Health & Safety Policy

Owner:	*Name: Anna Hurst*
	Job Title: Health & Safety & Environmental Manager
Approved by:	*Approval Vice Chancellor and Chief Executive*
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0.0	17-Dec-15	Creation of original document, for review prior to seeking document approval.	G Sabini	Prof Aldywn Cooper – Vice Chancellor & Chief Executive
1.0	22-Feb-16	Document edited for publication to intranet.	G Sabini	Prof Aldywn Cooper – Vice Chancellor & Chief Executive
1.1	06-Jun-17	Review and update of policy, inclusion of organogram as well as amendments to reflect changes to Committee.	G Sabini	
1.2	Feb 19	Change of VC to Acting VC	A Hurst	Prof Simon Jarvis – Acting Vice Chancellor & Chief Executive
1.3	August 19	Appointment of new VC and policy review	A Hurst	Prof Geoff Smith – Vice Chancellor & Chief Executive
1.4	November 20	Annual Review, change of ownership & structure following People Project	A Hurst	Prof Geoff Smith – Vice Chancellor & Chief Executive
1.5	October 21 & January 22	Review following OU audit – further clarity and cross reference as required	A Hurst	Prof Geoff Smith – Vice Chancellor & Chief Executive
1.6	January 23	Annual review	A Hurst	Prof Geoff Smith – Vice Chancellor & Chief Executive
1.7	January 24	Annual Review	A Hurst	Prof Geoff Smith – Vice Chancellor & Chief Executive

NOTE:

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CONTENTS

1. INTRODUCTION

The purpose of Regent's University London Limited (hereafter known as "the University") Health & Safety policy is to set out the Vice Chancellor and Chief Executive's Statement as well as all the processes and procedures, which encompasses the requirements of Health and Safety Legislation under the Health and Safety at Work etc. Act 1974, (HASAWA) for United Kingdom (England, Wales, Scotland and Northern Ireland) with all the associated regulations and approved codes of practice that form part of the legislation and how this University will deliver and achieve compliance.

This policy together with this University's health & safety process and procedures manual (hereafter known as our Safety Management Systems of Work (SMS) has been designed to be all-encompassing and to ensure that our operations and activities are managed in a manner to eliminate or reduce to a level as low as reasonably practicable, the risks to the health and safety of our employees, students, visitors and contractors.

This document outlines the organisation and arrangements in relation to managing health and safety.
Part 1: Health & Safety Policy and Vice Chancellor and Chief Executive's Policy Statement.

Part 2: Health & Safety Processes and Procedures (SMS)
- *01) General Information*
- *02) Employee Procedures*
- *03) Estates Management*
- *04) Conference & Events*
- *05) Academics & Student Experience*
- *06) Audits, Action Plans & Inspections*
- *07) Emergency Response*

Part 3: Health & Safety Documents (*templates for a defined range of tasks and activities***)**
- *A) Risk Assessments*
- *B) Registers*
- *C) Reporting*
- *D) Key Documents*
- *E) Audits, Inspections & Action Plans.*

Where the structure and responsibilities differ from the format in this document minor adjustment will be needed to make this a safe system of work specific to the University. Applications for any core alteration to this policy document must be made through the Health & Safety Committee (*see point 1.5).*

1.1 ORGANISATIONAL CONTEXT

The full organisational context document can be found on the intranet. The University Vice Chancellor and Chief Executive (VC/CE) is ultimately and directly responsible and accountable for Health & Safety in accordance with the Health and Safety Work etc. Act 1974 (HASAWA), the Management of Health and Safety at Work Regulations 1999 (MHSWR 99) and other applicable H&S regulations and approved codes of practice.

1.2 SCOPE

The Safety Management System (SMS) sets out the Policy, Processes, and Procedures by which this University will:
- Achieve legal compliance and promote a positive safety culture that we can be proud of and covers all the activities that fall within H&S legislation, and is aimed at ensuring the safety of employees, contractors, visitors including students and users of the campus of Regent's University London Limited.
- Reduce or manage risks as low as reasonably practicable.
- Maintain safe plant and equipment.

This policy as part of the SMS is applicable to all employees regardless of type of contract or hours worked, to all temporary, casual and contract workers while working on the University premises, students, and visitors. For this policy, the reference to 'employee' includes all those categories outlined above.

The HASAWA sets out the general duties that employers have towards employees. It also requires employers to protect people other than those at work (e.g., members of the public, students, volunteers, clients and customers) from risks to their health and safety arising out of, or in connection with, their activities in the workplace.

This Health & Safety Policy covers all this University's activities and applies to:
- Legislation and Statutory compliance
- All the University's employees regardless of type of contract; hours of work or permanent, or temporary status.
- Users of the estate, students, visitors, and contractors in so far as they come under the control of this University.

1.3   METHODOLGY
This Policy as part of the SMS have been referenced with the following documents and are based on the principles and model from: **"Managing for Health and Safety (HSG65)"** from the HSE model shown below. Further topic specific guidance can be obtained from the Health & Safety Executive (HSE) website www.hse.gov.uk and referenced against:

1.3.1 PLAN
The following areas are covered in more detail in Part 2 of our Safety Management System (SMS)
  a) Policy Statement **(Annex A)**, Organisation and Structure, Responsibilities **(Annex B)**. Establish and maintain a SMS in accordance with the HSW Act 1974 (and supporting enabling regulations and approved codes of practice).
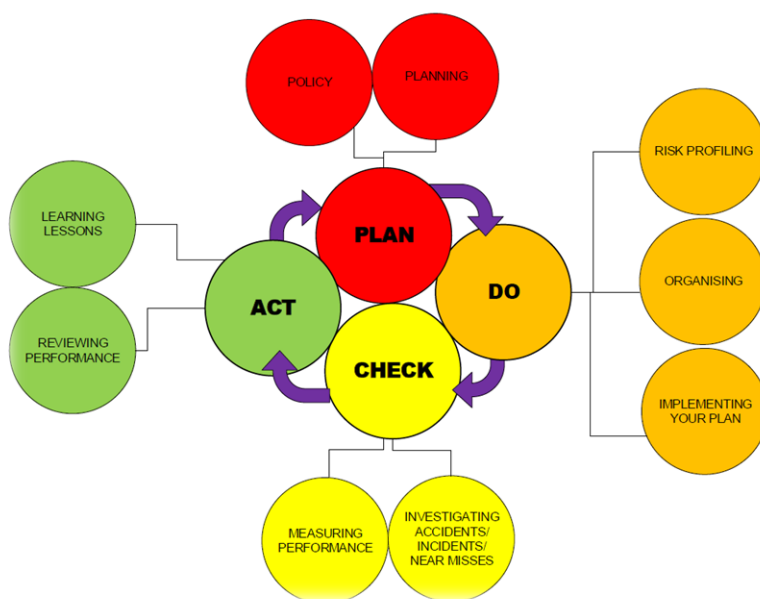
  b) Arrangements are set out in Section 1 General Information for the University in more detail on how we will meet compliance with health and safety practice. This includes personnel within the organisation who are responsible for achieving our aims, measuring success against this policy and setting out our plan for delivery alongside the other sections of the SMS in Sections 2 – 7 along with further full details in the Roles and Responsibilities.
      A summary of key personnel, their roles and responsibilities required to help achieve this are:
      - The Board Chairman provides advice and guidance as required, seeks assurance for Health & Safety actions that have impact from the Vice Chancellor & Chief Executive and management team.
      - The VC & CE & Nominated Lead for Health and Safety: Ensure compliance with this SMS, ensure H&S Committee meetings take place, review H&S Action plan, provision of training for competent staff is met, ensure a safe workplace along with reporting as required and ensure suitable Risk Assessments are carried out.
      - Health & Safety & Environmental Manager: Be the competent person for health & safety, provide guidance as required; Carry out risk assessments, Incident investigations, provide reports for the Health & Safety Committee and other meetings as required, maintain, and review this health & safety management system including emergency response, carry out audits, ensure compliance

- with relevant legislation and documentation, carry out training, inductions and maintain training matrix as required.
- Director of Estates & Facilities Management, provide a safe estate for all users, ensure risk is managed through carrying out of assessments, provide leadership and direction for health & safety and statutory compliance including CDM projects, ensure competent Contractors are appointed and controls are implemented.
- Fire Wardens as appointed sweep the area of a building in the event of an emergency evacuation.
- First Aiders to provide assistant in the event of a medical emergency
- Health & Safety Representatives attend Committee Meetings and assisting in the raising and reporting of issues.
- All other employees Attend mandated training, report issues, carry out risk assessments as required, comply with the Health & Safety Law Act 1974, etc.

c) Under the Management of Health and Safety at Work Regulations 1999, carry out suitable and sufficient risk assessments of the risks faced by their employees and, where appropriate, by non-employees. Employers have a duty to prevent and control the risks to the health and safety of employees and others identified by their risk assessments. Employees must co-operate with employers to help meet legal requirements. This includes prompt reporting of any perceived health and safety hazards.

d) Undertaking health & safety training provision as identified in Section 1 General Information

e) How the University will measure performance including the safety culture by reviewing and identifying methods, that go beyond looking at accident figures such as including active and reactive monitoring in Section 1 General Information. How the University will respond to fire and other such emergencies in Sections 2 & 7and co-operate with anyone who shares the workplace and co-ordinate plans with them and compliance with The Fire Safety Act 2021 and the Regulatory Reform (Fire Safety) Order 2005

f) Planning for changes and identify specific legal requirements that apply specifically to the University. Section 1 General Information

1.3.2 DO
The following areas are covered in the SMS:
a) Deciding what the priorities are and identify the highest risks.
b) Identifying a risk profile for all the activities and determining priorities included in the University.
c) Assessment of the risks and identification of what could cause harm in the workplace, who it could harm and how, and what to do to manage the risk i.e. Risk Assessments.
d) Organising of activities to deliver plans.

In doing the above we shall consider:
- Involving everybody and communicating so that all are clear on what is needed, discussing issues and developing positive attitudes and behaviours.
- Providing adequate resources, including competent advice where needed.
- Implementing the plan.
- Deciding on the preventive and protective measures needed and putting them in place.
- Providing and maintaining the correct tools and equipment to do the job.
- Training and instruction, to ensure everyone is competent to carry out their work.
- Supervision to make sure that arrangements are followed.

1.3.3 CHECK
This section covers the following areas within Part 2 Section 6 of the SMS:
a) Measuring performance by programming systematic independent audits and a management review including safety culture.
b) Making sure that plans have been implemented; 'paperwork' on its own is not a good performance measure.
c) Assessing how well risks are being controlled and that aims are being achieved. In some circumstances formal audits may be required.
d) Investigating the causes of accidents, incidents or near misses.

1.3.4 ACT

This section covers the following areas of University policy:

   a)   Reviewing performance including the management review
   b)   Learning from accidents and incidents, ill-health data, faults and relevant experience, including from other organisations.
   c)   Revisiting plans, policy documents and risk assessments to see if they are still current
   d)   Taking action on lessons learned, including from audit and inspection reports.

1.4 ROLES & RESPONSIBILITIES

The Health and Safety responsibilities within this University are set out Annex B; these are linked to this University specific posts in the SMS under *Part 2 Section 1 Roles & Responsibilities* Organisational Structure is shown on the organigram below.
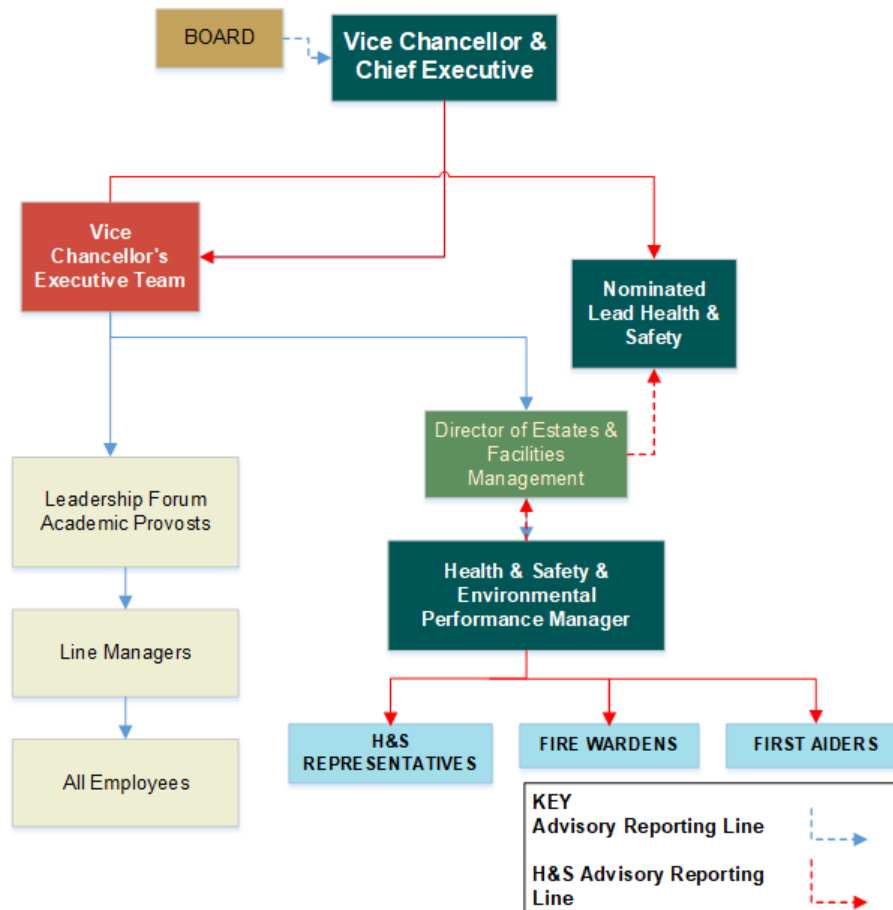
1.5 DOCUMENT OWNERSHIP, MANAGEMENT AND DATA CONTROL

This University will maintain the SMS documentation in accordance with guidelines provided by the Governance/Estates & Facilities Management department; this system will ensure that it is:

- Controlled and readily available
- All Asbestos Management/Invasive/Demolition Surveys and all Type 1-3 Surveys Reports must be kept for a minimum of 50 years and or lifetime of the premises.
- Risk assessments are legal documents and should be kept as long as they are valid.
- Reviewed and approved (adequacy) before issue.
- Authorised for issue and available electronically to all staff via the Intranet
- Reviewed annually, revised and reissued as is necessary.
- All Health and Safety records and assessments including risk assessments and audits will be kept in accordance with this University document retention plan. The plan will identify the document, its location and the period for which must be retained.

1.6 MONITORING

Monitoring and reporting are important parts of health and safety evaluation. This policy and SMS require the University to receive both specific (e.g., data, incident led) and routine reports on the performance of this Health and Safety Policy. This University will maintain a programme of monitoring and measuring performance of all areas involving health & safety and will ensure the allocation of appropriate resources and trained employees, are able to apply the time required as part of the planning processes.

Reviewing this University's health and safety performance is essential to establish and maintain good leadership and management competence. Together with consultation with employees and evidence of inspected areas being undertaken, that we are managing risk effectively and protecting people. Where this is evidenced to not be the case then it will be reported to the relevant Head of Department so that they can take appropriate steps to correct the issues and where necessary it may also be escalated to the Vice Chancellor and Chief Executive of the University.

1.7 AUDITS

Audits will be conducted in different areas as listed in Part 2 Section 6 of the Safety Management System.

1.8 MANAGEMENT REVIEW

This University's Board will ensure that an annual review of the Health and Safety management system is carried out to take account of:
- The validity of this University's current Health and Safety Policy.
- Internal and External inspections.
- Audits.
- Accident and Incident statistics including any trends or claims made within the year
- Compliance with legislation, and other relevant requirements.
- Achievement of objectives and targets.
- The University's strategic plan.
- Previous management reviews and follow up actions

The Board findings will assist driving continual improvement in delivering a healthy and safe estate and workplace.

1.9 LESSONS LEARNT

This University will carry out analysis of major incidents to review and ensure the following factors were not contributory:
- Leadership.
- Attitudes.
- Behaviours.
- Risk management.
- Culture.
- Training.

If any of the above are identified as a contributing cause to an accident/incident this University will take all reasonable steps to ensure that changes are put in place to ensure the same does not happen again. A blame culture acts as a disincentive to reporting incidents or a near miss and others would not learn any valuable lessons.

It is essential that all areas of this University work together to improve the safety culture, even if working in isolation.

Through lessons learnt shared, best practice and adoption of safe working practices our safety culture will continually improve.

1.10 ANNEX A – HEALTH AND SAFETY POLICY STATEMENT

As Vice Chancellor and Chief Executive of Regent's University London Limited, I will ensure the health & safety of all our employees, students and visitors are not adversely affected by our activities, by complying with the requirements of the Health & Safety at Work etc., Act 1974, and all relevant legislative regulations applicable to the activities and users of the Regent's estate.

"My mission is to adopt an integrated committed approach for all aspects of health and safety for employees, students and visitors for all our activities undertaken by the University, by developing and maintaining a strong health and safety compliance culture that reflects our Regent's Vision as part of Strategic Plan."

We all need to consider health and safety as a natural and fundamental element of our behaviours, our way of living, working, and studying at the University, in all its activities and operations, and in our planning and decision-making. This statement applies throughout this University and reflects the importance that I attach to achieving continuous improvement in the health, safety, wellbeing, and welfare needs of our employees and others who may be affected by our activities.

The University's intention and arrangements as specified in this Policy and Part 2 of this Safety Management System, will ensure as far as is reasonably practicable, that the following objectives are carried out:
- Adopt a proportionate and common-sense risk-based approach will be adopted to maintain respect and compliance with the integration of health and safety planning into the University's core activities Provide and maintain safe plant and safe systems of work.
- Manage risks arising from our activities and undertake Risk Assessments to prevent incidents, accidents, and work-related injuries.
- Promote and communicate and consult with employees and encourage participation on matters affecting their Health and Safety by providing information, instruction, and training.
- promote, and maintain a proactive Health and Safety culture.
- Provide and maintain a safe place of work with adequate welfare facilities for employees and all other persons who may be affected by our activities.
- Report all elements of health & safety data at University meetings in conjunction with and other agencies as required.
- Provide support, guidance, and awareness for Mental Health for and to employees and Students promoting safety health including mental health and wellbeing.

Employees are reminded of their statutory duty to:
- Take all reasonable steps to ensure their own health and safety and that of any person who may be affected by their acts or omissions at work.
- Cooperate with management so far as is necessary in matters of health and safety.
- Not interfere, remove, or misuse any safety equipment provided.

I, as Vice Chancellor and Chief Executive, appoint the following roles "Nominated Lead for Health & Safety and the "Health & Safety & Environmental Performance Manager" in an advisory capacity, who will act as focal point for Health, Safety, Environmental and Fire matters and issues within the University to provide specialist advice within their competence as required to ensure that the University delivers its aims and meet the challenges it faces now and, in the future.

Ultimate responsibility for health and safety rests with me, the Board, Vice Chancellors Executive Team, all line managers and require my management team to ensure that this policy is applied and followed within all the areas and activities under their control.

In signing this statement, I confirm that I have reviewed the processes and procedures outlined herein and approved them for implementation.

Signature:	PRINTED	Date:
	Professor Geoff Smith	1st March 2024
Vice Chancellor and Chief Executive of Regent's University London Limited	The original signed copy of this document is retained. Scanned copies are to be distributed as required.	

1.11   Annex B – ROLES AND RESPONSIBILITIES

For further information please see Section1.3-Roles&Responsibilities for further details with regards to responsibilities listed in the roles below.

Reference	University Role
A	Board of Regent's University London Limited
B	Vice Chancellor & Chief Executive
C	VC & CE Nominated Lead for Health & Safety
D	Vice Chancellors Executive Team
E	Director of Estates & Facilities Management
F	Health & Safety & Environmental Performance Manager
G	Line Managers
H	All other employees
I	H&S Representatives
J	Fire Wardens/Marshalls
K	First Aiders & Emergency Persons

1.12   Annex C - ABBREVIATIONS

GENERAL	
ACOPS	Approved Codes of Practice(s)
CAMPUS	Regent's Park
HASAWA	Health and Safety at Work etc Act 1974.
HSE	Health and Safety Executive. (External Authority)
HSEPM	Health & Safety & Environmental Performance Manager
HSG	Health and Safety Guidance
PSS	Professional Services Staff
REGENT'S /University	Regent's University London Limited
RIDDOR	Reporting of Injuries, Diseases, Dangerous Occurrences Regulations
RRO	Regulatory Reform Order 2005 (Fire)
SHEF	Safety, Health, Environment Fire.
SMS	Safety Management System
VC/CE	Vice Chancellor & Chief Executive
VCET	Vice Chancellor's Executive Team