations of the Committee.

Meetings

The HSC will normally meet four times a year, usually once per quarter. An agenda for meetings will normally be circulated seven working days in advance of the meeting. A note of decisions / recommendations will be retained by the Secretary and normally circulated within five working days following the meeting. The notes of decisions/recommendations made will

be circulated to members of the VCEG. A meeting shall be quorate when 50% +1 (Chair or the Deputy Chair must be included) of the membership is present.

The Chair is responsible for referring any matters requiring budgetary approval to VCEG and Directorate and for providing regular reports to the Audit Committee and the Board of Governors as appropriate.

Reporting

Each November, the Committee will provide an annual report, including performance against agreed targets (KPIs) to the VCEG and the Board of Governors. Any matters of concern/risk will be brought to the attention of the VCEG at its quarterly meeting when risk is considered, or sooner if the matter is urgent.

Membership

Chief Operating Officer (Chair)

Director of Human Resources (Deputy Chair)

Director of Estates

Health and Safety Adviser

Technical & Facilities Manager, School of Art

Technical & Facilities Manager, Institute of Photography

Technical & Facilities Manager, Academy of Music and Theatre Arts

Technical & Facilities Manager, Fashion and Textiles Institute

Technical & Facilities Manager, School of Film and TV

Head of Subject, Sustainable Product Design

1 UCU nominated Safety Rep (with the second UCU Safety Rep acting as an alternate)

1 GMB nominated Safety Rep (with the second GMB Safety Rep acting as an alternate)

President of the Student Union

In attendance:

FX Plus H&S Adviser (Service Company representative)

Staff Engagement and Organisational Development Manager

The Clerk to the Board of Governors will act as Secretary to the Committee.

In order to fulfil its remit the HSC may co-opt other staff as appropriate and may obtain external professional advice as necessary.

The HSE will be responsible from time to time for carrying out a review of its own performance and effectiveness.

December 2014

Task and Finish groups

The HS&EC may establish Task and Finish groups to advise on particular aspects of its work, usually of a developmental nature. Working groups should have a clear remit and an agreed timetable for the completion of work. A member of the H&SC will normally chair working groups, but their constitution may include staff from outside the membership of the HS&EC.

9 Explanation of Advisory Roles to the Committee

Falmouth University - Health, & Safety Adviser

Advises and assists in the management of all aspect of health & safety for University activity at all campuses, satellite premises and off campus activity. The main function of the role is to advise all staff and students so that University activities comply with legal obligations under the Health & Safety at Work etc, Act 1974 and related regulation and advise and assist in the management of health & safety according to guidance given in the framework HSG65 document. The post holder provides advice on a day to day basis with the aim that all staff, students, visitors and contractors can work safely. They will liaise with relevant managers and course tutors with respect to the management of student based activity in respect of safety. This role oversees the monitoring of safety management systems and procedures relating to safety standards for all departments. They area also required to work with FX Plus and partner organisations to ensure effective cooperation and collaboration and where reasonably practicable share the use of specialist advice, equipment and resources in a cost effective manner.

Specialist Safety Advice

As the need arises the Committee may require specialist safety advice. This may be gained from external consultants providing areas of expertise outside the normal day to day requirements of the organisation. Specialist Safety Groups may also be formed, from nominated staff, to address health and safety issues where the University has employees who meet the competence requirements for the task. eg. specialist technical knowledge on equipment. The University uses an external Occupational Health service provider (arranged through the Director of Human Resources). Arrangements are in place to ensure that the occupational health needs of staff are met as required by legislation and where reasonable and practicable.

10 Arrangements for Safety

The Management of Health and Safety at Work Regulations 1999 places a duty on the University to assess and manage risks to its staff, students and others arising from our activities. It also requires the university to ensure there are safe working arrangements to ensure the health and safety of the workplace, including making arrangements for emergencies, adequate information and training for staff, students and others, and for health surveillance where appropriate. These arrangements are communicated to staff using normal IT based methods.

Safety Arrangements are laid out in a way that describes what the university wants to achieve, who it applies to and the rules that should be followed. In most cases they summarises past and present practice. If required, additional guidance and documentation are referenced and available.

These Arrangements are accessible electronically in topic areas with related documents. The documents are established, reviewed and kept up to date by the Health & Safety Advisor and are formatted in a way to aid access and understanding by staff and students for reference.

They have the following basic layout:

- Purpose

- Arrangements
- Responsibilities
- List of Guidance and documentation with Hyperlinks to relevant information

Relevant procedures, plans, forms or subsidiary codes of practice will be made available and updated regularly. The campus population will be alerted to any changes to procedures, plans or arrangements, by their line management and the health and safety advisor. The Health & Safety Committee will have a monitoring and consultation role for this.

Information has been taken from the approved documentation and reformatted into guidance instruction and general information. The aim is to build up a searchable topic base for staff and student access to find information on how the University performs its responsibilities for safety.

Arrangements and guidance on a full range of topics are now available on Sharepoint for all staff to access at the following link:

https://sp.falmouth.ac.uk/sites/estates/hs/_layouts/viewlsts.aspx?BaseType=1