HARPER ADAMS UNIVERSITY

Health & Safety Policy

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1. Equal Opportunities Statement

At Harper Adams University, we are committed to promoting equality, diversity, and inclusion in all aspects of our operations, including our Health and Safety practices. We recognise that a diverse and inclusive environment enhances the wellbeing and safety of our community. As such, we aim to ensure that all individuals, regardless of their background or circumstances, have equal access to a safe and supportive environment.

This policy does not form part of any contract of employment or other contract to provide services, and the University may amend it at any time.

2. Who does this policy apply to?

This main Health & Safety Policy serves as an overarching framework designed to ensure the wellbeing of our entire University community, including employees, students, contractors, and visitors. This comprehensive policy is supported by a series of specific sub-policies that address various aspects of health and safety in more detail. These sub-policies cover such areas as fire safety, laboratory safety, occupational health, and emergency response, among others. All members of the University community, as well as third-party suppliers and contractors, are expected to adhere to both the overarching policy and its sub-policies to maintain a safe and healthy environment for all.

Collaboration with external partners is essential to the operations of the University, and these partnerships must align with the University's general principles on health and safety. Third-party suppliers and contractors are, therefore, expected to uphold the University's health and safety policies and procedures, including adhering to all relevant legislation, regulations, and industry standards. The University may take any reasonable steps to monitor and audit the health and safety practices of third-party suppliers when they are on university premises. This may include conducting inspections and reviewing compliance with agreed-upon safety measures.

3. Collaboration with the Students Union

We recognise the vital role that the Students' Union (SU) plays in representing the interests and wellbeing of our student community. In line with our commitment to ensuring a safe and inclusive environment, we actively collaborate with the SU in relation to health and safety matters, including but not limited to the following:

- The Health and Safety Strategy group which includes representatives from the University and the SU.

- Maintaining open communication channels between the University and the SU to ensure timely exchange of information regarding health and safety policies, procedures, and any incidents which may arise.
- Collaborating in the development of risk assessments.
- Partnership between the SU and the University in the delivery of health and safety training.
- Coordinating crisis response in close partnership.

4. Statement of Intent

The Board of Governors is the responsible authority for the purposes of the Health and Safety at Work Act 1974 (HASWA). The Board of Governors is aware of, and will carry out, its duties and responsibilities under HASWA to ensure, as far as reasonably practicable, the health, safety, and wellbeing at work of all employees of the University, all students registered with and attending the University, and others who may be affected by University work, activities, and undertakings.

The Board of Governors will, through the Vice-Chancellor and Managers, take all measures within its powers to meet these responsibilities in accordance with the general requirements of the HASWA, and the specific requirements of the Management of Health & Safety at Work Regulations 1999 in compliance with Section 2 of HASWA, the University:

- Will provide and maintain machinery and work systems that are, as far as is reasonably practicable, safe and without risk to health.

- Will make arrangements for ensuring, so far as is reasonable and practicable, the safety and absence of risks to health in work systems involving the use, handling, storage and transport of articles and substances.

- Will provide the necessary information, instruction, training, and supervision to ensure, so far as is reasonably practicable, the health and safety at work of its employees and students registered with and attending the University.

- Will maintain, so far as is reasonably practicable, all places of work under its control in a safe condition and without risks to health and provide and maintain means of access to and egress from them that are safe.

- Will provide and maintain a working environment for its employees and students, so far as is reasonably practicable, that it is safe and without risks to health and adequate welfare arrangements and facilities at work and study.

- Will involve employees, students, and their representatives in the promotion of Health & Safety.

The Board of Governors agrees, in compliance with Section 2 (7) of the HASWA , to the establishment of a Health and Safety Committee, which is implemented and designated in the University's governance structure as the Health and Safety Strategy Group (HSSG) which reports to the University Executive and provides onward assurance to the Board of Governors through the Audit and Risk Management Committee (ARMC).

Details of the membership of the HSSG are set out within its Terms of Reference, but include the Chief Operating Officer, Head of Health and Safety, Health and Safety Officer, Biological Safety Officer, Soil Importation Officer, Laser Safety Officer, UAV Safety Officer, academic

staff and representatives from departments of the University, including the students and such other representatives whose presence may be desirable from time to time. Members of the Board of Governors and/or the ARMC may attend the HSSG on request or by invitation as required.

The Board of Governors will provide, through the appropriate medium, technical advice to employees and students in relation to the work that each of them carries out and, in particular, in relation to all new machinery, equipment and materials which may involve hazards to health & safety.

Harper Adams University is committed to ensuring the development of a positive health, safety, and wellbeing culture by integrating awareness of health and safety requirements into everyday working activities and management systems. To this end every individual member of staff, student, visitor, or contractor, under section 7 of the HASWA, must:

- take care of their own health and safety.
- take due consideration for the health and safety of others.
- not interfere with or misuse facilities that are there in the interests of health and safety.
- and comply with the University's policies and procedures, and the relevant arrangements for the area or activity.
- All employees and students are expected to work in a safe manner at all times and to cease using machinery, equipment, workplaces, and protective clothing immediately they become unsafe or defective.

Any accident involving an injury to an employee, student, and/or visitor must be recorded appropriately by the Health and Safety team. First aid equipment is provided in appropriate locations in the University.

In accordance with Section 9 of the HASWA, the Board of Governors will not charge, nor permit to be charged, any of its employees in respect of any matter connected with their health and safety at work which it is required by law to provide.

5. Responsibilities and Arrangements for Health and Safety

Maintaining a safe and healthy environment is a collective responsibility. This section outlines the specific duties of various roles within the University community to ensure that health and safety standards are consistently upheld.

The Board of Governors has delegated responsibility to the following for:

- Organisation and arranging of training for employees.
- Dissemination of information and instruction for students.
- Provision of guards, protective clothing, and safe systems as deemed necessary.
- Defining further responsibilities under the Act as follows:

Area of Responsibility	Responsible Role
Overall responsibility	Vice-Chancellor
Information and advice	Head of Health and Safety
(Residual) Radioactive materials and equipment	Radiological Safety Officer
Biological Safety	Biological Safety Officer
Drone Safety	Drone Safety Officer
GM Safety	GM Safety Officer
Lasers for Research	Laser Safety Officer
Fire Safety	Director of Estates and Facilities
Academic Departments	Deputy Vice-Chancellor and appropriate Head of Department
Central Laboratories	Laboratory Manager
Library	University Librarian & Head of Student Development
Learner Support	Head of Disability and Learner Support Services
Information Services	Director of IT
University Farm	Future Farm Director
The fabric of the university estate and infrastructure; activities of the estates and facilities team	Director of Estates and Facilities
Grounds	Grounds Manager
Students & Halls of Residence	Head of Student Services
Housekeeping Staff (including Laundry)	Housekeeping Manager
Refectory & Kitchens	Catering and Retail Outlets Manager
Office & Administrative Departments	Line Managers

The Board of Governors has circulated to the holders of the above roles its policy of health and safety for its employees and students, and these role holders through their designated roles have accepted responsibility for the day-to-day implementation of the policy, and sub-policies as applicable.

The Board of Governors has authorised the preparation and publication by these role-holders of specific responsibilities, instructions, and hazard details where they exist, in relation to their particular section of the University.

In addition, the following general duties and responsibilities apply:

University Executive Leadership Team (and HSSG)

- Accountable for ensuring progress against Health & Safety strategic priorities.
- Ensures the development, implementation, and continuous improvement of the Health and Safety policy and sub-policies.
- Provides adequate resources and support for Health and Safety requirements and initiatives.
- Ensures compliance with relevant Health and Safety legislation and standards.
- Promotes a culture of safety and wellbeing across the community.

Health and Safety Team

- Provides advice and guidance to the university to enable it to discharge its accountabilities under Health & Safety requirements and legislation.
- Develops and reviews Health and Safety policies and procedures.
- Conducts regular risk assessments and safety audits.
- Provides training and guidance on Health and Safety matters.
- Investigates incidents, accidents, and near misses, and offers guidance on corrective actions.
- Serves as a point of contact for Health and Safety Concerns.

Managers

- Are accountable for the safe operation of health & safety within their areas.
- Support the development of a health & safety culture.
- Implement and monitor Health and Safety policies within their areas of responsibility.
- Ensure that their teams (and students as applicable) are aware of and comply with health and safety requirements.
- Report Hazards, Near Misses and Accidents using Smartlog.

Staff

- Follow all Health and Safety policies and procedures relevant to their roles.
- Participate in required Health and Safety training.
- Report Hazards, Near Misses and Accidents to their Manager.
- Use equipment and facilities safely and responsibly.
- Act responsibly and consider the safety of themselves and others.

Students

- Comply with University Health and Safety policies and procedures.
- Participate in Health and Safety training as required.
- Report Hazards, Near Misses and Accidents to SU and/or to the Health and Safety Team.
- Act responsibly and consider the safety of themselves and others.

Contractors and Third-Party Suppliers

- Adhere to the University's Health and Safety policies and procedures.
- Ensure that their staff are trained and aware of relevant Health and Safety practices.
- Conduct their work in a manner that ensure the safety of the University community.
- Act responsibly and consider the safety of themselves and others.
- Report Hazards, Near Misses and Accidents to their point of contact and/or the Health and Safety team.

Student Union

- Collaborates with the University to promote Health and Safety awareness and initiatives.
- Ensures that student-led activities and events comply with Health and Safety policies.
- Ensure that their staff are trained and aware of relevant Health and Safety practices.
- Conduct their work in a manner that ensure the safety of the University community.
- Act responsibly and consider the safety of themselves and others.

- Provide feedback on Health and Safety issues affecting students.
- Report Hazards, Near Misses and Accidents to the Health and Safety Team.

6. Associated Documents

This Policy Statement should be read in conjunction with the following documents:

- *All underpinning health & safety sub-policies, available on the intranet and/or the University's external facing website.*

7. Implementation

The Board of Governors undertakes to review and update this written Health and Safety Policy annually unless there are changes in the responsibilities named in it, in which case a revised policy will be published on the University's website.

The policy will be implemented upon approval of the Board of Governors (following recommendation from ARMC) and onward through dissemination.

Communication to all staff on the policy changes will be through internal communication channels. The policy will be distributed to all Directors and departmental managers via the University's Health and Safety Management System which will record receipt of the policy.

The policy will be made available to students through Student induction and through the Student Key Information pages.

This policy will be displayed in the main reception and on the Health and Safety Intranet site.

8. Monitoring and Review

The application of this policy will be monitored as followed:

Standard/ process/ issue required to be monitored	Process for monitoring	Responsible Individual / group	Frequency	Responsible University Committee
Annual review of Health & Safety Policy.	*Annual Review via Audit & Risk Management Committee*	*Head of Health and Safety.*	*Annual*	*Audit & Risk Management Committee, for endorsement by the Board of Governors*