

HEALTH AND SAFETY POLICY

This document sets out the policy for ensuring statutory compliance with the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999 and the Safety Representatives and Safety Committees Regulations 1977.

ORGANISATION: FALMOUTH UNIVERSITY

APPLIES TO: STAFF, STUDENTS, CONTRACTORS & VISITORS

POLICY OWNED BY: UNIVERSITY EXECUTIVE BOARD, FALMOUTH UNIVERSITY (COMPILED BY FX PLUS H&S TEAM)

REQUIRED CONSULTEES: FX PLUS HEALTH AND SAFETY TEAM, FALMOUTH HEALTH AND SAFETY COMMITTEE, UNION APPOINTED SAFETY REPRESENTATIVES.

APPROVED BY: FALMOUTH UNIVERSITY HEALTH AND SAFETY COMMITTEE, UNIVERSITY EXECUTIVE BOARD, BOARD OF GOVERNORS.

DATE APPROVED: FRIDAY, 24 MARCH 2023

REVIEW DATE: 3 YEARS FROM DATE OF APPROVAL (24 MARCH 2026)

1 PURPOSE

- 1.1 This policy sets out the general arrangements in place to ensure Falmouth University fulfils its legal and moral obligation to protect staff, students and others against any risks relating to their health and safety.
- 1.2 This policy sets out how Falmouth University aims to provide a safe working environment that promotes high standards of academic excellence and will so far as is reasonably practicable ensure that any risks associated with work carried out by its staff and students are carefully planned and managed by appropriately trained and competent staff.
- 1.3 This policy is supported and underpinned by a set of agreed interface arrangements and number of health and safety related policies, procedures and guidance (published on the Intranet) that provide greater detail in relation to specific subjects.

2 SCOPE

- 2.1 This policy applies to all Falmouth University employees (inclusive of those employed by Falmouth Staffing Limited) who have a responsibility to ensure the safety of themselves and others who may be affected by work or activities conducted by Falmouth University. This includes Falmouth University staff and students, staff and students of the University of Exeter, FX Plus staff, Student's Union staff, visitors, contractors and members of the public.
- 2.2 This policy supports the overarching management arrangements which are in place and set out within the Interface Arrangements (Appendix 2) applied for the shared occupation of buildings and spaces.
- 2.3 This policy along with the Interface Arrangements and supporting health and safety policies applies to all premises where Falmouth University, FX Plus and the Students' Union has any extent of control, including any premises where the responsibility is shared with a third party.

3 RELATED INFORMATION

- 3.1 Relevant legislation relating to this policy are:
[The Health & Safety at Work Act 1974 \(HSAWA\)](#) (including supporting legislation)
[The Management of Health and Safety at Work Regulations 1999](#)
[The Safety Representatives and Safety Committees Regulations 1977](#)
- 3.2 This policy and the Interface Arrangements (Appendix 2) overarch other health and safety related policies, procedures and guidance that provide detail on how specific areas of health and safety are managed (e.g. Control of Substances Hazardous to Health (COSHH), fire safety, manual handling, ionising radiation, noise, vibration, diving, driving for work etc).
- 3.3 Health and safety related policies, procedures, guidance and forms are located on the Intranet (accessible to staff [here](#)). Advice on matters relating to health and safety can be accessed via the FX Plus Health and Safety Team or Technical & Facilities Managers who are the competent persons for the University.

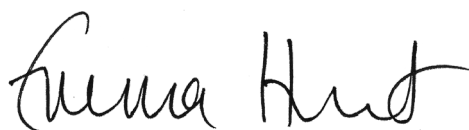
4 POLICY STATEMENT

- 4.1 Falmouth University as an employer recognises and accepts its legal duty and responsibility to comply with the general duties set out within The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 and related legislation.
- 4.2 We recognise that collectively everyone within the organisation has a role to play in ensuring the highest standards of health and safety management and a proactive culture is achieved.
- 4.3 The Board of Governors and Vice-Chancellor & Chief Executive of Falmouth University are fully committed to working collaboratively with employees, Union Representatives and University partners across the shared campuses to ensure health and safety arrangements are in place in order to protect all staff, students and visitors who may be affected by our acts or omissions in so far as is reasonably practicable.
- 4.4 Along with our University partners, FX Plus, University of Exeter and the Students' Union, we aim to achieve academic excellence in a high quality and safe environment. We recognise and value the contribution made by all our employees, and by working together we will continuously improve and strive to ensure the work we do, sustains a safe and healthy environment for everyone.
- 4.5 As part of our management arrangements for the shared campuses, we have a number of policies, procedures, guidance and systems in place along with an agreed unique set of Interface Arrangements that helps define areas of responsibility and support a collaborative approach to ensure that the highest standards are implemented and maintained across all areas of health and safety management.



Date: 24 March 2023

Christopher Pomfret OBE
**Chair of the Falmouth University
Board of Governors**



Date: 24 March 2023

Professor Emma Hunt
**Vice-Chancellor & Chief Executive,
Falmouth University**

5 KEY DEFINITIONS

- **Responsible person** - anyone who has control or anyone who has a degree of control over certain areas within the premises.
- **Delegated responsibility** - where senior leaders or managers use their authority to assign responsibility to others in their workplace, such as their direct reports or co-workers to carry out certain functions or tasks.
- **Competent person(s)** - individuals who have sufficient training and experience or knowledge and other qualities that allow them to provide proper advice and assistance. The level of competence required will depend on the specific task or activity.
- **Suitable and sufficient** - risk assessments must be suitable and sufficient, which means: a proper check was made, you asked who might be affected, and all the obvious significant risks (taking into account the number of people who could be involved) were dealt with.
- **Reasonably practicable** - you do what is reasonable to ensure the management of health and safety in your circumstances weighing up risk against the time and resource needed to control it.
- **University partners** – FX Plus, Students’ Union, University of Exeter.

6 RESPONSIBILITIES

6.1 Falmouth University (including subsidiary companies) recognises its legal and moral responsibilities to ensure that all the necessary health and safety management arrangements are in place to provide a safe place of work and promote a positive and proactive health and safety culture, ensuring it is embedded across all levels throughout the organisation.

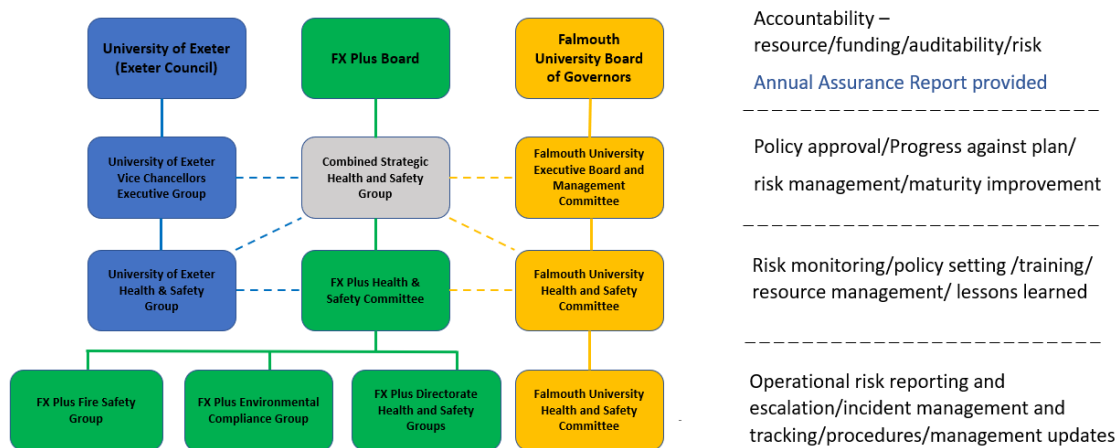
6.2 Falmouth University will, in so far as reasonably practicable:

- Identify organisational health and safety risks.
- Provide adequate control of health and safety risks arising from our work activities.
- Consult with our employees (including appointed Union safety representatives) on matters affecting employee health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- Review and revise this policy and the supporting Interface Arrangements as necessary at regular intervals.

- 6.3 Falmouth University have appointed FX Plus to provide its Health and Safety Services in order to support its appointed officers, managers and employees on matters relating to health and safety.
- 6.4 Falmouth University organisational roles and responsibilities for ensuring compliance with The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999 and related legislation are set out in Appendix 1 of this policy.
- 6.5 Appendix 1 provides details of who is the Responsible Person and what Executive/Senior Leaders, Academic Directors, Line Managers, Heads of Department and others need to do to fulfil their health and safety responsibilities. An Employee Guide for the H&S Policy can be accessed in Appendix 4.
- 6.6 The interface arrangements document (Appendix 2) sets out how Falmouth University will work together with its University partners (FX Plus, the University of Exeter and Students' Union) to define and effectively manage health and safety across dedicated and shared facilities used by stakeholder partners across its campuses.
- 6.7 The University of Exeter (UoE) and the Students' Union (SU) have their own organisational responsibilities and arrangements which are defined within their own Health & Safety Policy and management arrangements relative to their activities.

7 Health and Safety Governance

- 7.1 Committees and Groups have been established to ensure a structure of Health and Safety Governance is in place across a shared campus.



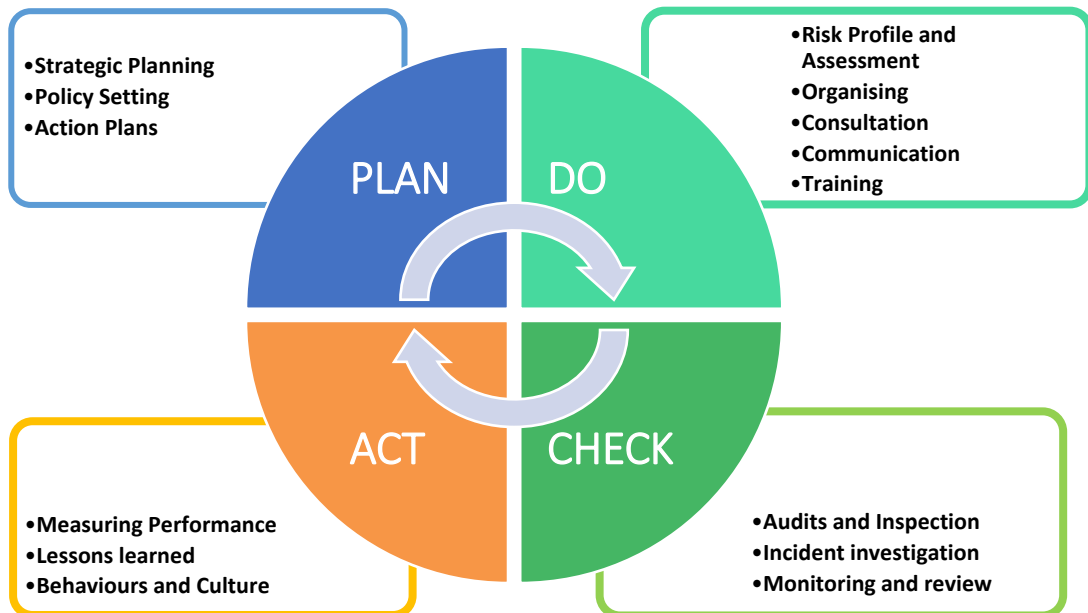
- 7.2 **Falmouth University Board of Governors** has overall accountability for the management of health and safety and risks identified within the organisation. The Board will ensure

that suitable resource and funding is in place so far as is reasonably practicable to effectively meet the requirements set out within health and safety legislation.

- 7.3 Falmouth University Executive Board (UEB) and University Management Committee (UMC)** include the University's senior leadership team (UEB), and senior managers and directors of the University, each with nominated areas of responsibility (UMC). UEB leads on strategy development and resource allocation, UMC leads on strategy implementation and matters relating to the management of the University. Health and safety will feature on the agenda of both forums. Both are advisory to the Vice-Chancellor & Chief Executive.
- 7.4 Combined Strategic Health and Safety Group** acts to provide coordination, cooperation and communication between Falmouth University, FX Plus, University of Exeter and the Students' Union ensuring general health and safety arrangements are effective across shared buildings and facilities. The group will also serve to provide assurance to the University Executive Board, Board of Governors and to determine and request any additional resource or funding required.
- 7.5 Falmouth University Health & Safety Committee** has delegated responsibility to act as the statutory consultative body for Falmouth University and manages all health and safety matters (in liaison with FX Plus) on behalf of the Vice-Chancellor & Chief Executive, University Executive Board, and the Falmouth University Board of Governors. The Health & Safety Committee is required to report the University Management Committee and University Executive Board on matters relating to health and safety, and provides coordination, cooperation and communication links with the Combined Strategic Health and Safety Group.
- 7.6 Academic Departmental Committees** have oversight, and assure the effective application, of University Health and Safety Policies as they apply to all academic activities conducted by the Department(s). Academic Departments provide assurance to the Health and Safety Committee through regular reporting.
- 7.7 FX Plus Health & Safety Committee** has delegated responsibility and acts as the statutory consultative body for FX Plus, who have been appointed by Falmouth University to provide competent health and safety advice, guidance and professional services (including building and facilities management) functions in order to support the University and its employees to meet its legal and moral duties with regard to health and safety. FX Plus Health & Safety Committee is required to provide assurance to the Falmouth University Health and Safety Group that buildings, facilities and equipment managed and maintained by FX Plus on behalf of the Universities are compliant with relevant legislative requirements.

8 MANAGEMENT ARRANGEMENTS FOR HEALTH AND SAFETY

- 8.1 Managing health and safety is an integral part of good management and management arrangements follow the **Plan - Do - Check - Act** [Health and Safety Management \(HSG65\)](#) system framework.



- 8.2 There are a set of unique management arrangements, policies and procedures in place to ensure Falmouth University, University of Exeter, the Student Union and FX Plus who share buildings and facilities across its Penryn campus have a coordinated approach towards health and safety management ensuring others are not adversely affected by their own activities.
- 8.3 Falmouth University have employed FX Plus to provide the organisation with competent advice, guidance and professional health and safety services in order to support its appointed officers, managers and employees on matters relating to health and safety.
- 8.4 The unique set of management arrangements mean that Falmouth University have a number of health and safety policies and procedures that are either individually owned or shared and apply to both FX Plus and Falmouth University.

- 8.5 FX Plus has a number of policies and procedures in place for health and safety that take precedence across both Falmouth and Penryn University Campus and are adopted by Falmouth University and other stakeholder partners.
- 8.6 Health and safety related policies applicable to Falmouth University are listed in Appendix 2 of this policy. These health and safety related policies are stored and made accessible to all employees within the intranet.

9 CONTACT FOR FURTHER INFORMATION

- 9.1 For Further information relating to this policy please refer to the [Health and Safety Information Hub](#) or contact the FX Plus Health and Safety Team at fxplushealthandsafety@fxplus.ac.uk

Appendix 1: [individual roles and responsibilities](#)

Appendix 2: [interface arrangements and H&S Policy framework](#)

Appendix 3: [H&S policies, procedures, guidance and forms](#)

Appendix 4: [H&S Policy Employee Guide](#)