

FALMOUTH UNIVERSITY HEALTH AND SAFETY POLICY

Purpose	Ensuring statutory compliance with the Health and Safety at Work Act and Management of Health and Safety at Work Regulations.
Responsible for policy	Chief Operating Officer
Document date	10 September 2019
Approved by	Falmouth University Health & Safety Group on 10 September 2019 Falmouth University Board of Governors on 22 November 2019
Due for review	1 September 2020
Other relevant policies	Health & Safety Interface Arrangements Document; Health & Safety Plan

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HEALTH & SAFETY POLICY STATEMENT

Introduction

Falmouth University is committed to delivering world-class education and impactful research with industry-focussed courses and outstanding facilities. We are proud of the vibrant, stimulating and unique work and study environments across our two campuses.

We recognise and accept our duty and responsibility as an employer to comply with the 'Health and Safety at Work etc. Act 1974' and subsequent relevant legislation, and we are committed to ensuring the health and safety of our staff, students, visitors and contractors by taking all reasonable steps to provide and maintain safe working conditions, equipment and arrangements.

As a leading specialist creative University we apply a pragmatic approach to health and safety, reflective of professional practice in the creative industries. This enhances the learning experience and encourages the development of innovative and challenging creative work.

It is the duty of every employee to take care of their own health and safety and that of others who could be affected by their acts or omissions, and to report any failings in the arrangements made for health and safety. This Policy can only be effective if there is commitment by all staff, managers, students, visitors and contractors.

Our objectives

- 1 To achieve a positive health and safety culture where everyone is aware of, and meets, their responsibilities for the health and safety of themselves and others. This requires commitment and active co-operation by all staff and students alike.
- 2 To ensure clear division of responsibilities for health and safety between Falmouth University and our service provider, FX Plus (see document; Interface arrangements between FX Plus, Falmouth University, University of Exeter and Student Union); and to work in partnership with FX Plus to provide a healthy and safe environment for work and study. This includes but is not limited to:
 - Ensuring materials, equipment and machinery are safe and do not present unacceptable risks to health;
 - Providing sufficient information, instruction, training and supervision to ensure staff, students, visitors and others who may be affected by our activities are aware of relevant hazards and risks, and understand the necessary measures to protect themselves against such hazards and risks.
- 3 To ensure that personal responsibilities for health and safety are clearly defined and understood, and that training is provided to ensure employees have the necessary competencies and skills to discharge their responsibilities.
- 4 To embed health and safety into the University's planning and decision making processes.
- 5 To monitor, inspect, audit and review health and safety arrangements to ensure that they are suitable and sufficient.

- 6 To annually set clear and appropriate targets for improving safety performance (see Health & Safety Plan), to monitor and report against progress at institution and department-levels, and to provide a report to the Board of Governors at least annually.
- 7 To ensure this Policy is regularly reviewed and updated in line with regulation and requirements.
- 8 To adopt all other reasonably practicable means to manage risk in line with Higher Education sector guidance and best practice.

Authorised by

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Christopher Pomfret OBE, Chair of the Board of Governors 22 November 2019

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Professor Anne Carlisle OBE, Vice-Chancellor 22 November 2019

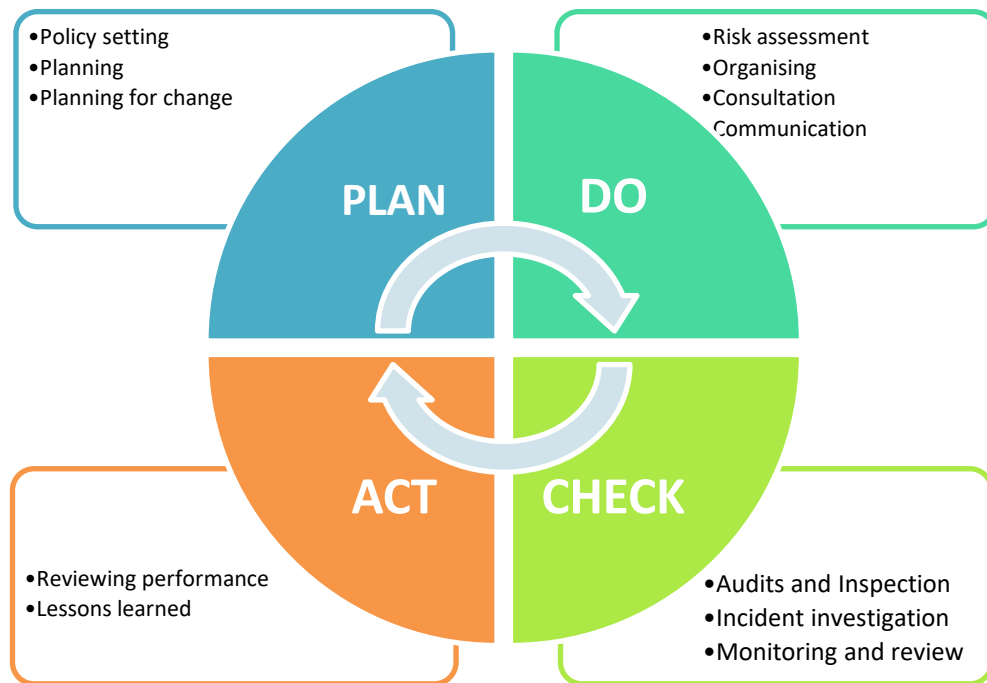
HEALTH AND SAFETY POLICY ARRANGEMENTS AND RESPONSIBILITIES

Introduction

Falmouth University's organisational responsibilities and arrangements for ensuring compliance with the Health and Safety at Work Act and Management of Health and Safety at Work Regulations are set out below. This includes detail of what Line Managers, Heads of Department and others need to do to fulfil their health and safety responsibilities.

The Interface arrangements document further describes the Health & Safety arrangements between FX Plus, and the student Union.

Managing health and safety is an integral part of good management, the University's Health and Safety Policy arrangements and responsibilities are set out in accordance with the Plan - Do - Check - Act management system framework:



1 PLAN

1.1 Health and Safety Policy setting

Falmouth University's policy sets out the high level objectives for the organisation. The Policy sets out how health and safety will be managed and by whom. The Health and Safety Policy is written by FX Plus Health & Safety Services in consultation with the Falmouth University Health and Safety Group.

Further to the Health and Safety Policy documentation, FX Plus and Falmouth University will compile and update a comprehensive set of Health and Safety Standards in order to provide detailed guidance for the mitigation of specific risks. Health and Safety Standards will be jointly owned wherever possible.

1.2 Health and Safety Plan

Underpinned by the Health and Safety Policy a Health and Safety Plan will be agreed. The Plan will set out the starting and target position for the organisation, taking account of the risk profile and strategic plans of relevant stakeholders (e.g. FX Plus, Falmouth University, University of Exeter and the Student Union).

Each year, the Health and Safety Group will review the Health and Safety Plan and agree key actions for the coming year, along with health and safety performance indicators and targets (KPI's). Action completion and KPIs will be monitored by the Health and Safety Group, and reported upon as part of health and safety reporting processes.

The following table provides an outline of the high-level health and safety **documentation** for FX Plus and Falmouth University:

Health & Safety Policy
Health & Safety Plan
Interface arrangements between FX Plus, Falmouth University, University of Exeter and Student Union
Health and Safety Standards

1.3 Planning for change

The Health & Safety Group will be consulted when any health and safety risks are identified as part of strategic or project planning.

All persons with line management responsibility must give consideration to the potential health and safety impacts of their plans, and resources that may be needed to address health and safety issues, for example:

- Health and safety (including fire safety) impact on employees and students through changes to the environment, working practice, equipment, technology or conditions.
- Changes in employer-employee health and safety responsibilities, e.g. through contracting out or partnership agreements.
- New complex and/or high hazard activity.

Plans should also address the need to:

- Comply with the legal requirement to consult with employees and/or their representatives on changes that may affect their health and safety.
- Communicate and consult with other stakeholders whose work activities will be affected by the changes.

Health and Safety Services should be consulted as required, as early as possible in planning processes.

DO

2.1 Risk assessment

All persons with line management responsibility are responsible for ensuring risk assessments are carried out and implemented in their area(s) of control. Guidance on undertaking risk assessments is available on the Health and Safety intranet page.

All line managers are required to attend Risk Assessment Training. Further support on risk assessments is available through the Health & Safety Services.

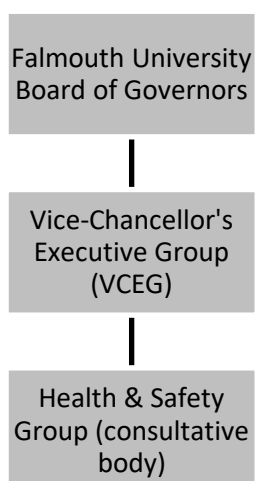
Where appropriate (that is to cover a significant risk that is common across many departments) the Health & Safety Services will develop model risk assessments. However, as model assessments have limitations, managers must ensure that they are carefully reviewed and adapted to take account of local circumstances.

2.2 Organising for health and safety

The following tables summarise the high level health and safety **responsibilities for specific roles, and decision making forums** for Falmouth University:

	Falmouth University	FX Plus
Accountable Person	Vice-Chancellor (appointed by the Board of Governors)	Managing Director (appointed by FX Plus Board)
Operational Responsibility	Directors including Academic Directors and Heads of Department	Senior Executive Team (SET)
Consultation	Health & Safety Group	Health & Safety Committee
Coordination and Liaison	FX Plus Operational Health & Safety Working Group / routine liaison groups	
Competent Person	FX Plus Health & Safety Services	

Falmouth University health and safety governance structure:



ALL STAFF

Every employee of Falmouth University is responsible for:

- taking adequate care of themselves and others
- reporting incidents, accidents and ill health
- reporting hazards and making any suggestions for improvements
- familiarising themselves and adhering to organisational and role specific health and safety policies and arrangements (in conjunction with their Line Manager as appropriate)

Falmouth University role/forum	Summary of responsibilities
Board of Governors	<p>The Board of Governors has ultimate accountability for health and safety within the University and delegates executive responsibility for all aspects of health and safety to the Vice-Chancellor (VC).</p> <p>The Falmouth University Board of Governors is made up of a majority of Independent (external) Members, plus three Staff Governors (including the VC) and one Student Governor.</p>
Vice-Chancellor (VC)	<p>The Vice-Chancellor (VC) – is the ‘Accountable Person’ and has executive responsibility for health and safety management, and ensures that suitable and sufficient arrangements are in place for the effective planning, organising, control, measurement, audit and review of all health and safety measures and is accountable to the Board of Governors for the implementation of the Health & Safety Policy.</p>
Vice-Chancellor’s Executive Group (VCEG)	<p>The Vice-Chancellor’s Executive Group (VCEG) is comprised of senior managers and directors of the University, each with nominated areas of responsibility.</p> <p>VCEG advises the Vice-Chancellor on matters relating to the management and strategic direction of the University, with a particular focus on the management of the University’s staffing, financial and physical resources, and on the markets in which the University operates. VCEG approves budget allocations, and major policies, strategies and statutory returns.</p>
Health & Safety Group (HSG)	<p>Is the statutory health and safety consultative body. HSG reports to and advises VCEG on requirements of health and safety legislation and the appropriateness and effectiveness of implementation of the University’s Health and Safety Policy and Health and Safety Plan. HSG provides an annual report to VCEG and the Board of Governors. HSG is chaired by the Chief Operating Officer and membership includes Union Appointed Safety Representatives.</p>

Director of Estates	<p>The Director of Estates is responsible for ensuring that all premises (apart from Student Residences under the management of the Director of Residences and Facilities) which are leased and owned by the Universities are maintained in a safe condition, and that statutory requirements relating to buildings are met.</p> <p>This includes:</p> <p>Ensuring that the Universities' responsibilities under the Construction (Design and Management) Regulations are met and that construction and refurbishment projects meet the health and safety needs of the Universities.</p> <p>Ensuring that the health and safety competence of contractors appointed to assist with the implementation of the capital programme, or the carrying out of construction and management is assessed and monitored.</p> <p>Ensuring that mitigation takes place to minimise risks to contractors from the Universities activities, or risk to building users from contractors activities.</p> <p>Identifying hazards relating to the built environment that present significant health and safety risks if not adequately controlled.</p> <p>Monitoring the condition of the Universities' premises and services including; arranging statutory inspections, examinations and tests and undertaking a risk based programme of maintenance and repair within available resources</p> <p>Notifying Capital Projects Group (CPG) or Strategic Infrastructure Committee (SIC) of significant premises maintenance issues that require additional resources or funding for health and safety reasons.</p>
Directors / Heads of Department	<p>Directors / Heads of Department Have 'Operational Responsibility' for ensuring that their department complies with the health and safety requirements and has effective systems in place for the management of health and safety</p>
Technical Facilities Managers (TFMs)	<p>Technical Facilities Managers (TFMs) oversee academic facilities, processes and equipment. They 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. The TFM is delegated 'Operational Responsibility' by their Director. Their remit is concentrated within the facility however does extend beyond the facility where University equipment is used for study and practice, or where activity is managed by the Department.</p> <p>TFMs are required to maintain a Risk Management Plan as well as risk assessments to assess and mitigate against risks in their department(s). Risk Management Plans are monitored by Health and Safety Group.</p>
Line Managers	<p>Line Managers are responsible for the implementation of the Health and Safety Policy in their area of control. The responsibility is determined by the extent to which they have authority to take</p>

	<p>action. If they have the authority to make general decisions about some aspects of the work, they are responsible for the health and safety implications of that decision</p>
<p>Head of Health & Safety (FX Plus)</p>	<p>Head of Health & Safety (FX Plus) will ensure mechanisms are in place to provide advice and guidance to managers and staff within Falmouth University on matters relating to health and safety. The Head of Health and Safety will ensure the Health and Safety Services (FX Plus) work with relevant managers and academic/technical staff to ensure organisational compliance and competence.</p>
<p>Health & Safety Services (FX Plus)</p>	<p>Health & Safety Services (FX Plus) – FX Plus and Falmouth University have jointly appointed a Health and Safety team to advise both organisations on health and safety related matters.</p> <p>The Services fulfil the role of the ‘Competent Person’ for both organisations and provide health and safety guidance, advice and information with the aim that all staff, students, visitors, and contractors can work safely. They will liaise with relevant managers and academic/technical staff with respect to the management of student activities, and will provide practical and technical advice and general support on a range of issues, for example accident prevention and investigation, fire safety, radon gas mitigation, workplace transport.</p> <p>The Health & Safety Services have:</p> <ul style="list-style-type: none"> • Authority within the organisations to direct others to take action. • Regular two-way communication with the Accountable Person for each organisation and persons with Operational Responsibility, to ensure that persons are appropriately informed of health and safety requirements and concerns, and can satisfy themselves that suitable and sufficient Health and Safety Arrangements are in place and legal requirements are being met.
<p>Department Lead Contact for Health and Safety</p>	<p>Department Lead Contact for Health and Safety is the person responsible for coordinating health and safety information in the department. One for each department.</p>
<p>Students and Visitors</p>	<p>Students and Visitors; students are made aware at induction of appropriate health and safety issues and that safety arrangements and procedures are put in place to protect them. Students are encouraged to report incidents and hazards.</p> <p>Visitors are required to follow a signing in/out procedure, display necessary identification and be met and accompanied as appropriate during their visit.</p> <p>Guests who occupy vacant student accommodation, whether out of or in term time are the responsibility of the department or persons organising the bookings. Such guests are expected to follow all safety instructions provided and report any incidents and hazards.</p>

Contractors undertaking work on campus	Contractors undertaking work on the Campus' must display necessary identification and follow a sign in/out procedure. Contractors must provide sufficient documentation to demonstrate that they will carry out any work competently and safely without any perceived or actual danger or risk of injury to themselves or others. Contractors are responsible for ensuring that they comply with current CDM Regulations and relevant safety standards, including Health and Safety Arrangements.
Union Appointed Safety Representatives	<p>Union Appointed Safety Representatives - are employees, appointed by the trade union they belong to, to represent employees on health and safety. They can assist any employee who has a health and safety concern.</p> <p>Union Safety Representatives are members of the Health & Safety Committee / Group for their organisation.</p>

2.3 Consultation with employees

Managers responsible for planning and/or implementing change must consult with employees and the Union Appointed Safety Representative(s) where the changes may have an effect on their health and safety. Consultation should take place during the planning and implementation phases, with due regard to risk assessments that cover related work activities. This is a legal requirement.

Where possible, employees should also be involved in the risk assessment process. This will help the development of control measures and employee engagement.

In the main, consultation on local issues can be achieved through including health and safety on the agenda of management team briefings or meetings. Briefings or meetings can also be used by employees to discuss any concerns they have about health and safety issues affecting them or the team.

Employees must be advised on how to raise health and safety concerns. This should normally be directly with their line manager. Alternatively they can speak to the Health & Safety Service. Employees also have the right to raise health and safety concerns with a Union Appointed Safety Representative, who can take the matter up on their behalf.

Falmouth University have other specialist sub-groups which consult on matters that affect the campuses as a whole, each of these groups have a published membership and terms of reference.

2.4 Communication

Communication systems are essential to ensure that everyone:

- Knows about the risks associated with their work and what they need to do to protect themselves and others from harm.
- Can contribute to a safe and healthy workplace, by raising health and safety issues they are concerned about.

Health and Safety Services communicate on health and safety primarily through the following means:

- Through Falmouth University Health & Safety Group, FX Plus Health & Safety Committee Operational Health & Safety Group
- The Health and Safety pages both on the intranet and SharePoint
- Various informal/sub-groups i.e. liaison & mitigation meetings
- FX Plus Operational Updates/newsletters
- E-mails to departments or targeted to specific managers. Line Managers of employees without access to a computer are responsible for cascading the content of the communications.

Directors and Heads of Department must ensure there are adequate arrangements are in place for communicating health and safety within their departments. These should take account of hard to reach groups, such as those without access to computers. Notice board information should be checked regularly to ensure that it remains current and relevant. Health and safety should be a regular agenda item in departmental meetings.

As a minimum, Heads of Department must ensure that the following health and safety information is made available to all of their staff:

- Fire Warden contact information (after close liaison with adjoining departments)
- First Aider contact information (after close liaison with adjoining departments)
- The contact information for the department's Lead Contact for Health & Safety
- Union appointed Safety Representative(s) contact information
- Relevant electronic communications and information issued by Health and Safety Services

Line Managers must ensure that:

- Employees under their control know how to report health and safety concerns, who the relevant people are with health and safety responsibilities and how to contact them.
- Employees under their control have read and understood role-specific health and safety arrangements.
- Employees under their control know how to access health and safety information and ensure that health and safety information is available to staff who do not have access to a computer.
- Health and safety is on the agenda of team meetings, so that changes that may affect the health and safety of employees, risk assessments or their health and safety concerns can be discussed.
- When they receive health and safety information, they consider how it affects the activities they are responsible for, and ensure it has been properly cascaded.
- When delegating health and safety actions to someone else, they give clear instructions on what they are expected to do and check it has been done to the required standard.
- If their work can affect the health and safety of others, i.e. contractors, others who share the premises, communicate with them, to ensure that their health and safety is not affected.

Important note: a Line Manager's responsibility for health and safety does not diminish with the delegation of tasks to members of their staff.

2.5 Co-ordination and co-operation with other premises users

FX Plus is contracted to provide a range of services on the Falmouth and Penryn Campuses, including health and safety, estates and facilities, and construction development services.

FX Plus and Falmouth University are employers and therefore under the Health and Safety at Work etc. Act 1974 have a duty, in so far as is reasonably practicable, to ensure the health, safety and welfare of all their own employees whilst at work and those persons not in its employment who may be affected by its undertaking. FX Plus is not the employer of Falmouth University staff and students and only acts as the operator of the campuses. In this capacity Falmouth University has delegated their responsibilities for ensuring a safe and healthy campus environment to FX Plus. The University retains responsibility for staff, students and visitors under their own health and safety policy for all activities associated with teaching, research, performance, travel etc.

Directors, Heads of Departments and Line Managers must ensure that where their activities may affect staff or students outside of their department, or visitors, contractors or other users of the campuses, sharing of information and co-ordination of arrangements (including responsibilities) for controlling health and safety risks takes place.

Where a contractor has been appointed via another department (for example by FX Plus or the University of Exeter) responsibility for communication and co-ordination with the contractor will be with that department.

Where employees from one department are based in another, co-ordination and co-operation will be necessary to ensure health and safety requirements are met. Unless otherwise agreed:

- The employee's Line Manager or head of Department retains responsibility for the employee's health and safety (including provision of information and training)
- FX Plus is responsible for providing a safe and healthy working environment

In order to fulfil the requirements of the Health and Safety at Work etc. Act 1974 full collaboration is required between all occupants of the shared campuses, and Falmouth University actively promotes and encourages this collaboration. This collaboration is achieved through the Health and Safety Service attending Falmouth University and University of Exeter Health and Safety Committee/Group meetings, and representation from Falmouth University at the Operational Health and Safety Group (OHSG) meetings. Furthermore, Falmouth University shall, so far as is reasonably practicable, align with and share best practice initiatives. A consistent approach to implementing health and safety policies and standards will support continuous improvements in safety and health for the benefit of all campus users.

2.6 Co-ordination with other employers

Responsibility and arrangements for health and safety must be included as part of agreements for letting, (e.g. Kernick Industrial units) or sharing premises with other employers. For the campus premises this will be the responsibility of the FX Plus Director of Estates. Otherwise it will be the most senior manager responsible for liaising with the premises owner/landlord.

2.7 Implementation

2.7.1 Health and Safety Standards

Health and Safety Standards (i.e. how we do things safely) are specific safety instructions for activities/processes.

The Health & Safety Group acts within the remit agreed by the Accountable Person to scrutinise and approve the Health and Safety Standards relevant to the organisation. Union Safety Representatives act on behalf of staff at the Health & Safety Group and are part of the consultation process for Health and Safety Standards.

When Health and Safety Standards are likely to have an impact on another campus stakeholder organisation, or any other stakeholder, the consultation processes will include the relevant stakeholder(s).

2.7.2 Implementation of Health and Safety Standards

Once approved by the Health & Safety Group, health safety standards are cascaded throughout the relevant departments.

Each department is responsible for ensuring that all relevant arrangements are fully implemented. In some cases there may be a need to agree how a specific health and safety standard will be implemented. Advice may be sought from Health & Safety Services whenever required and an agreed process will be approved.

Health and Safety Standards are generally documents that provide information and instruction to staff regarding their role and what action is required. These documents also include links to tools such as risk assessments templates and guidelines for further detailed information. It is important that managers and employees follow Health and Safety Standards, as they are the way that we ensure we are meeting our legal obligations for health and safety. These Health and Safety Standards are therefore mandatory. Managers may delegate other staff to support them in the implementation of these safety standards but such staff must receive appropriate training.

Health and safety standards are available on the health and safety pages on the intranet.

2.7.3 Competence and capability

All employees need to be competent to meet their responsibilities and carry out their work safely in accordance with Health and Safety Arrangements related to their work.

Employees must receive adequate health and safety training on being recruited and when exposed to new risks or taking on new responsibilities. This is a legal requirement. Those with management responsibilities need to be aware of relevant health and safety legislation and how to manage health and safety in accordance with our health and safety standards and arrangements. All employees need to be able to work in a healthy and safe manner.

Staff Development facilitates health and safety training for employees and those with management responsibilities, as well as online training covering a range of health and safety topics.

Line Managers must ensure that they:

- Induct new employees, those changing roles, temporary employees on health and safety.

- Assess the health and safety competences of the employees they directly line manage, taking account of the nature of their role, and identify their training and development needs.
- Provide adequate levels of supervision depending on the risks arising from the task and competence of the employees or students.
- Ensure that job descriptions take account of health and safety competence and capability and that these are assessed as part of the recruitment process.
- Ensure that risk assessments take account of capability issues that may increase risk, for example: students, pregnancy, young people, health conditions etc. General advice is available from the Health and Safety Services, or advice on individuals with specific health concerns is available from HR (staff) or FX Plus Student Services (students).

Refresher training

The law requires that health and safety training is repeated periodically where appropriate. Refresher training must be provided where skills are not used regularly (e.g. first aid, fire training and emergency procedures). Otherwise information from supervision/performance management of employees, health and safety inspections and incident investigations can be used to determine whether and when refresher training is needed. Account should also be taken of the risk assessment of the work activity i.e. what are the potential consequences if employees, students do not follow work practices learnt through training.

Training Records

Managers need to ensure records of induction and other training is recorded and forwarded to Staff Development (HR) as appropriate.

2.7.4 Supervision

All Line Managers need to provide appropriate supervision to ensure employees, and students are complying with our legal health and safety requirements (through compliance with health and safety policies and standards). This may include observation or checking understanding as part of normal performance monitoring processes. New employees, young workers and those carrying out higher risk activities would need closer supervision than a more experienced employee who has demonstrated safe behaviour. Directors and Heads of Department should also check that Line Managers in their department are meeting their health and safety responsibilities.

Performance and development review processes provide an opportunity to discuss health and safety responsibilities and training needs. And also to discuss and agree how underlying issues that may be making it difficult for the employee to meet their responsibilities can be addressed. In some cases it may be appropriate to agree health and safety related personal objectives.

Where an employee knowingly does something that could cause serious harm, has neglected to take action within their control to prevent a dangerous act, or has showed persistent non-compliance with health and safety policies and/or standards, disciplinary action may need to be considered.

2.7.5 Work equipment

Any Line Manager responsible for work equipment must ensure that:

- Prior to purchase, or hire, checks are carried out to confirm it complies with the relevant European requirements for safe design and construction and is suitable for use in the UK.
- Consideration is given to potential health and safety risk prior to purchasing work equipment.
- It is used and maintained safely, in accordance with manufacturer's recommendations.
- Hazardous work equipment is only used by employees who have been authorised to use it, and who are trained and competent in its safe use.
- Where necessary for safety, regular inspection or thorough examinations is carried out by a Competent Person e.g. lifting equipment, pressure vessels, local exhaust ventilation (LEV) and records retained in accordance with statutory requirements.
- Defects in equipment are reported

Maintaining work equipment in a safe condition includes having in place systems for in house safety checks, regular maintenance and, for some work equipment e.g. LEV periodic thorough examinations and/or tests, in accordance with statutory requirements. The frequency of safety checks and maintenance will depend on the use of the equipment and the potential risk if it develops a fault. The manufacturer's guidance should be consulted.

FX Plus Estates are responsible for workplace infrastructure and equipment, such as fixed wiring and lifts etc. The occupier of the building will also have responsibilities for certain areas of building infrastructure and equipment. Further guidance can be found within the document

3 CHECK

Checking that health and safety arrangements are in place as necessary is a most vital aspect of the health and safety management system. Health and safety arrangements are monitored thoroughly through a programme of audit.

3.1 Health and safety audits and inspections

The Health and Safety Services will carry out the H&S auditing function for both FX Plus and Falmouth University and the shared common areas with support of Directors/Heads of Department or the department's assigned Lead Contact for Health & Safety. A Union Safety Representative should be invited to join any audits and inspections. Any actions required following these audits is managed by the Health and Safety Service and fed back to the Health & Safety Group. Auditing will be conducted using the Health and Safety Management Profile (HASMAPP) on a frequency determined by the Group.

Health & Safety Services will ensure that regular formal health and safety audits and inspections are carried out. Audits and inspections should normally be carried out at least annually. However the frequency of audit/inspection will be determined by the risk profile of the department and the outcome of previous inspections, in some cases more frequent inspections may be necessary.

3.2 Incident investigation

Line Managers are responsible for actively ensuring that work is undertaken safely and should any incident occur they must provide any necessary reports, evidence, and act upon appropriate

incident investigation recommendation, with support from their Head of Department and/or Director as appropriate.

The Health & Safety Services will review all incidents that occur on the campuses and where necessary initiate their own investigations. Incident analysis will be fed back to the Health & Safety Group and reported annually to VCEG and the Board of Governors as appropriate.

3.3 Monitoring and Reviewing the Effectiveness of the Health & Safety Policy

The Falmouth University Health & Safety Policy will be monitored annually and results will be reported to the Health & Safety Group.

4 ACT

The Vice-Chancellor and the Board of Governors require health and safety performance information (KPI's) to support them in meeting their health and safety responsibilities.

The Board of Governors will review health and safety performance information at least annually and will recommend action regarding findings from investigations and past performance as appropriate.

Information from reviewing health and safety performance will be taken into account when determining future Health and Safety Plans.

4.1 Review

Directors and Heads of Department must ensure that regular reviews of their risk assessments and arrangements for health and safety take place. Health and Safety Arrangements must be dated with the last review date and review should take place in a reasonable timescale, taking account of the nature of the risk and changes to legislation and work practices. Departmental health and safety information should be periodically reviewed to ensure that the contact details for those given health and safety responsibilities remain current i.e student travel etc.

Health & Safety Services will ensure that regular reviews of the campuses' wider Health and Safety Arrangements take place, i.e. fire, first aid, radon.

4.2 Annual reporting on health and safety performance

Reporting on health and safety performance is necessary to provide assurance to the Board that the executive are fulfilling their responsibilities.

Progress with implementing the organisation's Health and Safety Plan will be measured in the following ways:

- Performance targets: a set of key health and safety performance measures (KPIs) will be monitored against agreed targets on a regular basis.
- Annual report on health and safety performance: a report on progress with implementation of the plan will be included in an annual health and safety report to VCEG and the Board of Governors.

The annual report will include: an overview of performance against Health & Safety Plan, actions and performance targets, achievements, significant health and safety risks, incidents and any potential shortcomings that could result in prosecution or a serious health and safety incident, or future legislative changes that may impact on the organisation. Data will be provided and where possible this will be benchmarked with previous years and/or comparable organisations.

4.3 Other health and safety reports

Health and Safety Services will provide additional reports to Falmouth University staff, Health & Safety Group, and the Board of Governors as required.

Health & Safety Services will provide an action plan following their health and safety inspections or audits, so that the group can confirm that significant findings are being addressed. Findings will be incorporated into the annual report.