

Health and Safety Department

# Health and Safety Policy

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## Loughborough University Health and Safety Policy

### 1. Introduction by the Vice Chancellor

The Health, Safety and Wellbeing of our staff and students underpins the success and flourishing of the University. If colleagues do not feel safe and well, then they will not feel valued and respected, and we will not achieve the ambitious aims of our “Creating Better Futures. Together” strategy. Indeed, the strategy explicitly highlights Health and Wellbeing as one of its core themes.

Whilst we are compelled by the Health and Safety at Work Act 1974 to produce a statement of Policy, I view this as the minimum underpinning commitment. I want us to do more. I want us to continually strive to achieve the highest practical standard in Health, Safety and Wellbeing, rather than rely on the legal minimum. This means managers at all levels need to actively pursue increasingly higher standards of Health and Safety management.

I recognise the importance of our staff and students being fully aware of their responsibilities and the importance of all working together to ensure that the Health and Safety Policy and Procedures are observed and so I fully endorse this Policy which sets out those responsibilities.

To this end, this document brings the University's statement of Health and Safety Policy to the attention of everyone, our employees and our students, and it provides details of the organisation and arrangements for carrying out the Policy. The Policy Statement is supplemented by individual procedures covering a range of topics and everyone must ensure they are aware of the safety precautions appropriate to the area in which they work.

As Vice Chancellor I recognise that I carry day to day responsibility for the Health and Safety of all persons affected by the undertakings of the University. But, only by working together can we create an environment that is Safe, Healthy and promotes Wellbeing.



Professor Nick Jennings, CB, FREng  
Vice Chancellor

January 2023

## The Health and Safety Policy Statement

It is the policy of Loughborough University under the University Council to:

1. Regard legal compliance as the lowest acceptable standard of management when considering Health and Safety. (for the purposes of this policy document the term 'Health and Safety' will be deemed to include all aspects of occupational health.)
2. Regard Health and Safety as a core management function.
3. Develop a clear structure which identifies Health and Safety responsibility at all management levels across the University.
4. Promote an attitude of safe working by employees and students in all aspects of the University's work underpinned by appropriate disciplinary procedures.
5. Encourage discussion and consultation between management, employees and students on safety, health and environment matters and establish a Health, Safety and Environment Committee for this purpose.
6. Maintain a safe and healthy working environment and safe methods of operation.
7. Ensure the provision and maintenance of premises, plant and equipment to a safe level.
8. Ensure the provisions of appropriate resources to meet Health and Safety issues.
9. Ensure that provisions are made to support the mental health of staff.
10. To bring to the attention of all staff and students, their responsibilities to ensure the Health and Safety of themselves and any other persons affected by their actions or omissions.
11. Provide all necessary information, instruction, training and supervision, to ensure the Health and Safety of employees at work.
12. Provide as appropriate and ensure the correct use of, approved safety equipment and protective clothing and to ensure no charge will be levied on any employee in respect of anything carried out or provided in pursuance of any specified requirements of relevant statutory provisions.
13. Ensure immediate and accurate reporting and investigation of occupational ill-health issues, accidents and incidents.
14. Ensure the provision of an appropriate number of specialist safety staff with responsibilities for safety and health and to ensure appropriate contingency arrangements are made during the absence of such staff to meet the relevant statutory requirements.

15. Develop a system of inspection, monitoring and auditing procedures which will allow the identification of risk and ensure that acceptable standards of risk management are being achieved across the University.
16. Review this Health and Safety Policy not less than once every two years.
17. Make specific arrangements on sites controlled by the University to ensure that contractors are carrying out their responsibilities for Health, Safety and Environment to a standard acceptable to University management.
18. Ensure that the Health and Safety of all staff, students, contractors, visitors and any others who may be affected by our undertakings is safeguarded, so far as is reasonably possible.

**The University Council acknowledge ultimate responsibility for Health and Safety management within Loughborough University. This responsibility will be discharged on behalf of the University Council on a day to day basis by the Vice Chancellor.**

## 2. Responsibilities

### 2.1 University Council

The University Council, under the requirements of the Health and Safety at Work etc Act 1974, is responsible for issuing a written statement covering the general policy with respect to Health and Safety at work of employees, students and others affected by the undertakings of the University.

The University Council shall ensure that they receive sufficient information on the status of University health and safety management systems to satisfy themselves that all statutory requirements are being met. To this end they will commission an annual health and safety report to be undertaken by the Director of Health, Safety and Wellbeing.

While statutory compliance will be accepted as a baseline standard, the University Council will ensure that the University is constantly moving towards best possible health and safety practice.

Recognising that the University is a large, complex and rapidly developing organisation and that regulatory changes occur, if areas are identified which fall below statutory compliance Council will require an action plan to be produced which brings the University back into compliance as quickly as reasonably practicable and will require reports on the progress of any such plan.

### 2.2 Vice Chancellor

The Vice Chancellor is responsible for achieving the objectives of the University's Health and Safety Policy, namely to:

The Vice Chancellor is responsible for achieving the objectives of the University's Health and Safety Policy, namely to:

Ensure that managers know and undertake their individual responsibilities regarding health and safety, and that the requirements of health and safety legislation and University policy are met

Advise the University Council of the resources required to comply with statutory requirements and make adequate arrangements

Ensure adequate consultations between management, specialist advisors and employees' representatives prior to the introduction of any change which may affect the health and safety of employees

Make the necessary arrangements to ensure that trades union safety representatives who are appointed under statutory regulations can carry out the duties required of them

Ensure the establishment and maintenance of a suitable health and safety programme to:

- eliminate accident potential as far as is reasonably practicable
- conform with the statutory duties and University codes of practice

Ensure that adequate communication channels are maintained to promulgate information concerning health, safety and environment

### 2.3 Chief Operating Officer

The Chief Operating Officer (COO) is responsible to the Vice Chancellor on a delegated basis for the general oversight and development of health and safety policy and for ensuring co-ordination of such policies and practice across the University. The COO has responsibility for ensuring that the arrangements to manage health and safety in accordance with University policy are effective.

### 2.4 Deans of Schools

**Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by School activities resides with the Dean of School.**

Deans of Schools have oversight of resources devolved from the Vice Chancellor. As such, they have a duty not only for the application of these resources, but that they are applied safely.

Deans of School should satisfy themselves that the Departments within their area of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

1. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
2. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.
4. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress from it that are safe and without such risks.
5. The provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

To deliver these statutory requirements, Deans are expected to:

- Produce a School health and safety policy which sets out the local organisation and arrangements to meet all relevant statutory and University policy requirements.
- Establish a health and safety committee(s) for the School (or Departments within the School if appropriate). Attend the School health and safety committee or receive minutes from Departmental committees.
- Receive twice yearly audit reports from the Head of Operations in the School.
- Ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into School's management systems.
- Ensure that the health and safety training needs are identified, and that suitable training is provided. (See **Appendix 3**; "Loughborough University Staff Training Matrix").
- Ensure that either a School Safety Officer (to act for the whole School) and/or Departmental Safety Officers are appointed. In the absence of a nominated officer this role shall default to the Dean of School.
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their School Safety Officer.

- Bring to the VC's attention, any health and safety matter that cannot be dealt with at School level.
- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the School which cannot be resolved at one particular time.

## 2.5 Directors and Heads of Professional Services

### **Overall legal responsibility for ensuring the safety of staff, students and others who may be affected by their activity resides with the Director or Head of Service.**

Directors and Heads of Professional Services have oversight of resources devolved from the Vice Chancellor. As such, they have a duty not only for the application of these resources, but that they are applied safely. Directors and Heads of Professional Services should satisfy themselves that their area of responsibility has suitable and sufficient arrangements in place to meet all statutory requirements.

1. The provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
2. Arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of their employees.
4. So far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access and egress from it that are safe and without such risks.
5. The provision and maintenance of a working environment for their employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.

To deliver these statutory requirements, Directors and Heads of Professional Services are expected to:

- Set out the local organisation and arrangements to meet all relevant statutory and University policy requirements.

- Establish a health and safety committee or agree with the Director of Health, Safety and Wellbeing alternative consultation arrangements. Attend the health and safety committee established for their area, or, if alternative arrangements are made take such steps to ensure that they are kept informed of relevant information and actions.
- Receive twice yearly audit reports for the service or department.
- Ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into service or department management systems.
- Ensure that the health and safety training needs are identified, and that suitable training is provided. (See **Appendix 3**; "Loughborough University Staff Training Matrix").
- Ensure that an individual is nominated to act as a health and safety lead in the area of responsibility.
- Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role, particularly with regard to their health and safety lead.
- Bring to the Chief Operating Officer's attention, any health and safety matter that cannot be dealt with at function or departmental level.
- Devise and implement phased order of priority plans for expenditure of finance or effort to solve health and safety problems in the area of responsibility which cannot be resolved at one particular time.

## 2.6 Head of Operations

The Head of Operations works closely with the associated Dean or Head of Professional Service to ensure that Key Performance Indicators (KPI's) are achieved.

The School's Head of Operations is responsible for;

- Ensuring that 6 monthly internal health and safety audits are conducted, and the results are forwarded to the Director of Health, Safety and Wellbeing.
- Ensuring that the Health and Safety Committee meets at least 3 times per year.
- Ensuring that all accident/near miss events are reported via the University's incident reporting system.
- Ensuring that action is taken to identify and remove causes of accidents / near miss events.
- Reviewing procedures for producing risk assessments to ensure that risk assessments are suitable and sufficient and up to date.
- Bringing to the attention of the Dean or Director / Head of Professional Service any breach of statutory requirement or other health and safety concern which cannot be resolved.

## 2.7 Director of Health, Safety and Wellbeing

The Director of Health, Safety and Wellbeing has a central co-ordinating role in relation to general health and safety matters and acts as advisor to the University on health and safety strategy and the requirements and interpretation of relevant legislation. The Director of Health, Safety and Wellbeing has a vital role in the development of the University's health and safety policy and plan, and the development of a health and safety management system.

The Director of Health, Safety and Wellbeing will ensure the effectiveness of health and safety management structures through regular auditing of these systems.

The Director of Health, Safety and Wellbeing will present, through the University Health, Safety and Environment Committee, to the University Council an annual report on the status of the University Health and Safety Management systems and procedures.

The Director of Health, Safety and Wellbeing is responsible to the COO for all University facing health and safety matters

The Director of Health, Safety and Wellbeing will be the nominated 'competent person' on behalf of Loughborough University, as required by the Management of Health and Safety at Work Regulations 1999.

## 2.8 Radiological Protection Officer

The Radiological Protection Officer role will be performed by a suitably qualified and experienced member of staff. The role is currently discharged by the Strategic Scientific Technical Lead. The Radiological Protection Officer provides advice on all aspects of radiological protection in the University, with particular reference to the statutory requirements relating to the Ionising Radiation Regulations 2017, together with various codes of practice.

The Radiological Protection Officer will co-ordinate arrangements for the safe ordering, storage, handling, use, transporting and disposal of radioactive substances.

The Radiological Protection Officer will act as a link to the contracted services of the Radiological Protection Advisor and reports to the Director of Health, Safety and Wellbeing.

## 2.9 Deputy University Health, Safety and Risk Manager

The Deputy University Health Safety and Risk Manager acts as deputy to the University Health Safety and Risk Manager and also acts as 'competent person' under the Management of Health and Safety at Work Regulations, in the absence of the Director of Health, Safety and Wellbeing. Specific areas of responsibility include;

- responding to requests for service from Schools | Departments, providing support and information to SSO's | DSO's,
- investigating accidents and liaising with the University's insurers, and,

- organising and providing Health and Safety training for staff. (See Appendix 3; "Loughborough University Staff Training Matrix").

The Deputy University Health, Safety and Risk Manager reports to the Director of Health, Safety and Wellbeing.

### 2.10 University Occupational Health Manager

The University Occupational Health Manager, in consultation with the Occupational Health Physician, shall advise the University on workplace or work-related health matters.

The Occupational Health Manager will develop, on behalf of the Health, Safety and Environment Committee, University occupational health policy.

The Occupational Health Manager will advise the University on the development of suitable approaches to improving Health and Mental Health throughout the University.

The Occupational Health Manager will carry out monitoring and auditing of occupational health issues to ensure compliance with University policy.

The Occupational Health Manager is the link to the contracted services of the Occupational Health Physician and reports to the Director of Health, Safety and Wellbeing.

### 2.11 University Fire Officer

The University Fire Officer will provide professional fire safety advice as needed to staff and students across the University. Other duties include:

The University Fire Officer will act as 'competent person' under the Regulatory Reform (Fire Safety) Order 2005.

The development and implementation of a rolling programme of fire risk assessments as required by the Regulatory Reform (Fire Safety) Order 2005.

Provision of advice to the University concerning appropriate standards for fire precautions in buildings and the development and maintenance of effective fire prevention strategies.

Development of compliance and control strategies as required by the relevant statutory provisions.

Monitoring Departmental and University fire safety arrangements and making recommendations as necessary.

The University Fire Officer will be responsible to the Director of Health, Safety and Wellbeing.

### 2.12 Director of Estates and Facilities Management

In addition to the general responsibilities allocated to Deans and Directors of Professional Services, the Vice Chancellor and Chief Operating Officer COO have delegated additional responsibilities to the Director of Estates and Facilities Management (E&FM) for health & safety and compliance. These are in relation to buildings, grounds and facilities on the Loughborough Campus and for the London Campus through the contracted facilities provider.

As such, the delegated responsibilities of the Director of E&FM include, so far as is reasonably practicable:

- Ensuring that buildings, grounds and facilities are maintained to a safe standard.
- Ensuring that management systems and responsibilities are clearly defined, implemented and monitored to assure compliance, for the provision of a safe estate infrastructure, including new builds, refurbishments, electrical, fabric and mechanical, services, roads, footways and external areas. (*this excludes responsibility for research and educational equipment provisioned by schools*)
- Ensuring that the University's responsibilities under the Construction (Design and Management) Regulations 2015 are met and that construction and refurbishment projects meet the health and safety needs of the University.
- Ensuring that written agreements which identify all statutory obligations, roles and responsibilities, are in place and complied with for University-owned buildings which are leased.
- Having management arrangements in place and records to show that statutory requirements are met. - whether that be as owner-occupied i.e. LU owned and occupied building or, as landlord for buildings let to third parties.
- Ensuring that management systems are in place to monitor/evidence statutory compliance of landlords in commercially-owned premises not owned by the University, but in which we place University staff or students.
- Acting as the Duty Holder as required by specific University policies by nominating and appointing DAPs for compliance related tasks.

Should the Director of E&FM be aware of areas of risk outside these delegations or be unable to provide assurance of safe standards, these matters will be escalated and passed back to the Chief Operating Officer and / or Vice Chancellor.

### 2.13 Director of Human Resources

The Director of Human Resources is responsible for ensuring appropriate measures are in place to monitor workplace sickness levels. Where these monitoring systems indicate work-related ill health issues, these will be brought to the attention of the Health and Safety Service.

### 2.14 School/Departmental Safety Officers

Either a School Safety Officer or individual Departmental Safety Officers shall be appointed by the Dean or Head of Professional Service to act for their respective Departments. The School/Departmental Safety Officer will report to the Dean or Head of Professional Service on all Health and Safety related issues. (For a list of the typical duties of a School/Departmental Safety Officer, see Appendix 2).

When appointing persons as a School/Departmental Safety Officers, serious consideration should be given to the amount of time necessary to adequately carry out the associated duties and the person's existing duties. Where necessary, some or all of the person's existing duties

should be transferred to another person/post.

Persons selected to be School/Departmental Safety Officers should be sufficiently experienced, be willing to accept the role and be willing and able to be trained (when necessary) to an acceptable level of competence in safety issues, relevant to their Department. They should also be of sufficient competency and experience to be able to carry out their duties with recognised authority.

### 2.15 All Supervisory Staff

All supervisory staff (for example Senior Academic staff, Administrative Managers, Principal Technical Managers, Team Leaders etc) will:

- Be fully familiar with the University and local Health and Safety Policy and understand and apply it within all areas of their responsibility
- Ensure staff are trained to enable them to carry out suitable and sufficient risk assessments, where required. (See Appendix 3; "Loughborough University Staff Training Matrix").
- Ensure that staff operate in accordance with the University and local Health and Safety policy, as relevant to their work.
- Ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for Health and Safety.
- Ensure the competence and training of their appointees to allotted tasks.
- Ensure that safe working practices within a safe working environment are used by all staff.
- Ensure that all equipment used is safe and that those using the equipment are trained on its safe use.

### 2.16 All Employees

The Health and Safety at Work etc Act 1974 states that EVERYONE has a responsibility for safety. It is important that everyone appreciates the extent of their responsibilities, namely, that they:

Shall make themselves familiar with the Health and Safety Policies of the University and of the School/Departments in which they are employed, and shall be fully familiar with sections of these policies which directly affect their particular activities.

Shall accept individual responsibility:

- to take all reasonable care for the Health and Safety of themselves and of any other person who may be affected by their acts or omissions
- to co-operate with the University so far as is necessary to enable it to comply with its legal duties
- to undertake as required all Health and Safety training which is deemed necessary by their line manager to secure the health, safety and welfare of their employees or anyone else affected by their actions while at work

Shall report to supervisory staff any occupational ill-health issues/accidents/incidents or

dangerous occurrences, whether or not injury is sustained, and any unsafe practices; and shall report systems of work or conditions which they consider may create risks to their own Health and Safety or damage to equipment and premises

Shall not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of Health, Safety or Welfare.

Shall conform to all instructions, written and oral, given to ensure their personal safety and the safety of others.

Shall at all times make full use of appropriate personal protective clothing and appropriate safety equipment and devices provided.

Shall maintain tools and equipment in good condition, reporting any defects to their supervisor.

## 2.17 All Students

All students:

Shall at all times, whilst they are on University premises or taking part in University activities, follow the Health and Safety Policy and comply with any Health and Safety instructions given to them

Shall not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove Health and Safety notices or equipment, or otherwise take any action which may create hazards for persons using the premises or employees of the University

Shall at all times, whilst in residence in University property, comply with all fire, safety and security procedures as laid down in the conditions of residence.

Shall not, intentionally or recklessly interfere with or misuse anything provided by the University in the interests of Health, Safety or Welfare.

Shall conform to all instructions, written and oral, given to ensure personal safety and the safety of others.

Shall use protective or specialist clothing as required and shall use all safety equipment available.

Shall maintain tools and equipment in good condition, reporting any defects to their supervisor.

Shall report all occupational ill-health issues/accidents/incidents, whether or not injury is sustained, to their supervisor or the member of staff in charge of the activity or facility.

## 3. Implementation of University Health and Safety Policy

This section provides details of the implementation of the University Health and Safety Policy.

### 3.1 The Health, Safety and Environment Committee

The terms of reference of the University Health, Safety and Environment Committee are:

To act on behalf of, and to advise, Senate and Council and senior management on matters of Health, Safety and Environmental Policy, structure and communications; and to

recommend any action necessary to ensure the Health and Safety of staff, students and members of the public (including contractors and visitors to University premises);

To develop and agree the strategic approach to be adopted in relation to Health, Safety, Environmental and Sustainability management:

To receive and act on reports, both written and verbal, on the Health, Safety and Environmental performance and plans of schools and professional services:

To keep under review the University's legal and statutory obligations with regard to Health, Safety and Environmental regulation compliance and to identify through regular monitoring and bring to the attention of senior management and/or Senate and Council areas where compliance is at risk or not being achieved;

To receive reports on Health and Safety and environmental audits, accident statistics, communications with enforcing authorities, and from relevant sub-groups, and to make recommendations to relevant University management of any corrective action required;

To receive aggregated absence statistics and reasons for such absences on a similar basis;

Specifically, to receive reports from sub-committees which have been established to ensure compliance with legal requirements; e.g. the Radiological Protection sub-committee:

Where appropriate to seek out and promote areas of good practice;

To receive updates on changing legislation and to review and assist in the development of policies and procedures to enable the University to meet all statutory requirements;

To ensure all levels of University management are aware of their safety and environmental obligations and through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately;

To set up and oversee sub-groups of the Committee and to commission reports from these sub-groups as is necessary to assist the Committee in the development of policy and procedure. To produce terms of reference for environmental management and sustainability sub-group(s) of the Health, Safety and Environment Committee;

To monitor staff training and development programmes as they relate to health, safety and environmental issues to ensure appropriate training is provided to enable all managers safely to discharge their duties;

To receive reports and review personal safety for staff, students and visitors on University premises, particularly where it could impinge on Health and Safety;

To receive reports on the progress of the University Environmental Management System;

To report after each meeting to Senate and Council on health, safety and environmental activities and provide Senate and Council with the information required to discharge their duties under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999) and the Register of Environmental Legislation.

Composition of the Health Safety and Environment Committee is attached as **Appendix 1**.

### 3.2 University Ethical Advisory Committee

From time to time the University Ethical Advisory Committee will deal with proposals for activities which have Health and Safety issues associated with them. To ensure good communications and to avoid issues falling between two committees a member of the University Health, Safety and

Environment Committee will sit on the University Ethical Advisory Committee. Similarly, a member of the University Ethical Advisory Committee will be requested to serve on the University Health, Safety and Environment Committee.

### 3.3 Academic and Professional Services Health and Safety Structures and Policies

For the purposes of Health and Safety management any subsidiary of Loughborough University or any company in which officers of Loughborough University may be legally regarded as the 'controlling mind', will be regarded as a 'Department' under this policy document.

The Head of Department is responsible to the Dean of School or relevant member of the Academic Leadership Team for the day-to-day management of Health and Safety issues in their areas of managerial responsibility. See also: Section 3, Statement of Responsibilities.

The Director or Head of Professional service will have a defined line management structure and duties (but not responsibility) can be delegated through the line management structure.

The primary vehicle for all Health and Safety matters is likely to be a School / Departmental Health and Safety Committee. The Departmental Health and Safety Committee may or may not be formally constituted, depending upon the size and nature of the work of the Department.

**It is a formal requirement of the University Health and Safety Policy that all Departments have a designated Departmental Safety Officer; the duties of the Departmental Safety Officer being appropriate to the size and activities of the Department.**

Schools/Departments are required to formulate Health and Safety Policies, intended to produce a safe working environment and to support and encourage staff to adopt safe working practices. This policy must reflect the University Health and Safety Policy and explain in practical terms how it will carry out the responsibilities placed upon it by the University Health and Safety Policy. (See also: Section 3, Statement of Responsibilities).

School/ Departmental Health and Safety committees and the Departmental Safety Officers, who report to the Head of Department, will oversee Health and Safety matters within that area; liaising with the University Health, Safety and Risk Manager as required.

### 3.4 Tenants, Contractors and Partnerships

It is the responsibility of those University officers entering into any arrangement or agreement on behalf of Loughborough University to ensure all Health and Safety responsibilities are clearly

specified as an integral part of the arrangement. This must include arrangements for two-way communications of hazard identification, risk assessments and emergency procedures; particularly for activities on campus.

Where University staff will be working under the control of external agencies their line manager will be responsible for ensuring that a satisfactory assessment of all foreseeable risks has been carried out prior to the commencement of the activity.

## 4. Further Reading

University Safety and Health Association (USHA) Leadership and management of Health and Safety in higher education institutions.

## 5. Appendices

### 5.1 Composition of the University Health, Safety and Environment Committee

The membership of the committee is as follows: -

Chair: - Deputy Vice-Chancellor

Chief Operating Officer

Deputy Chief Operating Officer

A Dean selected on a rotating basis

An Operations Manager selected on a rotating basis

Two Lay members, one of whom shall be a member of Council

Student Union Representative

One representative from each of the recognised Trades Unions (3 in total)

#### **Ex officio members**

Health, Safety and Risk Manager

Sustainability Manager

Human Resources Director

### 5.2 Typical Duties of School/Departmental Safety Officers

- Undertake Health and Safety training to an appropriate level of competence, thus enabling them to discharge their duties. (See Appendix 4 for guidance)
- Be fully familiar with the University's Health and Safety Policy and assist the Dean to develop, implement and periodically review a local policy and procedures.
- Provide Health and Safety advice to the Dean and other members of staff.

- Undertake regular Health and Safety inspections (with Trades Union Safety Representatives, as necessary) and report findings.
- Ensure that occupational ill-health issues/accidents/incidents and near misses are reported and investigated (with direct involvement as necessary). Communicate findings of investigations and ensure that recommended action is carried out.
  
- Ensure the necessary provision of Health and Safety training (including induction) to staff within the School/Department either by direct involvement or by monitoring provision. (See Appendix 3; "Loughborough University Staff Training Matrix").
- Disseminate Health and Safety information and reports to appropriate staff and students.
- Monitor that adequate precautions are taken in relation to any special hazard in or about to be introduced into the School/ Department, with advice from the University Health and Safety Service where appropriate.
- Monitor that all plant, equipment and processes within their area are maintained in a safe condition and in compliance with appropriate statutory requirements.
- Maintain adequate Health and Safety records where appropriate.
- Monitor housekeeping within the School/Department to ensure that a high standard is maintained.
- Monitor that adequate, suitable protective clothing and equipment is available and used as required.
- Ensure that systems are in place to provide and maintain adequate first aid facilities.
- Monitor that safe working practices based on risk assessment are adopted, especially for postgraduate work (in view of the fact that postgraduate students generally work without direct supervision).
- Act with the delegated authority of the Dean on Health and Safety matters of urgency. Participate in audits carried out by the University Health and Safety Service as necessary.

### 5.3 University Staff Training Matrix

Staff Training Matrix (Key: **M** = Mandatory/ **RA** = Risk Assessed)

Staff Categories	Health and Safety Induction	Accident & Near Miss Reporting	Asbestos Awareness E-Learning	Bio Safety Awareness	Bio Safety for Laboratory Workers	Chemical Safety for Lab Users Modules 1-4	Construction Small Works	COSHH Awareness	COSHH Risk Assessment	COSHH Spill Management	DSE Assessor Course & Software	DSE Healthy Working Online	Emergency First Aid	Fire Extinguisher User	Fire Marshal Awareness	Fire Safety Awareness - Online	First Aid at Work Beginner/ Requalification	Ionising Radiation Legislation & Protection	IOSH Managing Safely	Laser Safety Awareness	Management & Risk Assessment of Manual Handling Operations	Manual Handling Safe Lifting Techniques	Mental Health First Aid	NEBOSH NGC	Radiation Protection Supervisors Course	Risk Assessment Awareness	Security Threat Awareness	Workplace Noise Risk Assessment
All Staff	<b>M</b>	<b>RA</b>		<b>RA</b>								<b>RA</b>	<b>RA</b>		<b>RA</b>	<b>M</b>	<b>RA</b>					<b>RA</b>				<b>RA</b>	<b>RA</b>	<b>RA</b>
Academic Supervisors/ Research Associates					<b>RA</b>	<b>RA</b>		<b>RA</b>	<b>RA</b>	<b>RA</b>		<b>RA</b>	<b>RA</b>				<b>RA</b>	<b>RA</b>	<b>RA</b>	<b>RA</b>	<b>RA</b>	<b>RA</b>				<b>RA</b>		<b>RA</b>
Bio Workers				<b>M</b>		<b>RA</b>		<b>RA</b>	<b>RA</b>	<b>RA</b>																		
Deans & Ops Managers				<b>RA</b>				<b>RA</b>				<b>M</b>								<b>RA</b>				<b>RA</b>		<b>RA</b>		
DSE Assessors											<b>M</b>	<b>M</b>																
Facility Managers			<b>M</b>	<b>RA</b>	<b>RA</b>	<b>RA</b>	<b>M</b>	<b>RA</b>	<b>RA</b>	<b>RA</b>		<b>RA</b>		<b>RA</b>	<b>RA</b>			<b>RA</b>	<b>RA</b>	<b>RA</b>	<b>RA</b>					<b>M</b>		
Heads of Departments/ Support Services				<b>RA</b>				<b>RA</b>				<b>M</b>							<b>RA</b>				<b>RA</b>			<b>RA</b>		

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Laser Safety Officers																M				M	RA							
Maintenance Staff			M	RA				M		RA			RA	M			RA		RA				M					RA
Mental Health First Aiders																							M					
Radiation Protection Supervisor																									M			
Radiation Workers					RA	RA		RA	RA	RA			RA		RA			M							RA			
Security Staff				M				RA		M					M		M		RA			M					M	
Sub-Wardens				RA									M		M													
Technicians		RA	M		RA	RA		RA	RA	RA				RA	RA			RA	RA	RA	RA	M			RA	RA		RA
Wardens				RA				RA							M		M						M					



