



Nottingham University Academy of Science and Technology

# Health and Safety Policy

**Responsible officer:** Principal

Date approved: 16/01/2017

Review date: January 2018

Approved by: NUAST Board of Directors

# NOTTINGHAM UNIVERSITY ACADEMY OF SCIENCE AND TECHNOLOGY

## Health and Safety Policy

### 1. General Statement of Intent

- 1.1 The Board of Directors (BoD) of Nottingham University Academy of Science and Technology (NUAST) accepts that all of their employees, students and visitors are entitled to a safe and healthy environment in which to work. With this in mind the BoD, Management and Staff will take appropriate steps to meet its statutory requirements use recognised codes of practice and guidance notes to establish a safe and healthy environment.
- 1.2 This policy is written within the context of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations 1999.
- 1.3 It is the Policy of NUAST to take all necessary steps, through a risk management approach, to meet its responsibilities under “The Act”, including:
  - a. Providing and maintaining facilities, plant, equipment, systems and working conditions which are safe and without risk to the health of employees, visitors, contractors and the general public.
  - b. Ensuring that arrangements are in place for the safe transport, handling, storage and disposal of articles and substances which may be hazardous to health
  - c. Providing information, instruction and supervision to all employees to enable them to carry out their work activities in a safe manner
  - d. Ensuring that employees and/or their representatives are able to raise health and safety related issues and have these resolved effectively
  - e. Taking full account of health and safety considerations in project planning and decision making.

## 2. General Organisation for Health and Safety

### 2.1 Health & Safety Management Model

NUAST will follow HS (G) 65 as its health and safety management model. HS (G) 65 is published by the Health & Safety Executive and is widely held to be one of the standard models for managing health, safety and welfare risks ([www.hse.gov.uk/pubns/books/hsg65.htm](http://www.hse.gov.uk/pubns/books/hsg65.htm)). It employs a cyclical process of Policy, Organising, Planning & Implementation, Measuring Performance, Reviewing Performance and back to Policy. It also requires auditing of each stage in the process to enable management to be informed of progress and success.

### 2.2 Premises

NUAST recognises that the scope of cover for this policy is for all premises and operational locations used at any time.

### 2.3 Clear Roles, Responsibilities and Lines of Accountability

NUAST recognises the value of clarity of role and responsibility for all employees. These are laid out later in this policy for the avoidance of doubt, and to support implementation of effective health and safety practice.

### 2.4 Safety Committees

NUAST recognises the legislative requirement for, and the wider benefits of a Health and Safety Committee structure, encouraging involvement of the employees and supporting oversight and improvement in health and safety practice. A Health and Safety Committee will operate within NUAST, and this will be supported by the senior management.

### 2.5 Risk management

All hazards arising from NUAST's work activities identified as being a significant risk to persons will be subject to risk assessment complying with the relevant legislation; this may also include safe systems of work, a permit to work system and written procedures as necessary. All documentation will be freely available to staff and enforcement agencies. This documentation will be reviewed by competent personnel if situations or practices related to it change or at least annually.

### 2.6 Training and competency

All staff will be supplied with training and guidance to enable them to carry out their health and safety responsibilities in a competent manner. Sufficient resources including funding and working time will be allocated to ensure that health and safety requirements can be achieved as part of their normal working practices.

## **2.7 Particular training requirements**

Organisational leaders & line managers with support from senior leaders and if necessary specialist input from the Health and Safety Competent Person or resource, will identify and implement staff requirements for training in manual handling, working at height and specific machinery use where the employment positions are known to be high risk situations.

## **2.8 Incident/accident reporting and investigation**

Incidents and accidents must be reported as soon as possible after the event to line managers on the appropriate documents available or via central reporting software as advised. Initial investigation will be carried out by line managers with senior management support. Health and Safety Competent Person support will be called for if necessary through escalation by senior leaders through the agreed coordination point.

## **2.9 Employee consultation**

NUAST will ensure that effective employee consultation takes place before any changes to equipment, environment or work practices are decided upon. This consultation will involve the Safety Committee as well as individual consultation where appropriate.

## **2.10 Specific Health and Safety Arrangements**

NUAST will have specific health and safety arrangements in place which are the responsibility of the BoD and management teams. NUAST will follow this policy to ensure full compliance with legislative requirements. NUAST specific health and safety arrangements will be developed for key areas including the following:

- Fire
- Asbestos (where relevant)
- First Aid
- Reporting Accidents
- Plant and Equipment
- Visitor Security
- Working with contractors.

(Please note this list is not exhaustive). Detailed arrangement documents when completed ensure individual responsibilities and accountabilities are clarified, as well as ensuring that required health and safety arrangements are in place.

### **3. Roles Responsibility and Lines of Accountability**

#### **3.1 Board of Directors' Responsibilities**

- 3.2 The BOD will have in place effective oversight of Health & Safety within NUASt. The BoD will create, and regularly review the Health and Safety Policy which promotes the correct attitudes towards safety amongst staff and students, ensure that suitable monitoring and review of safety management systems is carried out, and ensure that sufficient resources are allocated to operate the health and safety management systems required to maintain compliance.
- 3.3 The BoD will appoint and support a specific member of the BoD with responsibility for health and safety within NUASt, and ensure appointment of a Competent Person Resource (currently Nottinghamshire County Council) to provide advice and guidance for the NUASt Board in relation to health and safety matters.
- 3.4 Moreover, the BoD are responsible for the creation of Health and Safety Procedures applicable to NUASt. They will create, and regularly review their Safety Procedures which promote the correct attitudes towards safety among staff and students, ensure that suitable monitoring and review of safety management systems is carried out, and ensure that sufficient resources are allocated to operate the health and safety management systems required to maintain compliance.
- 3.5 In discharging their responsibilities, The NUASt BoD will be responsible for:
- a. Ensuring that the health and safety policy is communicated and implemented;
  - b. Establishing clear lines of accountability and responsibility for health and safety;
  - c. Periodically assessing the effectiveness of the policy and ensuring that where nonconformities are found these are rectified; and
  - d. Identifying, evaluating and controlling risks relating to possible accidents and incidents connected with their activities, including work experience;
  - e. Ensuring arrangements are clear and in place
  - f. Ensuring effective reporting of health and safety through NUASt's governance structure
  - g. Having a process/ safe system for managing and controlling risks as stated above.
- 3.6 **Senior Leader's Responsibilities (Principal of NUASt)**  
As the role with overall management authority the Principal holds primary responsibility and accountability under the BoD and under Section 2 of the Health and Safety at Work Act 1974 for the health and safety of the

employees, students and others in relation to the activities and premises of the NUASt. The Principal:

- a. Ensures implementation of the applicable safety procedures within NUASt. He/she cannot delegate or devolve this accountability but in order to discharge these responsibilities effectively he/she may delegate duties and authority to other staff as appropriate
- b. Ensures, through review and audit, that the health and safety management systems within NUASt are fit for purpose and control the health and safety risks arising from the work activities carried out
- c. Actively promotes and supports the Health and Safety Policy requirements by his/her actions and attitudes as well as allocating sufficient resources to ensure that the health and safety management systems can be operated effectively to produce compliance, including ensuring adequate training for staff
- d. Provides information to the BoD as requested to confirm the level of compliance with legislative requirements.

### **3.7 Organisational Leaders'/Line Managers' responsibilities**

Vice Principal(s), Heads of Department, Teachers and Line Managers are responsible for implementing the applicable NUASt Policy and Local Safety Procedures and arrangements, assisting in developing, implementing and reviewing the safety systems and processes in their areas and ensuring that safe working practices are adhered to. Specifically:

- a. They carry out regular reviews of their areas to ensure that the health and safety arrangements are implemented appropriately and consistently, to identify where additional resources are needed and where staff training and guidance is required.
- b. They have responsibility for ensuring that employees are consulted and involved in issues which affect their health and safety.
- c. They will ensure that the health and safety systems and processes in place are followed by their staff and that non-compliances are reported and resolved. This may involve the provision of training, guidance and support to provide competency.

### **3.8 Employees' Responsibilities**

Employees are responsible for ensuring their activities do not put themselves or others at risk of harm and must ensure that they understand and comply with the organisation's health and safety policy and safety arrangements. They must not misuse or recklessly interfere with equipment provided by the

employer and must report accidents, incidents, near misses and hazardous situations to the appropriate person.

### **3.9 Health and Safety Competent Person Resource Responsibilities**

The Health and Safety Competent Person/expert role or supporting resource assists the Directors, Principal and Staff of NUASt with advice, guidance and oversight on the strategic approach and practical requirements needed to achieve the implementation of health and safety management leading to compliance.

3.10 In particular, they provide guidance on the development, and continuous improvement of, health and safety policy and management systems within NUASt, initiating and undertaking agreed reviews and audits to confirm the status of health and safety management systems and practice. They will also support development of action plans for implementation to enhance the level of health and safety practice and compliance within NUASt.

3.11 Where needed, they advise on the supply of specialist support and training, either from internal or external sources to ensure that compliance and staff competencies are achieved and maintained.

3.12 They will have responsibility for reporting on specific situations and circumstances in line with agreed delegations/reporting requests from the BoD.

## **4. NUASt Safety Committee**

4.1 The primary function of the Safety Committee will be to encourage consultation, communication and involvement of staff; review the measures taken to ensure the health, safety and welfare at work of the employees in the area of responsibility; and to raise issues with the organisation management.

4.2 The normal route for reporting formally will be through the Resource Committee of the BoD, who will receive minutes of meetings. The following will normally be members of the Safety Committee:

- The Director from the Board with responsibility for health and safety.
- The Principal, or Vice Principal.
- Appointed and/or elected health and safety representatives.
- A representative of the relevant estates and HR functions as relevant.
- Other staff as agreed.

## **5. Policy Review**

5.1 This policy will be subject to review on an annual basis or as a result of any of the following:

- Changes in key personnel or the NUASt's management structure
- Major changes or additions to premises
- Major changes to work arrangements or the implementation of new work processes
- If audit or risk assessment indicate a need for review
- As a result of enforcement action or as a result of the findings of an accident investigation
- Changes to legislation
- When consultations with employees or their representatives highlight deficiencies
- On request by an interested third party i.e. insurance company or enforcement agency
- As a result of a significant change to the workforce.

## **6. Linked policies**

This Health and Safety Policy should be read in conjunction with the following policies:

- Safeguarding Policy
- Equality Policy
- Educational Visits (Health and Safety) Policy
- Medicines Policy
- First Aid Policy.

## **7. Review Process**

This policy will be reviewed annually by the Principal or when due to changes in guidance and approved by the NUASt Board of Directors.