

# Aberystwyth University

## Health and Safety Policy

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Version	Prepared By	Approved by	Date	Next Review
1.0	Phil Maddison	University Council	May 2017	March 2019

## **1.0 General Statement of Health and Safety Policy**

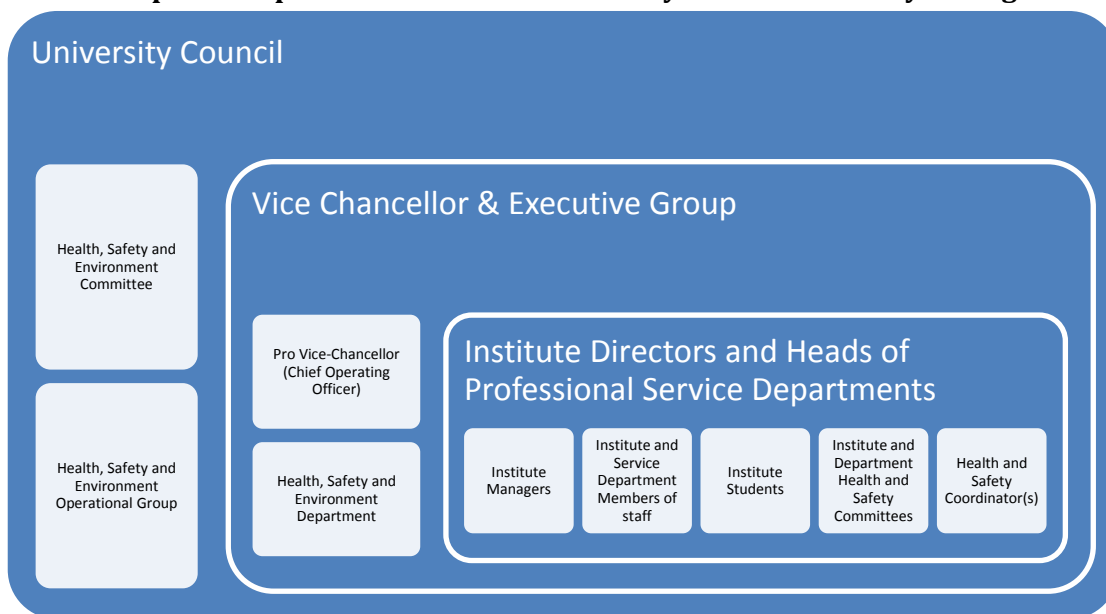
- 1.0.1 It is the policy of Aberystwyth University, so far as is reasonably practicable, and in accordance with the relevant legislation, statutory requirements and best practices, to ensure the health, safety and wellbeing of employees, students and all others who may be affected by its activities.
- 1.0.2 This statement sets out the commitment of the University's Council and Executive Group to implement the policy, provide leadership in health and safety and ensure that proper consideration and support are given to health and safety provisions, as appropriate.
- 1.0.3 The responsibility for ensuring the safe undertaking of any activity rests with those who have, to any degree, the management, stewardship, supervision or control of the activity, or, who arrange and direct it, as well as with those who carry it out. Everyone must demonstrate a regard for health and safety and the importance of observing and maintaining appropriate safety standards.
- 1.0.4 The University recognises that health and safety procedures involve the management of risk and not necessarily its complete elimination. Their purpose is not to prevent activities where an element of risk exists, but to enable activities to be undertaken following a reasonable and evidence based analysis of the associated risks.
- 1.0.5 The University is also committed, as far as is reasonably practicable, to ensuring:
- i. The prevention of injury or harm to those who may be affected by the activities of the University.
  - ii. The promotion of best practice in health and safety and the advancement of a health and safety culture across the institution.
  - iii. The encouragement of a positive and healthy environment for employees and students and commitment towards continued improvement in overall health and safety performance.
- 1.0.6 In pursuance of these commitments, the University's objectives are to:
- i. Integrate awareness of health and safety requirements into everyday working activities and managerial systems.
  - ii. Appropriately resource health and safety management and the implementation of this Policy through the provision of adequate personnel, support, expert assistance, competent advice, time and funding.
  - iii. Provide and maintain premises and equipment that do not pose significant risk to health, safety and welfare.
  - iv. Consult and work with employees and employee representatives on health, safety and welfare matters.
  - v. Identify all significant hazards that may arise through the activities of the University; assess the risks arising from these hazards; and introduce effective control measures to eliminate, minimize or manage these risks so as to enable those activities.
  - vi. Supplement this Policy with supplementary procedures or statements as required.
  - vii. Implement safe systems of work that eliminate or suitably control all significant hazards and risks to health, safety and welfare.

- viii. Provide information, instruction, training and supervision as is necessary to ensure the health and safety of employees, students and others.
- ix. Implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the University.
- x. Make arrangements for the dissemination of relevant information, co-ordination of policy and practice and cooperation with other employers or establishments where University employees or students share premises or facilities with them.
- xi. Make arrangements for the dissemination of relevant information, co-ordination of policy and practice and co-operation with employees of other employers and contractors who may be required to work on University controlled premises.
- xii. Promote a healthy lifestyle amongst employees and students.
- xiii. Keep all Health and Safety Policies, Policy Standards and procedures under review so that changes to relevant legislation, Approved Codes of Practice and appropriate guidance are integrated.

## 2.0 Organisation and Responsibility for Health and Safety

2.0.1 Through this Policy, the University has established clear lines of responsibility for its health and safety management system.

### 2.1 Simplified representation of the University Health and Safety Management System



## 2.2 The University Council

- 2.2.1 As the legal employer the University Council has ultimate responsibility for the health and safety of employees, students and others affected by the University's activities.
- 2.2.2 The Council delegates to the Vice-Chancellor and the Executive Group the responsibility for the implementation of the Health and Safety Policy who may further delegate operational duties and local responsibilities to, Institute Directors and Heads of Professional Service Departments.
- 2.2.3 Appendix 1 illustrates the expectation of the Policy for Council members through a Plan, Do, Check, Act (PDCA) framework.

## **2.3 The Vice-Chancellor and University Executive Group**

- 2.3.1 The Vice-Chancellor, as Chief Executive Officer of the University, has overall responsibility to the University Council for the promotion, administration and implementation of the University's Health and Safety Policy and any associated Policy Standards. The Vice-Chancellor is supported in this day-to-day responsibility by the University Executive Group, in accordance with the University's management structure. The Vice-Chancellor and Executive Group members require all those with managerial or supervisory responsibilities to exercise sufficient oversight and control to satisfy themselves that due regard is paid to the requirements of the Health and Safety Policy within the areas or for activities under their control or direction. Institute Directors and Heads of Professional Service Departments are responsible for implementing suitable arrangements in their Institutes or Departments for the effective management of health and safety.
- 2.3.2 Appendix 2 illustrates the expectation of the Policy for the Vice-Chancellor and University Executive Group members through a Plan, Do, Check, Act (PDCA) framework.

## **2.4 Committees and other Similar Bodies**

- 2.4.1 All advisory and decision making Committees or Groups within the University are responsible for considering the health and safety implications of any advice which they may give, and any decisions they may take. In addition, they are responsible, both collectively and as individuals, for their actions and for the impact such actions may have on the own and others' health and safety.

## **2.5 University Health, Safety and Environment Committee**

- 2.5.1 The Health, Safety and Environment Committee reports directly to the University Council, and provides members with information and advice on issues of health and safety affecting employees, students and visitors. The Committee is able to, where appropriate, approve Policy Standards on behalf of Council.
- 2.5.2 The Committee is chaired by an Independent Member of Council, who is responsible for championing health and safety issues on the University Council, and includes student and employee representatives.
- 2.5.3 The Health, Safety and Environment Committee is supported by the Health, Safety and Environment Operational Group. It provides a forum to consider, monitor and develop the University's strategies and policies on health, safety and environmental matters.

## **2.6 Institute Directors and Heads of Professional Service Departments**

- 2.6.1 Institute Directors and Heads of Professional Service Department are responsible for the day-to-day management of health and safety within their Institute or Professional Service Department. In particular they are responsible for the planning, implementation, monitoring and review of measures to control risk arising from the activities of their Institute or Department and ensuring the adequate allocation of resources required.

- 2.6.3 Responsibility for the day-to-day implementation and monitoring of health and safety policies and procedures lies with individual Institute Directors/Heads of Professional Service Departments for the areas under their control.
- 2.6.4 To assist them in this role Institute Directors and Heads of Professional Service Departments may appoint Health and Safety Coordinator(s) and may arrange for duties to be further delegated, as appropriate, according to their Institute or Departmental managerial structure.
- 2.6.5 Ultimately however, the responsibility for health and safety issues within the areas under their control remains with the Institute Director or Head of Professional Service Department who is accountable to the University Council, through the Vice-Chancellor and University Executive Group.
- 2.6.6 Appendix 3 illustrates the expectation of the Policy for Institute Directors / Heads of Professional Service Departments through a Plan, Do, Check, Act (PDCA) framework.

## **2.7 Health and Safety Coordinators**

- 2.7.1 Health and Safety Coordinators are members of staff concerned with day-to-day health and safety matters within their Institute / Professional Service Department and are appointed by the Institute Director/Head of Professional Service Department with clear role expectations.
- 2.7.2 The Health and Safety Coordinators assist the Institute Director/Heads of Professional Service Department and other members of the Institute/Department on matters of health and safety and assist with the implementation of the agreed management system.
- 2.7.3 The role of a Health and Safety Coordinator is to be supportive within the Institute / Professional Service Department and they will be trained, competent and adequately resourced (in time, money, assistance and support) to undertake their role. Additional designated health and safety roles may also be appropriate within larger or more logistically complex Institutes and Professional Service Departments. Such roles should be clearly defined and the necessary authority and support provided by the Health and Safety Coordinator.
- 2.7.4 The Health and Safety Coordinator role within an Institute will be assumed by the respective Institute Manager, unless otherwise appointed by the Institute Director.

## **2.8 Supervisory Roles**

- 2.8.1 Members of staff and others who act in a supervisory role, including academic staff who have responsibilities within a laboratory or other work areas, are responsible for conducting their activities (and any activities over which they have management or control) in a safe manner, in accordance with a suitable and sufficient risk assessment and University Health and Safety Policies and procedures.
- 2.8.2 Every person who supervises must ensure that, together with employees and students under their control, they know and understand their responsibilities under the relevant legislation, Risk Assessments and appropriate Health and

Safety Policies and procedures. They must ensure that, in any situation that may arise, reasonable precautions are taken, and, as far as is reasonably practicable, ensure the health and safety of persons involved and anyone who may be affected by their activities.

- 2.8.3 Appendix 4 illustrates the expectation of the Policy for Supervisory Roles through a Plan, Do, Check, Act (PDCA) framework.

## **2.9 Trade Unions, Safety Representatives and Employee Consultation**

- 2.9.1 As a consequence of regulations under the Health and Safety at Work etc. Act 1974 and employment law, the recognised Trade Unions within the University have appointed Safety Representatives to represent the interests of employees on health and safety matters.
- 2.9.2 The Director of Health, Safety and Environment or appropriate Institute Director/Head of Professional Service Department is responsible for ensuring that suitable facilities and assistance are available to Trade Unions Safety Representatives to enable them to fulfil their functions.
- 2.9.3 Employee consultation on health and safety matters is formally carried out through Trade Unions' membership of the University's Health, Safety and Environment Committee and Health, Safety and Environment Operational Group; additional employee consultation is undertaken at a local level within Institutes, Professional Service Departments and as part of the wider consultation forums. The University encourages employees and students engagement in all aspects of managing health and safety and invites suggestions and comments in respect of methods of improvement.
- 2.9.4 The Trade Unions currently recognized by the University are UCU (University and College Union), UNISON and UNITE.

## **2.10 All Employees and Students**

- 2.10.1 Every employee and every student is under a legal obligation to take reasonable care of their own health and safety, and the safety of others who may be affected by their actions or inactions whilst at work or study at the University.
- 2.10.2 Every University employee and student must comply with the rules and requirements set out in this Policy and other subordinate and associated policies and procedures.
- 2.10.3 The University and/or appropriate Institute or Professional Service Department shall ensure suitable instruction, training and supervision, in addition to appropriate safety equipment, protective clothing and health precautions (e.g. vaccinations), are provided to ensure that the following obligations are capable of being fulfilled.
- 2.10.4 It is the legal duty of all employees and students whilst at work or study at the University and whilst away from the University on University business or related activities to:
- i. participate in appropriate health and safety training, as required;

- ii. undertake or assist with the undertaking of suitable and sufficient risk assessments and/or follow and adhere to the associated control measures and procedures;
- iii. work together with colleagues and students to enable them to carry out their own health and safety responsibilities;
- iv. report to supervisory staff any situation, working practice or procedure which they suspect is potentially hazardous;
- v. report promptly all accidents and incidents to supervisory staff or other appropriate person;
- vi. use, but not misuse, protective clothing, equipment or materials provided;
- vii. comply with the health and safety rules, policies and instructions, both spoken and written, which are issued to them; and
- viii. use machinery, chemicals, biological material, plant or equipment in the manner for which they were designed and in accordance with the appropriate safety precautions.

## **2.11 Health, Safety and Environment Department**

2.11.1 The University has established a Health, Safety and Environment Department to assist in meeting its health and safety obligations. The Department has amongst its employees, health and safety specialists who act as Competent Persons in advising the University on health and safety matters as required by the Management of Health and Safety at Work Regulations.

2.11.2 The main functions of the Health, Safety and Environment Department are to promote, develop, support, co-ordinate, monitor and review health and safety standards throughout the University and to seek to ensure legal compliance and compliance with any self-imposed standards. It is the responsibility of the Health, Safety and Environment Department to advise the University on all legislative and regulatory requirements, areas of risk, good working and managerial practices in respect of health and safety and to take such action as may be required by the Health, Safety & Environment Committee.

2.11.3 Members of the Health, Safety and Environment Department have been delegated executive authority by the Vice-Chancellor to stop any activity or state of affairs at, or organized by, the University when it is considered that the health and safety of participants or others may be at significant risk. Such actions shall be reported to and may be reviewed by the Health, Safety and Environment Committee.

2.11.4 In addition to the health and safety specialists located within the Health, Safety and Environment Department, the University has:

- i. a (external) Radiation Protection Adviser who acts as the University's Adviser on all aspects of ionising-radiation safety and radionuclide risk assessments;
- ii. a Principal Radiation Protection Officer, who has day-to-day responsibility for monitoring radiation use and activities across the University and the implementation of University standards;
- iii. a Biological Safety Adviser who provides advice to those involved in biological and Genetic Modification (GM) work and who seeks to ensure that statutory duties are fulfilled in relation to that work. The Biological Safety Adviser reports to the Health, Safety and Environment Department as and when required, and directly

- to Institute Directors / Heads of Professional Service Departments of the relevant Institutes or Departments that undertake biological and GM work; and
- iv. a Principal Laser Safety Officer who provides specific advice to all Institutes and Professional Service Departments on the control of high powered lasers, wavelength of emission, environment and use of interlocks and who, from time to time, reviews more generic controls for lesser powered lasers operated at the University.

## **2.12 Contractors**

- 2.12.1 All contractors working in or under the direction of the University are under a legal obligation to ensure that their work is conducted in such a way as to minimise the risks to themselves and others who may be affected by their work. They are also expected to comply with relevant statutory and University requirements. Failure to do so may be considered grounds for terminating a contract.
- 2.12.2 Responsibility for ensuring that contractors who are employed by the University are competent and are adequately supervised to ensure that work is carried out to an acceptable standard of safety, lies with the Institute or Professional Service Department that places the contract. When a contract is placed a competent person should be nominated to carry out this function. Employing contractors to work on the fabric or engineering services of a building, is normally the specific function of the Estates Development Department.
- 2.12.3 The University has corresponding responsibilities in relation to any contractors working on its premises to ensure that they are provided with information about any possible risks to their health and safety and the steps they should take to avoid such risks. It is therefore essential that effective cooperation, coordination and liaison exists between the University and its contractors so that each can be made aware of the needs of the other and the work is undertaken safely and appropriately managed.
- 2.12.4 If contractors are observed to be working in a manner which endangers themselves or others concerns should be raised in the first instance with the Institute or Professional Service Department that engaged the contractors. In the case of most general building work this will be the Estates Development Department. Where the Institute or Professional Service Department responsible for the work is not known or cannot be contacted an approach should be made to Health, Safety and Environment Department.

## **2.13 Visitors**

- 2.13.1 It is the University's policy to ensure that visitors to the University are not exposed to any significant risks to their health or safety as far as is reasonably practicable.
- 2.13.2 Every person with any level of responsibility, including Institute Directors and Heads of Professional Service Departments, and those who have to any extent control of areas to which the public have lawful access, are required to ensure, so far as is reasonably practicable, that those areas are safe.



2.13.3 Visitors to Institutes and Professional Service Departments are the responsibility of the Institute or Department which they are visiting and/or the Institute/Department responsible for the event, and necessary safeguards and arrangements must be introduced to ensure their health and safety.

2.13.4 Proper and effective steps must be taken to prevent unauthorised access by members of the public to areas or locations where they may be placed at risk. Risk assessments must also consider the possibility of unauthorised access by members of the public.

## **2.14 Conferences and Events**

2.14.1 It is the responsibility of the Institute or Professional Service Department arranging a conference or event to ensure that suitable health and safety arrangements and procedures are established.

## **2.15 Visiting Academics and other Guest Workers**

2.15.1 Visiting Academics and other guest workers do so only with the permission of the appropriate Institute Director or Head of Professional Service Department and must follow University, Institute or Professional Services Department health and safety procedures.

2.15.2 In such circumstances visiting academics and workers must be afforded the same degree of protection against risks to their health and safety as the employees and students of the University. Such visiting academics and workers shall also receive, from the commissioning or host Institute or Professional Service Department, suitable and sufficient information, instruction and training to enable them to undertake their work safely and in accordance with University and Institute or Professional Services Department rules. All significant risks shall be assessed in accordance with University and Institute/Departmental requirements.

## **2.16 Children and Young Persons on University Premises**

2.16.1 The University recognises its extended duty for ensuring the well-being and safety of children and young people when on University premises or property, or when participating in University-led activities. This extended duty must be taken into account by every person who is involved to any extent with the supervision or control of children and young persons and when conducting risk assessments.

2.16.2 In pursuance of ensuring the safety and well-being of children and young persons on University premises or property, specific policies have been introduced (See Appendix 5).

## **2.17 Shared Workplaces**

2.17.1 Where a University Institute or Department shares property or land with a non-University organisation then local arrangements must be put in place to ensure adequate liaison and emergency coordination and controls are introduced to safeguard the health and safety of those who may be affected. Such arrangements may be included in a Lease or Rental agreement or through formal memoranda or letters of understanding.

## **2.18 Employees and Students working away from the University**

2.18.1 Where an employee or student is working away from the University on University business, the potential risks associated by such work, travel or location shall be

assessed by the appropriate Institute or Professional Service Department while having due consideration for University policies and arrangements and, where applicable, Foreign and Commonwealth Office advice. Risk Assessments are also required for overseas travel and are necessary in order to ensure cover under the University's Travel Insurance Policy.

2.18.2 Specific advice on work placements and travel overseas is available from the University's Health, Safety and Environment Website or on request from the Health, Safety and Environment Department.

## 2.19 Cooperation, Coordination and Communication

2.19.1 Every Institute, Professional Service Department, and all employees and students are expected to cooperate in all areas of health and safety and coordinate work to ensure others are not harmed or put at risk by their activities.

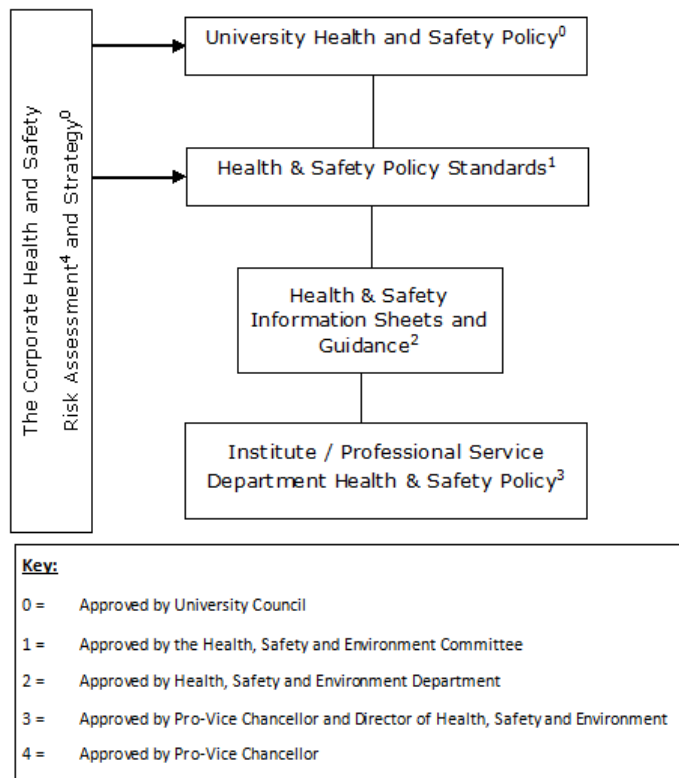
2.19.3 The University and its Institutes and Professional Service Departments, shall ensure suitable arrangements for communicating health and safety information are introduced and utilised.

## 2.20 Compliance

2.20.1 Any persons contravening these requirements may be subject to University disciplinary proceedings and/or possible legal action by the Enforcing Authorities.

## 2.21 Document Hierarchy and Record Keeping

2.21.1 The University document hierarchy is outlined below;



2.21.2 In addition to Policy and Guidance materials, the University and its Institutes and Professional Service Departments are required to keep certain records. The

requirements for documented records should be obtained from the Health, Safety and Environment department and Information Compliance.

## **2.22 Training**

- 2.22.1 It is the University's policy to provide appropriate health and safety training and/or deliver information, knowledge and/or practical experience to enable all employees and students to work in a safe and healthy manner.
- 2.22.2 The University and its Institutes and Professional Service Departments must ensure suitable instruction, training and supervision is provided so that employees have the information needed to undertake their roles and duties safely.
- 2.22.3 Everyone in a level of responsibility including the Council, Executive Group, Institute Directors, Heads of Departments, Line Managers and Supervisors shall attend the training offered and/or receive suitable information as is required and appropriate for their roles.
- 2.22.4 All members of Task Groups, Advisory and decision making Committees, Sub-Committees, Specialist Groups and or other similar bodies, should be provided with suitable training, instruction and information as is required for them to undertake their roles.

## **2.23 Measuring and Reviewing Performance**

- 2.23.1 The University and its Institutes and Professional Service Departments are required to measure and review their own performance in respect of health and safety standards and management, which will be considered and evaluated through annual review and appraisal processes.
- 2.23.2 The Health, Safety and Environment Department is tasked with measuring and reviewing the University's health and safety management system through its health, safety and environment internal audit programme. Significant findings / trends and audit progress will be reported to the Health, Safety and Environment Committee at regular intervals.

## 3.0 Appendices

### 3.1 Appendix 1 - The University Council

#### 3.1.1 Plan

- Ensure that health, safety and environmental matters are communicated in a timely and effective manner to and from members.
- Ensure the regular review of the University's Health and Safety Policy.
- Ensure that the University's health, safety and environment Key Performance Indicators and/or strategic objectives are reviewed on a regular basis.
- Ensure that health, safety and environment matters are regularly considered on Council meeting agendas.
- Maintain an awareness of significant health, safety or environment risks faced by the University.
- Consider the health, safety and environment implications of major strategic decisions such as large projects.
- Ensure that the University's emergency planning arrangements are adequate and current.

#### 3.1.2 Do

- Seek assurances that:
  - Health, safety and environment arrangements are adequately resourced.
  - Risk control measures are implemented and actioned where appropriate.
  - There exists an effective process to identify training and competency needs in keeping with respective health, safety and environment responsibilities.
  - There is a process to review emergency and fire evacuation plans for effectiveness.
  - There is a process for auditing health, safety and environment performance.
- Facilitate the Health, Safety and Environment Committee to oversee health, safety and environment matters, chaired by a member of the University Council.
- Maintain a process for employees and representatives to be involved and engaged in decisions that affect their health and safety.

#### 3.1.3 Check

- Receive and critically evaluate health, safety and environment-related leading and lagging data (such as through established Key Performance Indicators), and where appropriate, request data pertinent to process (preventative and maintenance) and competency indicators.
- Ensure that management systems allow the Council to receive assurances for all University activities.

#### 3.1.4 Act

- Ensure satisfactory and regular independent reviews of health and safety management across the University.
- Be satisfied that lessons are learnt and preventative measures are implemented following significant accidents and near misses.
- Review audit processes to ensure that arrangements are appropriate for the requirements of the University.
- Regularly review the University's health, safety and environment risk profile.

## **3.2 Appendix 2 - The Vice-Chancellor and University Executive Group**

### **3.2.1 Plan**

- Commit to the University's Health and Safety Policy Statement as a demonstration of ownership and communicate its values throughout the institution.
- Agree means of measuring, monitoring and reporting on the Policy, through the development of Key Performance Indicators.
- Allocate suitable and sufficient resources to the management of health and safety.
- Set health and safety objectives for the leadership team.
- Agree the health, safety and environment Risk Register through its determination by a risk profiling exercise.
- Ensure that occupational health services are integrated into the University's health and safety management system.
- Determine whether health, safety and environment risks should be included in the University's overall Risk Register.
- Agree a University-wide health and safety competency framework.
- Agree a University-wide health, safety and environment internal audit programme based on the recognised risk profile.
- Ensure that emergency procedures consider and address all relevant risks.
- Consider the health, safety and environment implications of strategic decisions such as large projects.

### **3.2.2 Do**

- Implement the University's Health and Safety Policy.
- Ensure regular communication with the University's Health, Safety and Environment Department.
- Lead campaigns and initiatives aimed at improving health, safety and environmental awareness and promote behavioural change.
- Discuss health and safety issues and performance with direct reports (i.e. those line-managed) as part of the annual appraisal and review process.
- Lead by example by taking an active interest in health, safety and environment activities, and follow local procedures in such areas.

### **3.2.3 Check**

- Check and receive assurances that the processes implemented are working.
- Enquire through direct reports that appropriate health surveillance is in place for occupational illnesses where appropriate.
- Confirm that direct reports are aware of inspections and investigations in their areas, and are acting upon any findings or recommendations.
- Accompany as or where appropriate, direct reports on an inspection or visit during the year.
- Receive and review health, safety and environment performance data, through such measures as Key Performance Indicators.
- Ensure delivery of own objectives alongside those set by the University's Executive Group through the performance development process.
- Review the deployment of resources to ensure that provision is sufficient, competent and effective.

### **3.2.4 Act**

- Review health, safety and environment performance and that of direct reports. It's important to celebrate achievements in addition to taking corrective action when targets are not being met.
- Share the results of reviews with staff and students in order to seek their views on improvements.
- Respond to reports, audits, health, safety and environment committee recommendations, and inspections from external and internal stakeholders e.g. insurance providers, trade union safety representatives, regulators and Health, Safety and Environment Department staff.
- Regularly review the planning process.

### **3.3 Appendix 3 - Institute Directors and Heads of Professional Service Departments**

#### **3.3.1 Plan**

- Produce and align their Institute / Professional Service Department's health, safety and environment plan with the University's strategies, Policies and Policy Standards, through the production of an Institute / Professional Service Department Health and Safety Handbook.
- Produce and maintain up to date health, safety and environment risk registers and risk assessments.
- Include appropriate health, safety and environment risks in the Institute / Professional Service Department Risk Register.
- Define the membership (to include staff representation for all appropriate constituencies and a representative from the University's Health, Safety and Environment Department) and terms or reference of the Institute / Professional Service Department's Health, Safety and Environment Committee; or ensure that Health, Safety and Environment is a standing item for all Local Management Committees.
- Ensure staff consultation involves all appropriate stakeholders, including Trade Union and student representatives as appropriate.
- Ensure that induction arrangements include relevant information for all new starters (staff and/or students).
- Plan arrangements to manage health, safety and environment matters, and document them in the local Health and Safety Handbook e.g. set up Committee meetings, monitoring processes, determine Key Performance Indicators and identify training, competency and development needs.
- Assign sufficient resources (e.g. competent personnel with sufficient time and facilities) to include specialist support in certain areas where required.
- Plan arrangements to ensure the health and safety of all persons who may be affected by the Institute / Professional Service Department's activities, including contractors, students and visitors.

#### **3.3.2 Do**

- Implement processes to ensure that all activities are appropriately risk assessed and control measures effectively communicated and implemented.
- Ensure that responsibilities are delegated and understood for tasks such as the completion of Risk Assessments.
- Chair, or ensure that a member of senior management chairs, the Institute / Professional Service Department's Health, Safety and Environment Committee.
- Produce, communicate, and annually review the Institute / Professional Service Department Health and Safety Handbook, which documents how health and safety is managed within the Institute / Professional Service Department.
- Hold regular meetings with Health and Safety Co-ordinator(s).
- Oversee accident and incident investigations.
- Agree health, safety and environment competency and development needs for all staff through the setting of training objectives using a training matrix or competency development framework.
- Assess the health, safety and environment impact of new projects at planning stages.
- When purchasing equipment, consider the health, safety and environment requirements/implications i.e. set-up, use, maintenance, inspection, servicing and training requirements.
- Embed health, safety and environment arrangements during the procurement process.
- Empower managers, supervisors and staff with the ability to report or suspend any activities or practices that they consider to be unsafe or that pose an unacceptable or unmanageable risk.

#### **3.3.3 Check**

- Conduct regular health and safety inspections in their areas.
- Ensure that agreed health, safety and environment training objectives are being met.
- Analyse safety information data to identify emerging trends in the Institute / Professional Service Department such as accident, sickness absence and training data.
- Keep staff informed by monitoring progress and actively seeking their views on

improvements.

- Ensure that all actions and recommendations from health, safety and environment processes (e.g. audits or inspections) are implemented.

#### 3.3.4 Act

- Review risk management processes regularly.
- Take action to implement recommendations from local risk management reviews.
- Consider information from both internal and external sources e.g. audits, inspections from Health, Safety and Environment Department staff, and how corrective actions and/or recommendations can be implemented.
- Review own health, safety and environment performance and those of direct reports, and celebrate achievements where appropriate.

### **3.4 Appendix 4 - Supervisory Roles**

#### **3.4.1 Plan**

- Be aware of and adhere to the University's health, safety and environment policies and procedures, and the associated requirements of the Institute / Professional Service Department Health and Safety Handbook.
- Plan any skill, knowledge or refresher training for yourself, your team, and students where appropriate, based upon activities and Institute / Professional Service Department training objectives and requirements.
- Ensure activities are suitably risk-assessed and communicated.
- Plan resources to ensure that all staff and students understand what is expected of them.

#### **3.4.2 Do**

- Ensure staff and students are aware of and follow relevant health, safety and environment policies, procedures and systems.
- Ensure visitors and contractors are provided with relevant health, safety and environment information where applicable.
- Develop suitable procedures which include key safety information in order to manage the risks associated with activities.
- Implement aspects of the Institute / Professional Service Department Health and Safety Handbook that relate to your areas or activities.
- Ensure that you, and your team (and students, where applicable), have received induction training and additional relevant training appropriate to their activities.
- Raise any non-conformance through your line management structure.
- Contribute to and be involved in workplace inspections and Institute / Professional Service Department Health, Safety and Environment Committees as required.
- Provide feedback on health, safety and environment issues.
- Contribute to the incident or near miss investigation process as required.

#### **3.4.3 Check**

- Ensure that risk assessments have been completed, are regularly reviewed, recorded, and that the control measures identified have been effectively communicated and understood by all those that it effects.
- Ensure that any actions arising from audits and inspections have been completed or that the associated risks are suitably controlled.
- Review progress against your health, safety and environment objectives.

#### **3.4.4 Act**

- Provide feedback on health, safety and environment matters to your line manager, and where appropriate, celebrate achievements with those involved.
- Review incidents and near misses to ensure that lessons learnt are embedded into revised procedures or practices.
- Contribute to and support Institute / Professional Service Department health, safety and environment reviews.
- Review own procedures for managing health and safety, including reviewing training needs.



### **3.5 Appendix 5 - Supplementary Information**

Health, Safety and Environment Committee Membership and Terms of Reference:  
<https://www.aber.ac.uk/en/hse/governance/committee/>

Health, Safety and Environment Operational Group Membership and Terms of Reference:  
<https://www.aber.ac.uk/en/hse/governance/hse-ops-group/>

Aberystwyth University Young Persons' Policy:  
<https://www.aber.ac.uk/en/media/departmental/healthsafetyenvironment/Young-Persons-Policy-Final.pdf>

Health, Safety and Environment Department Website: <https://www.aber.ac.uk/en/hse/>