Health and Safety Roles and Responsibilities

Introduction and Purpose

Everyone has a role to play in health and safety, and a responsibility to themselves and others when it comes to their actions. The purpose of this document is to clearly identify the roles and responsibilities of all Staff and Students at Leeds Trinity University, as well as identifying the arrangements that are in place.

The arrangements are written with the aims of not only protecting our Staff, Students and those who may be impacted by our activities but also to:

- Enable learning, research and innovation in a safe, healthy and equitable environment;
- Ensure that those who are responsible for creating a hazard or risk as part of their activities are aware of them and manage them with responsibility and accountability;
- Recognise that risks exist and that they can never be fully removed, but managed proportionately and realistically, while balancing the reasonableness, risk and benefit;
- Ensure that everyone can confidently raise any concern with respect to health and safety without fear of reprimand;
- Ensure arrangements are defined to support a process of continual improvement in health and safety across the University.

Roles and Responsibilities

The Board of Governors

The Board of Governors carries ultimate responsibility for the health and safety of everyone who could be harmed by Leeds Trinity University activities (including those on University premises and University activities off the premises). It is therefore important that the Board of Governors are aware of and understand the importance of health and safety, the risks faced by the University and its health and safety objectives.

The Board of Governors is responsible for:

- Ensuring that the University has a written Health and Safety Policy, along with effective arrangements (Processes and Procedures), risk control measures and the resources to implement the arrangements;
- Approve the Health and Safety Policy in conjunction with the Vice Chancellor and Chief Operating Officer;
- Ensuring that there is an effective communication and consultation process with Staff on matters relating to health and safety;
- Ensuring that a University Health and Safety Committee is in place, that it meets regularly and reports on at least an annual basis to the Board of Governors. The

annual report includes Key Performance Indicators (KPIs), accident/ incident statistics, training statistics and progress against health and safety objectives;

- Receiving reports of any incidents carrying a significant risk to health and safety (including those reported under Reporting of Injuries, Disease and Dangerous Occurrences Regulations;
- Receiving reports of any enforcement action taken against the University by external regulatory agencies, and the response taken to these actions;
- Ensuring that facilities are provided for recognised Trade Unions to appoint Safety Representatives and enable them to discharge their responsibilities;
- Ensuring that health and safety is considered when undertaking any major strategic decisions for the University which may impact on the health and safety of others.

The Board of Governors is advised by the Chief Operating Officer, supported by the Head of Health and Safety.

The Vice-Chancellor

The Board of Governors delegates the management for carrying out its responsibility for health and safety under this Policy to the Vice-Chancellor.

The Vice-Chancellor, in addition to their other health and safety responsibilities outlined below (as a Line Manager for example), is also responsible for;

- Ensuring the integration of the Occupational Health and Safety Management system into the University's usual business activities;
- Ensuring that the University has a Health and Safety Policy with supporting arrangements for managing health and safety (Framework documents – Health and Safety Procedures) and that these documents are communicated to all Staff and regularly reviewed;
- Approving the Health and Safety Policy in conjunction with The Board of Governors and Chief Operating Officer;
- Ensuring that structures, resources, systems and processes are in place to fully implement this Policy and the associated Health and Safety Framework documents.

The Vice-Chancellor has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the University.

On a day-to-day basis, the Vice Chancellor may delegate the management for carrying out their responsibilities under this Policy to the Chief Operating Officer and the Head of Health and Safety.

Chief Operating Officer

The Chief Operating Officer, in addition to their other health and safety responsibilities outlined below (as a Line Manager for example), is also responsible for;

- Acting as the Executive Director with responsibility for health and safety;

- Ensuring that measures are taken to promote and enhance the health and safety culture through effective strategic partnerships across the University's portfolio of activity;
- Taking executive action where necessary to prevent serious harm to individuals or the University;
- Personally chairing, or arrange for a member of University Executive to chair, the University Health and Safety Committee;
- Ensuring consultation with Staff, including via Staff Representatives;
- Taking an annual report and regular updates from the University Health and Safety Committee to the Board of Governors.

The Chief Operating Officer holds delegated authority to approve the Health and Safety Framework documents on behalf of the University Health and Safety Committee.

On a day-to-day basis, the Chief Operating Officer may delegate the management for carrying out their responsibilities under this Policy to the Head of Health and Safety.

University Executive (Deans /Directors)

Members of the University Executive provide leadership and governance to implement and support the health and safety culture.

The members of University Executive, in addition to their other health and safety responsibilities outlined below (as a Line Manager for example), are also responsible for;

- Ensuring that there are adequate resources including financial for managing and supporting health and safety including maintaining, compliance, implementation, monitoring and continual improvement of the University's Health and Safety Management System.
- Leading by example and show visible and strategic commitment to health and safety as a core aspect of the management;
- Understanding the hazards and risks presented by their areas and operational activities and ensure these are incorporated into the University's Health and Safety Risk Register;
- Working collaboratively with the Health and Safety Team;
- Ensuring Staff receive adequate health and safety information, instruction and training to ensure they are competent to carry out their role/duties and that this information is recorded;
- Ensuring that all Staff and Students are involved and participate by promoting two-way communication relating to health and safety;
- Encouraging the reporting of accidents, incidents, near misses and cases of work-related ill health, and be involved in investigations where requested by the Health and Safety Team;
- Ensuring that the risk assessment systems that are in place are followed;

- Ensure that the referral processes for physical and mental ill health, including health surveillance that are in place are followed;
- Ensuring that the health and safety implications are considered for strategic decisions including refurbishments or major projects;
- Addressing breaches of this Policy, associated Framework Documents and Procedures;
- Delegate implementation specified health and safety roles in their areas to Line Managers (*anyone at the University who controls research, budgets, workspace or people including staff, apprentices, visitors or contractors*) or Academic Tutors (*any academic staff member with control over a student or group of students or apprentices either on/off campus including all elements of a research or teaching programme*).

University Leadership (Heads of School / Service)

The members of University Leadership, in addition to their other health and safety responsibilities outlined below (as a Line Manager for example), are also responsible for;

- Leading by example, demonstrating leadership and commitment within their School/Service for health and safety;
- Supporting and chairing where appropriate relevant health and safety communication groups;
- Promoting the importance of Staff being involved in the consultation/ participation process to develop an ensure effective communication with employees and their representatives;
- Working collaboratively with the Health and Safety Team;
- Ensuring that the risk assessment systems that are in place are followed, that control measures are implemented and that risk assessments are regularly reviewed, based on the level of risk;
- Ensuring Staff receive adequate Health and Safety information, instruction and training to ensure they are competent to carry out their role/duties and that this information is recorded;
- Encouraging the reporting of accidents, incidents, near misses and cases of work-related ill health, and be involved in investigations where requested by the Health and Safety Team;
- Ensuring where a specialist or specific Health and Safety role(s) is/are identified in their area of responsibility that Staff are nominated or appointed to fulfil these roles, e.g. fire warden, first aider etc;
- Ensuring Academic Tutors and Line Managers take responsibility for the health and safety responsibilities;
- Addressing breaches of this Policy, associated Framework Documents and Procedures;

- Provide adequate resources including financial for managing health and safety.

Academic Tutors and Line Managers

For the purposes of the Health and Safety Policy and Framework Documents:

Academic Tutors include any academic staff member with control over a student or group of students or apprentices either on/off campus including all elements of a research or teaching programme.

Line Managers include anyone at the University who controls research, budgets, workspace or people including staff, apprentices, visitors or contractors.

Academic Tutors and Line Managers, in addition to their other health and safety responsibilities outlined below (as a member of Executive or Leadership for example), are also responsible for;

- Applying and implementing the University's Health and Safety Policy and associated Framework Documents and Procedures;
- Ensuring that risk assessments for the activities under their responsibility are carried out and approved by a competent person, that risk assessments are regularly reviewed, up to date, recorded and the control measures are effectively implemented and understood by all involved in the activities;
- Ensuring that where the need for health surveillance is identified in a risk assessment, people are referred to Occupational Health and, where required, attend sessions for health surveillance being given the time to do so;
  (please contact Human Resources or the Health and Safety Team for support);
- Ensuring where a Staff member or Student highlights a condition affecting their health or that may be exacerbated by the activities being undertaken, a risk assessment is carried out using appropriate confidentiality;
- Ensuring that before Staff or Students begin work, study or research that is controlled by an external organisation, an assessment of any foreseeable risks is carried out;
- Ensuring that Staff and Students receive induction, training, resource (including time), advice and support, based on the risks involved in the work, and the individual experience and competency and are supervised until deemed competent to undertake the activity;
- The health and safety of all Staff, Students, visiting staff, agency staff and contractors working on their activities;
- Being actively involved in local health and safety inspections/audits/day-to-day monitoring and accident/incident investigations and carry out any required actions;
- Ensuring there is a programme for statutory testing for equipment they are responsible for.

Director of Estates and Facilities

The Director of Estates and Facilities, in addition to their other health and safety responsibilities outlined below (as a Line Manager for example), are also responsible for;

- Ensuring that the health and safety implications are considered for strategic decisions including refurbishments or major projects.

For University owned buildings;

- Ensuring that the Estates and Facilities management structure and responsibilities are clearly defined, that systems are implemented and monitored to assure compliance, for the provision of a safe estate infrastructure (University owned). This extends to include new builds, refurbishments, plant, fabric of the building, services, and external areas roads, footways and external areas under the universities control.

For buildings leased to or under a commercial agreement with the University;

- Ensuring that the Estates and Facilities management structure and responsibilities are clearly defined, that systems are implemented and monitored to assure compliance, for the provision of a safe estate infrastructure in line with the lease agreement and that the building owner complies with their responsibilities outlined in the lease agreement;
- Ensuring that management systems are in place to monitor/evidence statutory compliance in commercially-owned premises not owned by the University but in which we place University Staff or Students.

For buildings leased by the University to a third party;

- Ensuring that written agreements which identify all statutory obligations, roles and responsibilities, are in place and complied with.

Head of Health and Safety

The Head of Health and Safety, in addition to their other health and safety responsibilities outlined below (as a Line Manager for example), is also responsible for;

- Ensuring that the health and safety implications are considered for strategic decisions including refurbishments or major projects;
- Developing the University's Health and Safety Strategy, in line with the University Strategic Plan, Vision, Mission and Values;
- Health and Safety Policy development, defining and implementing an Occupational Health and Safety Management System to ensure, compliance, communication, engagement, training, monitoring and continual improvement are in place;
- Attaining and maintaining accreditation of the Occupational Health and Safety Management System;
- Developing and maintaining a University's Health and Safety Risk Register and Health and Safety Plan;
- Ensuring that Emergency Plans are in place to address potential emergency situations and business continuity following a major incident;
- Ensuring the appointment of competent health and safety staff or consultants where specialist knowledge is required;

- Acting as the representative of the University to the Health and Safety Executive and other external enforcement agencies as required;
- Taking executive action where necessary to prevent serious harm to individuals or the University;

Health and Safety Officer

The Health and Safety Officer, in addition to their other health and safety responsibilities outlined below (as a Line Manager for example), is also responsible for;

- Supporting the Head of Health and Safety in the operational delivery of the Occupational Health and Safety Management System;
- Undertaking and being involved in and arranging inspections and monitoring;
- Undertaking and supporting health and safety inductions;
- Providing guidance and advising on matters relating to health and safety;
- Being involved in and/ or leading on accident reporting/ incident / near miss investigations;
- Collating and analysing information for health and safety committees including training.

All Staff, Students and Apprentices

All Staff, Students and Apprentices have a responsibility for their own health and safety and the health and safety of others who may be affected by their acts and / or failure to act as part of their activities as a member of Leeds Trinity University whether, work, research or study.

Everyone has the right not to start or to continue any activity if they feel it poses a danger to their health and safety or that of others; or if they are unaware of the hazards or risks and associated control measures (identified by risk assessment etc). They must immediately raise their concerns with their Academic Tutor, Line Manager, or with the Health and Safety Team.

Staff may also have additional responsibilities based upon their position in the university line management structure.

Staff, Students and Apprentices are responsible for;

- Making themselves aware of the Health and Safety Policy, and relevant Framework Documents and follow them;
- Taking reasonable care of themselves and co-operate with the University on health and safety matters
- Not interfering with or misusing anything provided for the purposes of health and safety;
- Carrying out their work, research and study safely and in accordance with this Policy, Procedures, local arrangements and any relevant legislation;
- Being involved in the identification of hazards and risks, and the development of risk assessments identifying and implementing control measures;

- Following any control measures identified through the risk assessment process;
- Reporting all accidents, incidents, near misses or work-related illnesses;
- Notifying their Line Manager, Academic Tutor, Human Resources or the Health and Safety Team, if they have a condition affecting their health which may be triggered by or made worse by work, study or research activities;
- Completing the mandatory online health and safety training modules, Students and Apprentices (as identified by the programme of study);
- Attending inductions and any additional health and safety training required for their role or activities;
- Reporting any faults, damage, unsafe or unhealthy working conditions, practices or equipment;
- Using equipment for its intended purpose and report any defects;
- If a fire is discovered raising the alarm and leaving by the nearest exit, congregating at the nearest identified fire muster point;
- On hearing a fire alarm, leave the building by the nearest exit, not stopping to collect personal belongings, congregating at the nearest identified fire muster point;
- On hearing a non-fire emergency alarm (e.g., equipment alarms or oxygen depletion alarms etc) follow the local process and instructions;
- Notifying their Academic Tutor or Line Manager in advance to set up a Personal Emergency Evacuation Plan (PEEP) if they will need assistance to evacuate;
- Not interfering or damaging the fabric of the building, or connect directly to any of the services (e.g. gas, water, electricity etc) - other than through a standard electrical socket - without prior agreement from the Estate and Facilities Service;
- Contacting the Health and Safety Team for advice on a topic where there is no existing Health and Safety Framework Document or Procedure;
- Raising any breach of or suggested improvements to the Health and Safety Policy, and relevant Framework documents through their line management structure or directly with the Health and Safety Team.

Document Control Table		
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