

Health & Safety Management Policy

Contents.

1.	Health & Safety Policy Statement	4
2.	Organisation and Arrangements	5
2.1	Health and Safety Responsibilities	5
2.2	Communication and Consultation	6
2.3	Competence	7
3.	Planning for Health & Safety	8
3.1	Legal Compliance	8
3.2	Risk Assessment	8
3.3	Health and Safety Plan	8
4.	Measuring Performance	8
4.1	Active Monitoring	8
4.2	Reactive Monitoring	9
4.3	Health and Safety Recommendations	9
5.	Audit and Review	9
Appendix 1:	General Roles with Health and Safety Responsibilities	11
	The Board of Governors	11
	University Management Team/Senior Management Team	11
	Senior Managers (Heads of Professional Services, Deputy Deans, Programme Leaders and Faculty Managers)	12
	Line Managers (inc. Subject Leaders and Heads of Programme)	13
	Supervisory Staff	13
	All University Employees	14
	All University Students	14
APPENDIX 2:	16
Specific Roles with Health and Safety Responsibilities:	16
	The Vice Chancellor	16
	Chief Operating Officer	16
	Head of Campus Services	16
	Director of Human Resources & Marketing	17
	Director of Finance	17
APPENDIX 3:	18
Health and Safety Roles with Specific Responsibilities:	18
	Safety and Business Continuity team	18
	Safety, and Business Continuity Manager	18
	Health & Safety Adviser.....	20
	Fire Safety Adviser	22
	Local Safety, Health & Environment Coordinators	24
	First Aiders and Appointed Persons	24
	Emergency Wardens	24
	Display Screen Equipment (DSE) Assessors	24
	Trade Union Health & Safety Representatives.....	25

Building & Quality Co-ordinators	25
APPENDIX 4: Consultation and Communication Arrangements	26
Health, Safety, Security and Environment Committees (HSSE) Terms of Reference	26
Local Health, Safety, security and Environment Committee Terms of Reference	29
Health and Safety Training Matrix	34
Appendix 6: Health and Safety Plan AY 2020 – 2021	34
Appendix 7: Building Inspection Procedure.....	34

1. Health & Safety Management Policy Statement

The University of Northampton is committed to providing and maintaining a healthy and safe working and learning environment for its employees, students and people who may be affected by its activities. The overall responsibility for ensuring implementation of this policy lies with the University of Northampton that is the Board of Governors and the Vice Chancellor as its Chief Executive.

This statement applies to all premises and activities within the control of the University. Detailed arrangements for implementing this policy are given in separate subject specific occupational health and safety policies.

In order to achieve its aim, the University will:

- Comply with the requirements of relevant legislation as an absolute minimum;
- Constantly seek to attain the highest standards of occupational health and safety management through reference to appropriate guidance and best practice;
- Ensure risk assessments are undertaken and risks are appropriately controlled;
- Provide appropriate information to employees, students and others of identified risks and where appropriate, provide training, instruction and supervision;
- Work in partnership with appointed trade union health and safety representatives and staff representatives of safety;
- Make arrangements for the co-ordination and co-operation with other employers where:
 - o University employees or students share premises, facilities or activities with persons working in other organisations;
- Persons from other organisations are working in University controlled areas/activities;
- Monitor and review the effectiveness of the University's arrangements and implement improvements as required;
- Ensure that the demands of activities do not exceed the capabilities of staff or students to carry out the task without risk to themselves or others.

Deans, Executive Directors, Directors and Heads of Department are responsible for ensuring compliance to this policy within their area of control. They are required to produce an annual health and safety action plan summarising objectives and timescales.

The University will actively monitor the performance of Faculties and Professional Services in the management of risks within their control and the implementation of their health and safety action plans.

Whilst the University accepts the overall responsibility for implementation of this policy, individuals have an important role in cooperating with those responsible to ensure a healthy and safe working environment. Staff and students are required to abide by all the health and safety requirements made under this policy.

Chairman of Board of Governors

Vice Chancellor



Mark Mulchaey
Date 08.02.2021

Professor Nick Petford
Date 08.02.2021

2. Organisation and Arrangements

2.1 Health and Safety Responsibilities

The University of Northampton has detailed the health and safety responsibilities for all levels of staff within the organisation.

2.1.1 The main responsibility for the organisational control and direction of health and safety rests with:

- The Board of Governors;
- Vice Chancellor;
- Deputy Vice Chancellor
- Chief Operating Officer;
- University Management Team.

Full details of the specific health and safety responsibilities for the above are provided in [Appendix 1](#).

2.1.2 Senior Managers (Heads of Department, Deputy Deans, Programme Leaders and Faculty Managers)

Senior Managers have the delegated responsibility for health and safety for areas and activities within their Faculty/Professional Service. Full details of the specific health and safety responsibilities are provided in [Appendix 1](#).

2.1.3 Directors or equivalent with additional specific health and safety responsibilities.

In addition to the general health and safety responsibilities given as a member of the Senior Management Team, the following Directors have additional specific responsibilities for health and safety matters:

- Executive Director of Finance
- Executive Director of Human Resources & Marketing

Full details of the additional health and safety responsibilities are provided in [Appendix 2](#).

2.1.4 Director of Estates and Campus Services

The Director of Estates and Campus Services has specific health and safety responsibilities in relation to statutory health and safety obligations as they relate to the University's infrastructure and facilities management. These are detailed in [Appendix 2](#).

2.1.5 Safety and Business Continuity team.

The Safety and Business Continuity team will be led by the Safety and Business Continuity Manager and includes a Health and Safety Adviser, a Fire Safety Adviser (0.5 FTE) and a Health and Safety Assistant. Details of the specific responsibilities are given in Appendix 3.



2.1.6 Line Managers and Supervisory Staff

Where staff have a managerial/supervisory role over other members of staff, students or a specific work area, they have specific health and safety responsibilities in addition to those as members of staff. These are detailed in [Appendix 1](#).

2.1.7 All University Employees

Each member of staff is legally responsible for looking after their own health and safety and that of others with whom they are working. To this end, members of staff have specific health and safety responsibilities detailed in [Appendix 1](#).

2.1.8 All University Students

Each student is responsible for looking after their own health and safety and that of others affected by their University related work and leisure activities. Detailed health and safety responsibilities are detailed in [Appendix 1](#).

2.1.9 Associated Health and Safety Roles

There are several roles associated with the appropriate management of health and safety. These are:

- Local Safety, Health & Environment Coordinators
- First Aiders and Appointed Persons
- Emergency Wardens
- Safety Representatives
- Display Screen Equipment Assessors
- Trade Union Health & Safety Representatives Service Co-coordinators

The detailed responsibilities for the above roles are provided in [Appendix 3](#).

2.1.10 Contractors

All contractors engaged by the University or any of its subsidiaries are expected to comply with all safety requirements as they relate to the activities of the University and must have appropriate controls in place for the activities they are undertaking for the University.

An explanation of these requirements can be found in the Management of Contractors Policy.

2.1.11 Tenants and Third-Party Service Providers

The University expects tenants occupying university buildings to comply with all aspects of health and safety legislation as it applies to their activities. In addition, tenants are expected to co-operate with the University on all relevant aspects of the University own health and safety policies and procedures; particularly in relation to emergency or incident management. Specific arrangements and application of policy will be detailed within the tenancy agreement.

Where we engage third party service providers on our premises, we will make sufficient enquiries to establish the competence of the provider to undertake the work safely and without risks to health. Although the third part service provider is responsible for the day-to-day operational health and safety of the service the health and safety performance of such providers will be kept under review in order to ensure adequate standards are maintained.

2.2 Communication and Consultation

2.2.1 Health, Safety and Security Committee

The Health, Safety and Security Committee reports to the Board of Governors and advises upon all key aspects related to occupational health, safety and security. The Committee's minutes will be distributed to all Deans, Executive Directors, Directors and Heads of Departments for information, and to the Board of Governors.

Details of the membership and terms of reference of this committee are provided in [Appendix 4](#).

2.2.2 Local Health, Safety, Security & Environment Committees.

In addition to the main University Committee, local committees are in place to provide a forum for consultation, discussion, monitoring and implementation of policy at local level.

Details of the membership and terms of reference of these committees are provided in [Appendix 4](#).

2.2.3 Communication Links.

Details of how the health, safety, security and environment committee structure links in with other relevant University committees is provided in [Appendix 4](#).

2.3 Competence

The University is committed to ensuring that all staff are competent to discharge the duties assigned within this policy. Competence can be described as the combination of training, skills, experience and knowledge that a person has and their ability to apply them to perform a task safely.

2.3.1 Deans, Executive Directors, Directors and Heads of Department

Deans, Executive Directors, Directors and Heads of Professional Service will be given appropriate training and support to ensure they are competent and enable them to discharge their health and safety responsibilities appropriately.

Where a Dean, Executive Director, Director or Head of Department allocates health and safety responsibilities to specific members of staff (e.g. local safety, health and environment coordinator), they must ensure that person is competent to perform those duties and must consider the need for additional training or support.

2.3.2 Planning for Health and Safety Training

All health and safety related training will, so far as possible, be planned and organised with the involvement of the relevant stakeholders. However, responsibility for appropriate health and safety training for staff and day to day operational activity rests with the Dean, Executive Director, Director or Head of Department.

The University will determine the minimum health & safety training requirements for appropriate staff at all levels. This training schedule will be reviewed on an annual basis. In addition, it is a responsibility of Deans, Executive Directors, Directors and Heads of Departments to determine additional health and safety training requirements appropriate for their staff. The University's Health and Safety training matrix is provided in [Appendix 5](#).

3. Planning for Health & Safety

3.1 Legal Compliance

In order for the University to ensure legal compliance with the range of health and safety legislation that applies, a legal register will be held and managed by the Safety & Business Continuity teams. This register details the action taken to comply with specific legislation and is available upon request.

The Safety and Business Continuity team will produce appropriate policies, procedures and guidance documents to assist the University in being able to comply with the requirements of the relevant legislation or best practice.

3.2 Risk Assessment

Deans Executive Directors, Directors and Heads of Departments will have overall responsibility for ensuring hazards are appropriately identified, assessed and controlled.

3.2.1 Risk Assessment Policy

In line with the University's separate Risk Assessment Policy, all managers and supervisors must ensure that work activities are subjected to an appropriate health & safety risk assessment, prior to the activity starting. The assessment must be carried out in consultation with those who will undertake the work. A written record of the assessment identifying any significant hazards must be completed and provided to those undertaking the work. The assessment should describe the preventative and protective measures required to avoid, eliminate, reduce or control the risks identified to an acceptable level.

Appropriate control measures must be implemented and adequately maintained, and records kept of any monitoring or maintenance of equipment undertaken. Records must be kept for the period specified by the University's Record Retention Schedule for health and safety management.

3.3 Health and Safety Plan

The University will produce an annual health and safety plan which will establish the broad priorities and plan of action for the coming year. The plan for the next academic year is provided in [Appendix 5](#).

4. Measuring Performance

Measuring performance can be achieved via two methods: active and reactive monitoring.

4.1 Active Monitoring

Active monitoring is the monitoring of the achievement of objectives and the level of compliance with the standards as detailed in the organisation's policies and procedures.

It will provide feedback on performance before an accident, ill health or other types of loss is incurred. The main purpose is to provide positive feedback by measuring success and not penalising failure. The main types of active monitoring are:

4.1.1 Health and Safety Audit

The systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organisation's policy and objectives. Each component of the health and safety management system is included. The aims of the audit are to highlight strengths and weaknesses in the existing management approach and establish an action plan for improvement.

4.1.2 Safety Inspection

This is a routine scheduled inspection of a designated area of the University estate or departments carried out by a member of the Safety and Business Continuity team with invited relevant staff and Union Representatives. During the inspection checks on risk and other relevant assessments will be made as well as premises related standards and maintenance, employee involvement, equipment safety, supervision and control. A team approach should normally be adopted which includes appropriate employees, such as Faculty Managers, technical staff and safety representatives.

Safety and Business Continuity team. Further details of the health and safety inspection program are provided in [Appendix 6](#).

4.1.3 Safety Tour

This is an ad hoc, short safety inspection conducted around a predetermined route or area, carried out by line managers or a member of the Safety and Business Continuity team. The aim is to check on standards of housekeeping, removal of obvious hazards etc., these are considered to be very effective in improving the safety culture within an area. A team approach should normally be adopted which includes appropriate employees and safety representatives.

4.2 Reactive Monitoring

This involves the analysis of injuries and cases of ill health (including monitoring of sickness absence records), other losses, such as; damage to property, incidents, including those with the potential to cause injury, ill health or loss; hazards; and weakness or omissions in performance standards.

The Safety and Business Continuity team will provide reactive monitoring data to Faculties/Professional Services for review and action at local Health, Safety, Security and Environment meetings.

4.3 Health and Safety Recommendations

Both forms of monitoring may result in recommendations for further action.

All agreed actions must be given a low, medium, high or immediate priority. Progress will be monitored against the following timescales:

Low	3 Months to complete
Medium	2 months to complete
High	1 Month to complete or to make satisfactory progress
Immediate	Activity should not proceed, or equipment used until satisfactory progress has been made

Where a significant recommendation is not actioned by a manager within the appropriate time scale, the Dean, Executive Director, Director or Head of Department will be notified, with an appropriate additional period of no more than two weeks to make progress on the recommendation.

Implementation of health and safety recommendations will be provided to the Health, Safety, Security & Environment Committee as a means of demonstrating effective health and safety management.

5. Audit and Review

The Safety and Business Continuity team, through the process of health and safety audits, is responsible for providing information to the University Executive team on the effectiveness of existing health and safety management arrangements both at institutional and Faculty/Professional Service level.

The University has chosen to implement the HASMAP (Health and Safety Management Profile) audit standard to adopt a systematic and robust approach to discharge this duty. HASMAP is a management standard developed for use in Higher Education Institutions (HEI) by the Universities Safety & Health Association (USHA) and has been accepted by the Universities and Colleges Employers Association (UCEA) as a valid scheme for measuring health and safety management performance in the Higher Education sector. The standard though has been reviewed and updated, following consultation with HEI, and to reflect changes to the HSE's 'HSG65 - Managing for Health and Safety' document, the ISO 45001 Standards. - Occupational Health and Safety Management' and UCEA/USHA guidance 'Leadership and Management of Health and Safety for Higher Education Institutions.

The standard has been put together in such a way as to offer a robust and efficient system for the management of health and safety, with the specific aim of providing the flexibility to allow it to be used across the sector and multiple areas within an institution. Some elements will be relevant to the institution as a whole, whilst others are more applicable to localised functions or areas.

The frequency of audit will be dependent on the subjective risk level within each Faculty or Professional Service. An audit schedule will be published by the Safety & Business Continuity team on an annual basis. This schedule may be altered in light of changes within the University beyond the influence of the Safety and Business Continuity team. A report on the findings will be forwarded to the Dean, Executive Director, Director or Head of Department for that area as well as the Health, Safety and Security Committee.

Report findings and corrective actions should be shared with the local Health, Safety, Security and Environment Committees.

Appendix 1: General Roles with Health and Safety Responsibilities

The Board of Governors

The Board of Governors has strategic oversight of all matters related to health and safety at the University and seeks assurance that effective arrangements are in place and that these are working.

They have the following responsibilities:

- To ensure health and safety matters are communicated in a timely fashion from and to the Governing Body.
- To ensure that there is a written health and safety policy which includes details regarding organisation and arrangements for implementing the policy.
- To review the University health and safety objectives/KPI's on a regular basis.
- To ensure that health and safety appears regularly on the agenda of governing body meetings.
- To be aware of significant health and safety risks faced by the organisation.
- To consider the health and safety implications of strategic decisions such as large construction projects.
- To ensure that emergency planning arrangements are kept up to date.

In addition to these responsibilities the Board of Governors should seek assurances that:

- Health and safety arrangements are in place and are adequately resourced;
- Risk control measures are in place and are acted upon;
- There is an effective process to identify training and competency needs in keeping with health and safety responsibilities;
- There is a process to review emergency and fire evacuation plans for effectiveness;
- There is a process for auditing health and safety performance;
- There is a forum such as the Health, Safety, Security and Environment Committee, chaired by a member of the leadership/executive team to oversee health and safety;
- Lessons are learnt from accidents, incidents and near-misses;
- Independent reviews of health and safety management at the University are undertaken;
- The University has access to competent health and safety advice; and
- There is a process for employees or their representatives (either Trade Union Health & Safety Representatives or Representatives of Employee Safety) to be involved and engaged in decisions that affect their health and safety.

University Management Team

The University Management Team includes the Vice Chancellor, Deputy Vice Chancellor, Chief Operating Officer, Deans, Executive Directors and Directors.

Although specific health and safety responsibilities are allocated to specific roles within the University Management Team, it is recognised that all members of this team, in addition to their health and safety responsibilities as members of staff, have a collective responsibility for health and safety as well as promoting a positive health and safety culture within the University.

As a leader of the University, it is reasonable to expect these teams to demonstrate the same leadership qualities for health and safety management as any other professional/academic field. They play an essential and influential part in making sure that risk is managed appropriately throughout the University and that staff, students, visitors and contractors are safe.

The University Management Team is responsible for implementation of the Health & Safety Management Policy in their respective areas. Although accountability rests with these team's operational health and safety management will normally be delegated to other tiers of management.

The University Management Team is responsible for:

- Committing to the requirements of the Health & Safety Management Policy.
- Establishing a University Health, Safety, Security & Environment Committee.
- Allocating sufficient resources to the management of health and safety.
- Setting health and safety risk objectives for their own leadership team.
- Ensuring the occupational health service is integrated into the institutions health and safety management system.
- Agreeing a university wide health and safety competency framework.
- Agreeing a university wide internal health and safety audit program.
- Ensuring emergency procedures encompass all relevant risks.
- Considering the health and safety implications of strategic decisions such as large construction projects.
- Ensuring that emergency planning arrangements are kept up to date.

The team must:

- Have regular communication with the Safety and Business Continuity team.
- Chair the University Health, Safety & Security Committee.
- Lead on campaigns to raise health and safety awareness and behaviour change.
- Discuss health and safety issues and performance with their direct reports.
- Take an interest in health and safety activities and lead by example.

Senior Managers (Heads of Department, Deputy Deans, Subject Leaders and Faculty Managers)

As a senior manager of the University, they are expected to implement safety management arrangements at a local level and manage risks to protect staff, students, visitors and contractors working in the faculty or professional service.

Senior managers should have clear understanding and oversight of the operations and activities undertaken within their Faculty or Professional Service, so they are best placed to define the most appropriate local safety structures to ensure integration with the overall strategic direction of their faculty.

Senior managers are responsible for:

- Providing positive and visible leadership in all matters related to occupational health and safety management.
- Allocating the role of 'Health and Safety Co-ordinator' to assist them with the day to day management of health and safety issues and enable a single point of contact for the Safety and Business Continuity team.
- Aligning the faculty/professional service health and safety plan to the institution's strategy.
- Defining the membership (including trade union representation) and terms of reference for their local Health, Safety, Security and Environment committees.
- Ensuring that staff consultation involves all appropriate stakeholders such as trade union health and safety representatives and student representatives.
- Ensuring that induction arrangements include all relevant information for new starters.
- Planning arrangements to manage health and safety (for example setting committee meetings, determining KPI's and identifying competency levels).
- Assigning sufficient resources to the management of health and safety within their area.
- Ensuring statutory testing, inspection or examination is conducted and recorded for all work equipment, plant and premises related systems within their area.
- Seeking assurances from their direct reports that appropriate health surveillance programmes are in place throughout their Faculty/Professional Service.
- Planning arrangements to ensure that students, visitors and contractors' safety is maintained.
- Putting in place processes to ensure that all activities are risk assessed appropriately and control measures implemented.
- Ensuring health and safety responsibilities are delegated and understood throughout their area.
- Chairing, or ensuring a senior manager chairs their local Health, Safety, Security & Environment committee.
- Producing and communicating an annual health and safety plan.
- Having oversight of accident and incident investigations within their area.
- Assessing the health and safety impact of new projects during the planning stage, for example, when proposing refurbishment of an area.
- Considering the health and safety requirements/implications such as maintenance, inspection and servicing when purchasing new equipment.
- Embedding health and safety arrangements during contractor procurement.
- Attending health and safety inspections of their area at appropriate intervals
- Checking during the performance and development review process that agreed health and safety objectives are being met.
- Analysing health and safety information data via the local Health, Safety, Security & Environment committee to identify emerging trends within their area.
- Checking that all actions and recommendations from health and safety inspections, investigations and audits are appropriately implemented.
- Reviewing health and safety and risk management processes and performance regularly.

Line Managers (including Subject Leaders and Heads of Programme)

As a line manager in a faculty or professional service they are expected to implement local health and safety management arrangements, and to monitor and check their effectiveness.

Line managers are responsible for:

- Setting reasonable objectives to cover their area of responsibility, including allocation of work on risk assessments
- Developing or using existing communication processes such as team meetings, to keep their team informed of health and safety related issues and receive feedback from team members
- Planning the deployment of resources to achieve health and safety objectives
- Implementing the university's Health and Safety Management Policy and subject specific policies
- Carrying out the health and safety plan of their faculty/professional service
- Ensuring that risk assessments are undertaken, recorded and reviewed, and that staff, contractors and students are following safe systems of work and method statements
- Providing induction training for all new starters and where applicable new students
- Ensuring new processes or equipment is subject to a suitable and sufficient risk assessment before implementation and that all users are trained on their hazards, safe system of work and risk control measures.
- Supervising the work activity to ensure that safe systems of work and method statements are being followed.
- Implementing health and safety training objectives identified in the area health and safety plan or arising from the completion of risk assessments
- Identifying staff through a risk assessment process, who require health surveillance.
- Leading a programme of health and safety inspections within their area and be involved in audits when appropriate.
- Taking appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk
- Keeping themselves up to date with health and safety requirements for your area of responsibility
- Notifying Estates and Campus Services of all equipment under their control that requires statutory testing or examination, such as local exhaust ventilation, pressures systems or lifting equipment and ensuring that this testing has been completed
- Monitoring the completion/progress of actions arising from health and safety audits and inspections
- Checking their own progress and achievements against their health and safety plan and objectives
- Analysing health and safety information data such as accident numbers, sickness absence information and training data to identify emerging trends within their area
- Reporting on findings of health and safety inspections and audits, and the actions undertaken as a result to their local Health, Safety and Security Committee
- Reviewing actions arising from audits and inspections to ensure they have been completed and continue to be implemented

Supervisory Staff

As a staff member with supervisory responsibility in a faculty or professional service they are expected to monitor and check that local arrangements and rules are being followed.

A critical aspect of this role is to ensure that any concerns with the effectiveness of local health and safety arrangements are communicated to the appropriate person to ensure continual improvement of the health and safety management system.

Supervisory staff are responsible for:

- Ensuring that they understand local health and safety policies and procedures
- Ensuring that risk assessments have been completed, recorded and reviewed, and that control measures identified are implemented and understood

- Planning any skill, knowledge or training for themselves, their team and their students (where appropriate) and ensuring that this training is completed
- Communicating policies, procedures and safe systems of work to their team and students, and ensuring that they understand and follow them
- Planning resources and ensuring that all staff understand the expectations placed upon them
- Ensuring visitors and contractors are provided with relevant health and safety information
- Developing clear and concise local procedures which include key health and safety information
- Raising issues of non-conformance through the line management structure
- Being involved in local workplace inspections and local health safety security and environment committees
- Being involved in accident/incident/near miss investigations
- Providing feedback to through the line management structure and local Health, Safety, Security & Environment committee of health and safety issues
- Ensuring actions arising from audits and inspections have been completed
- Checking that they are meeting the objectives set in the faculty/professional service health and safety plan
- Providing feedback on health and safety performance through the line management structure and celebrate achievements

All University Employees

Every member of staff throughout the University is responsible for looking after their own health and safety and that of others who may be affected by their acts or omissions.

All university employees are responsible for:

- Complying with the requirements of the University's Health & Safety Management Policy and the subject specific policies and procedures developed beneath it
- Complying with the arrangements put in place to control health and safety risk
- Co-operating with the University and its managers, in all aspects of health and safety management
- Ensuring that their working area does not present unnecessary or uncontrolled risks to themselves or other
- Reporting accidents, incidents, near misses, unsafe situations and incidents of ill health to the University through the appropriate reporting mechanism and to their line manager
- Refraining from interfering with any equipment which has been provided in the interest of safety or health
- Notifying their line manager if they do not feel confident or competent to carry out a work activity safely
- Notifying their line manager of any failing or shortcoming in the arrangements provided to ensure their health and safety such as local exhaust ventilation or personal protective equipment

All University Students

Every student throughout the University is responsible for looking after their own health and safety and that of others who may be affected by their university related work, study and leisure activities.

All university students are responsible for:

- Complying with the requirements of the University's Health and Safety Management Policy and the subject specific policies and procedures developed beneath it
- Complying with the arrangements put in place to control health and safety risk
- Co-operating with the University and its staff, in all aspects of health and safety management
- Ensuring that their working area does not present unnecessary or uncontrolled risks to themselves or others
- Reporting accidents, incidents, near misses, unsafe situations and incidents of ill health to the University through the appropriate reporting mechanism and to their tutor or person in charge
- Refraining from interfering with any equipment which has been provided in the interest of safety or health
- Notifying their tutor or person in charge if they do not feel confident or competent to carry out a work activity safely
- Notifying their tutor or person in charge of any failing or shortcoming in the arrangements provided to ensure their health and safety, such as local exhaust ventilation or personal protective equipment

APPENDIX 2: Specific Roles with Health and Safety Responsibilities:

The Vice Chancellor

The Vice Chancellor is responsible for health and safety management throughout the University and is accountable to the Board of Governors. He must ensure:

- The health and safety management policy is implemented throughout the University
- The health and safety management policy is regularly reviewed and updated as necessary to reflect changes in legislation, best practice and changes in circumstances
- That members of the University Management Team fully discharge their responsibilities under this policy
- That adequate financial provision within University budgets is set for appropriate health and safety management throughout the institution

Deputy Vice Chancellor

- To assist the Vice Chancellor as necessary on issues and duties relating to health and safety management where it relates to academic delivery or the student experience.

Chief Operating Officer

The Chief Operating Officer has delegated responsibility from the Vice Chancellor to oversee and be accountable for ensuring the objectives of the Health and Safety Management policy are achieved in practice. In addition, the Chief Operating Officer has the following responsibilities:

- To assist and deputise for the Vice Chancellor as necessary on issues and duties relating to health and safety management
- To chair the University's Health, Safety & Security Committee and to ensure appropriate consultative arrangements are in place with employees and their representatives.
- To put into action any resolution of the Board of Governors or the Vice Chancellor on matters of occupational health and safety management.
- Present an annual Health & Safety report to the Board of Governors detailing the results of the occupational health and safety management performance.

Director of Estates and Campus Services

As the director with management responsibility for Estates & Campus Services and the Safety & Business Continuity Team the Director of Estates & campus Services holds the following responsibilities:

- To ensure the University's Health and Safety management approach is developed in line with legislative requirements and best practice guidance as considered appropriate.
- To provide leadership in terms of health and safety management at a corporate and institutional level.
- Ensure the University has access to competent health and safety advice to assist the University in providing an environment that meets satisfies all relevant legislative requirements.

- Monitor the University's health and safety performance and take appropriate measures based on this information.
- To ensure appropriate central provision of training, specialist advice, audit and reports to the University Management Team.
- Ensure compliance throughout the University with all relevant legislation, codes of practice and where appropriate, best practice in relation to:
 - The maintenance and testing of the fire alarm systems, fire suppression systems, firefighting equipment and emergency lighting;
 - Appropriate management, testing, inspection, and maintenance issues are in place and comply with all relevant health and safety legislation in relation to water hygiene, asbestos, lifting equipment and pressure systems;
 - The installation and maintenance of first aid fire-fighting equipment and fire safety signage;
 - Fixed electrical installation testing; and,
 - Landlord's gas certification.
- Appoint/nominate appropriate personnel to specific roles as prescribed by relevant legislation e.g. Legionella, Asbestos Management
- Ensure structural elements relating to fire safety e.g. deaf alert systems, fire doors, closers and remedial fire protection are routinely tested and maintained and reinstated following alterations to the fabric of a University owned building
- Ensure that contractors working at or under the direction of the University under contracts managed by Estates and Campus Services and 1st Degree Facilities, are suitable and qualified to carry out their work and that associated risks are managed to University standards as a minimum
- Ensure the Construction, Design and Management Regulations 2015 are fully complied with for all construction, alteration, conversion, repairs, maintenance, de-commissioning and demolition or dismantling of a structure within the University that fall under the responsibility of Estates and Campus Services and 1st Degree Facilities
- Ensure that consultants for building works, in whom the University vests design and management responsibility, fully comply with the Construction Design and Management Regulations 2015

Executive Director of Human Resources & Marketing

The Executive Director of Human Resources & Marketing holds the following responsibilities in addition to those general health and safety responsibilities as a Director:

- To be responsible for the appropriate provision of Occupational Health services that meets the requirements of the University.
- To monitor the University's Occupational Health performance and take appropriate measures based on this information.
- To be responsible, in collaboration with the Safety and Business Continuity Manager, for the development and delivery of the University's health and wellbeing plan.

Executive Director of Finance

The Executive Director of Finance holds the following responsibilities in addition to those general health and safety responsibilities as a Director:

- To allocate the appropriate financial resources to ensure the Safety and Business Continuity team are able to meet the required needs of the University.

APPENDIX 3: Health and Safety Roles with Specific Responsibilities:

Safety and Business Continuity Team.

Safety and Business Continuity Manager.

The Safety and Business Continuity Manager is accountable and responsible to the Director of Estates and Campus Services. The role holder also has access to the Chief Operating Officer and Vice Chancellor should a situation of extreme imminent danger arise that may require their awareness or involvement and the Director of Estates & Campus Services is not contactable.

The Safety and Business Continuity Manager has a responsibility to:

- To support the institutional Strategy and underpin the organisation's legal responsibilities with respect to health and safety management and business continuity by developing a strategic vision for the Health & Safety function.
- To advise the Director of Estates & Campus Services on expert health and safety, and business continuity, best practice and legal requirements to support the organisation ensuring staff safely fulfil their work responsibilities and health and safety is managed effectively.
- To lead and direct the Health & Safety Service, thereby ensuring that operational service levels and KPI's are met.
- To develop and maintain a positive and forward thinking health and safety culture throughout the institution and promote a culture of wellbeing in order to help enhance overall employee engagement.

- To set the University's risk profile, complete gap analysis, develop and deliver an annual institutional health and safety plan to lead change in key risk areas and address emerging legislative and technological change.
- To lead, develop and implement the University's Fire Safety Strategy and management systems, including the co-ordination and completion of all statutory fire risk assessments.
- To set, develop and lead the University's critical incident preparation and business continuity strategy through development of a framework to aide the creation of individual Faculty/Professional Service business continuity plans.
- To develop and lead the University's incident response strategy including supporting the development of incident response plans and systems to support the ongoing operation and recovery of the Universities key operations, procedures and services.
- Critical incident response may require Out of Hours attendance and will require the completion of dynamic risk assessment and decision making alongside multi-agency liaison.
- To develop a framework that allows the development of consistent incident management procedures to be embedded at departmental and faculty level which tie into the business continuity framework
- To complete post incident reviews and root cause investigations which alongside periodic testing of incident response plans should prevent reoccurrence.
- To set, lead and develop the institutions emergency preparedness and response strategy, including arrangements for first aid, evacuation, security breaches and critical incident management.
- To deliver an appropriate training and awareness programme for relevant roles within the University including dedicated training for the Senior and Operational Response Teams.
- To provide expert guidance to the Projects team during the development of capital projects to ensure compliance with health and safety legislation.
- To ensure continual horizon scanning to set organisational objectives in line with sector and national priorities and benchmark against other higher education establishments and multi-disciplinary organisations.
- To ensure legal compliance by contributing to the University's Health & Safety Legal Register thereby ensuring statutory responsibilities directed by legislation applicable to University activities are adequately discharged.
- To lead complex and detailed health, safety and security investigations (accident/incidents, system failures, legislative breaches etc) complete root cause analysis, complete research, interpret, analyse and manipulate findings and direct action for resolution.
- To develop a competency based training and development matrix to provide health, safety and business continuity competence at all levels throughout the institution and to lead on the development of bespoke training programmes, as required.

- To direct, lead, develop and motivate all staff within the Safety and Business Continuity team and set a high standard of performance to be delivered through a comprehensive and efficient service to assist the institution in fulfilling its legal obligations.
- To set, develop, prepare and implement safety, health and business continuity policies and procedures covering all relevant topics and consult with key internal and external stakeholders on their deployment.
- To set and lead the University's health & safety management system, thereby ensuring health and safety standards are met and maintained throughout the institution.
- To direct and develop the health and safety audit process across the institution to create a workplace profile which informs annual safety, health and business continuity priorities.
- To present verbal and complex quantitative, qualitative and statistical written reports to the Health, Safety, Security & Environment Committee.
- To prepare and publish the Safety and Business Continuity section of the Estates & Campus Services annual report to provide assurance to the Board of Governors and Audit Committee of appropriate management of these disciplines throughout the institution and statutory compliance.
- To represent the University when liaising or consulting with enforcing authorities and government agencies ensuring all developments, advice and wider implications of legislative change are reflected in institutional strategy and communicated to the Director of Estates & Campus Services and relevant stakeholders.
- To represent the University at regional, national and sector specific professional network groups and contribute to the formulation of sector guidance and best practice.
- To chair cross departmental forums or committees with relevance to health, safety and business continuity issues.
- To lead the reduction in levels of injuries caused by accidents at work, and absence through work related stress, as well as set standards to support the rehabilitation and return to work arrangements.
- To provide direction to all University subsidiary companies within University of Northampton Enterprises Limited to ensure they meet their legal obligations in relation to health and safety management and business continuity, and provide advice and guidance on these issues where necessary.
- To create and maintain health and safety management systems to provide, develop and maintain accurate, timely and legislatively compliant data and management information to inform management reports and ensure completion and submission of statutory returns including HESA, USHA and HEFCE.
- To lead and develop the Health Surveillance programme and work in collaboration with managers and colleagues in Human Resources to ensure that appropriate recommendations are implemented and all steps are taken to minimise the impact from work on employee health.
- To input into the preparation and development of the annual Safety and Business Continuity Service budget.

- To inspect, control and manage highly hazardous environments such as confined spaces and asbestos contaminated areas to ensure that appropriate safety standards are being met.
- To set, lead, and manage a statutory examination programme for plant and equipment requiring statutory maintenance and inspection, such as local exhaust ventilation, lifting equipment and pressures systems, throughout the institution.
- To lead and manage an effective, robust and timely accident, incident and fire reporting and investigation process ensuring RIDDOR regulations are adhered to and lessons learnt
- To develop and direct the relationship with the Students Union, recognised Trade Union Safety Representatives and Representatives of Employee Safety through informal and formal consultation and engagement.
- To lead and direct the development of health and safety promotion activities and create a communications strategy that underpins the growth of a positive health and safety culture throughout the institution.
- To set and lead active monitoring schemes that include a health and safety inspection programme for all university buildings and halls of residence to ensure statutory standards are maintained.

Health and Safety Adviser

The Health and Safety Adviser is accountable and responsible to the Safety and Business Continuity Manager.

They have a responsibility to:

- Support the Safety and Business Continuity Manager in the delivery of activities and initiatives designed to improve health and safety management throughout the university.
- Support the Safety and Business Continuity Manager in developing close working relationships with line managers and senior staff to promote a positive health and safety culture and ensure understanding of health and safety management responsibilities.
- Deputise for the Safety and Business Continuity Manager at the Health, Safety, Security and Environment committee and whenever else necessary.
- Provide expert professional health and safety advice across a range of University activities and safety disciplines to managers, employees and students.
- Co-ordinate, develop and deliver health and safety training across a wide variety of subjects to managers, employees and students throughout the university.
- Co-ordinate, develop and deliver the University's chosen health and safety audit programme (HASMAP) in collaboration with other colleagues within the Safety and Business Continuity team.
- Lead on, co-ordinate, develop and deliver health and safety awareness programmes and campaigns throughout the university.

- Lead on the development and production of traditional and digital health and safety guidance and information for use throughout the university.
- Develop and maintain systems to accurately record and monitor all accidents, incidents and near misses so that regular performance and statistical reports can be produced and external data returns (e.g. HESA and USHA) can be submitted.
- Investigate health and safety issues and accident/incidents and produce reports containing sensible and realistic action plans for improvement.
- Support the Safety and Business Continuity Manager and collaborate with Staff Development in the co-ordination, development and delivery of the training matrix and competency based or bespoke training programmes throughout the university.
- Help lead the University's participation in its chosen health and safety management system.
- Lead and co-ordinate the active monitoring programme, complete health and safety audits and inspections throughout the University, produce audit reports and formulate sensible and realistic action plans for improvement.
- Keep up to date with legislation, industry standards and sector best practice.
- Identify changes in health and safety legislation and codes of practice, evaluate the impact on University activities, research approaches within and outside the sector, put forward effective recommendations for action to the Safety and Business Continuity Manager and the Director of Estates and Campus Services, and take responsibility for the delivery of specific projects arising from these recommendations.
- Contribute to the development and maintenance of the University's Health & Safety Legal register.
- Manage and develop the content of the training provided through the online health and safety training and assessment platform.
- Support managers and creators of risk with the completion of risk assessments, production of associated method statements and procedures and with the fulfilment of actions or recommendations arising from audit reports.
- Contribute to the identification, drafting and revision of occupational health and safety policies to ensure that current and forthcoming requirements and best practice are met.
- Attend, contribute and support local Health, Safety Security and Environment committees, ensuring health and safety issues are addressed, advice on implementation of University policies and procedures is provided and training needs are identified.
- Create regular quantitative and qualitative reports for local Occupational Health, Safety and Environment committees and support the Safety and Business Continuity Manager with the production of data for inclusion in reports for senior institutional meetings.

- Consult, communicate and involve Trade Union Safety Representatives, local Safety Co-ordinators, the Students Union and other key stakeholders in the development of health and safety initiatives and programmes.
- Represent, where appropriate, the University at external networking groups e.g. Universities Safety & Health Association (USHA), local safety forums e.g. Northamptonshire Occupational Safety, Health & Environment Association (NOSHEA) and meetings with enforcing authorities.
- Liaise with other role holders with specific health and safety responsibilities such as the Biological Safety Adviser or Radiation Protection Adviser to co-ordinate and complete the statutory notification of certain work activities to relevant enforcing authorities.
- Conduct workplace safety assessments using environmental monitoring equipment, analyse results and produce detailed reports.
- Help develop and maintain content for the Safety, Health and Environment section of the University website.
- Conduct advanced Display Screen Equipment assessments following Occupational Health or local DSE Assessor referral.

Fire Safety Adviser

The Fire Safety Adviser is accountable and responsible to the Safety and Business Continuity Manager.

They have a responsibility to:

- To support the Safety & Business Continuity Manager in the delivery of activities and initiatives designed to improve fire safety management throughout the university.
- To develop close working relationships with line managers and senior staff to promote a positive health and safety culture and ensure understanding of fire safety management responsibilities.
- To deputise for the Safety & Business Continuity Manager at the Health, Safety, Security & Environment committee and whenever else necessary.
- To carry out fire risk assessments and prepare suitable reports to assist with the assessment and evaluation of the University's existing arrangements.
- To provide professional fire safety advice and proactive solution strategies across a range of University activities and safety disciplines to managers, employees and students.
- To co-ordinate, develop and deliver fire safety and emergency management training programmes for managers, employees and students throughout the university.
- To co-ordinate, develop and deliver the University's chosen fire safety audit programme (PAS 7) in collaboration with other colleagues within the Safety, Health & Environment team.

- To lead on, co-ordinate, develop and deliver student focused fire safety awareness programmes and campaigns throughout the university.
- To lead on the development and production of traditional and fire safety guidance and information for use throughout the university.
- To develop and maintain systems to accurately record and monitor all fires, incidents and near misses so that regular performance and statistical reports can be produced and external data returns (e.g. HESA and USHA) can be submitted.
- To collaborate with Staff Development in the co-ordination and development of competency based or bespoke fire safety training programmes throughout the university.
- To help lead the University's participation in its chosen fire safety management system (PAS 7).
- To identify changes in fire safety and emergency legislation and codes of practice, evaluate the impact on University activities, research approaches within and outside the sector, put forward effective recommendations for action to the Safety & Business Continuity Manager and the Director of Estates & Campus Services and take responsibility for the delivery of specific projects arising from these recommendations.
- To proactively contribute to the development and maintenance of the University's Health & Safety Legal register.
- To manage and develop the content for the training provided through the online health and safety training and assessment platform.
- To draft and revise fire safety and emergency policies to ensure that current and forthcoming requirements and best practice are met.
- To investigate fires, fire alarm activations and fire related incidents where required and produce reports containing sensible and realistic action plans for improvement.
- To assist the Safety & Business Continuity Manager with the development and maintenance of an effective working relationship with Northamptonshire Fire & Rescue Service.
- To lead and complete audits and inspections in relation to fire safety across all parts of the University and support other members of the Safety & Business Continuity team with delivery of the health and safety inspection programme of university buildings.
- To co-ordinate and facilitate regular routine fire evacuation drills for university buildings and review evacuation warden arrangements and evacuation plans.
- To develop strategies to reduce and manage unwanted fire alarm activations.
- To complete Personal Emergency Evacuation Plans (PEEP's) for employees who require assistance during evacuation and provide professional advice to Student and Academic Services in connection with PEEP's for students.

- To monitor fire alarm activations and fire safety management systems to identify trends of areas requiring intervention and compile associated reports.
- To advise the Projects team in Estates & Campus Services on fire related implications from building refurbishments and new build projects.
- To attend and contribute to local Health, Safety, Security & Environment committees, ensuring fire safety issues are being addressed and providing advice on university policies and procedures.
- To represent, where appropriate, the University at external networking groups (e.g. Institute of Fire Engineers) and local safety forums (e.g. Northamptonshire Occupational Safety, Health & Environment Association) and meetings with enforcing authorities.
- To help develop and maintain content for the Safety & Business Continuity section of the University website.
- To consult, communicate and involve Trade Union Safety Representatives, local Safety, Health & Environment Coordinators, the Students Union and other key stakeholders in the development of fire safety policies, procedures or initiatives.
- To maintain CPD and keep up to date with legislation, industry standards and sector best practice.
- The post holder may be required to enter ducts, crawl spaces, roof voids, tank/plant rooms, and many other difficult to access and hazardous environments at any time.

Health & Safety Assistant

The Health & Safety Assistant is accountable and responsible to the Safety and Business Continuity Manager.

- To provide health and safety advice across a range of University activities to managers, employees and students.
- To undertake a combination of supported and self led learning interventions and demonstrate acceptable progress of the learning aspects of the apprenticeship.
- To support the proactive identification of hazards, recommend possible solutions and ensure that action is undertaken.
- To support the Safety and Business Continuity Manager with the co-ordination, development and delivery of the University's chosen health and safety audit programme (HASMAPP).
- To support the development and production of traditional and digital health and safety guidance and information for use throughout the university.
- To liaise with relevant stakeholders within Faculties and Professional Services to assist with the completion of recommendations made during safety and fire safety inspections.

- To support the University's first aid provision by conducting first aid needs assessments, identifying additional personnel and equipment resources required, arranging all first aid training and sourcing first aid supplies.
- To assess suitability of employees for first aid training and deliver induction into university first aid procedures to all new first aiders.
- To maintain the First Aid and Fire Warden database, monitor training completion and arrange training where necessary.
- To support Display Screen Equipment assessments undertaken by the Health & Safety Adviser and produce assessment reports and recommendations.
- To support the Display Screen Equipment loan scheme and eyecare/safety eyecare provision for eligible staff.
- To assist with the development and co-ordination of the health, safety and business continuity training offering.
- To assist with the development and co-ordination of health, safety and business continuity awareness campaigns.
- To collaborate with others in the Safety & Business Continuity team alongside others in the Estates & Campus Services department on the development and production of relevant information including leaflets, information sheets, brochures and newsletters.
- To be responsible for ensuring first aid equipment such as the Automated External Defibrillators are inspected and maintained routinely.
- To work closely with the wider Estates & Campus Services team to ensure a holistic approach to service delivery is achieved.
- To act as an effective team member and to manage own diary and workload, including identifying and managing times of peak workloads.
- To support the central administration teams within Estates & Campus Services with web content and social media management.
- To develop good working relationships with other areas of the University, particularly other Professional Service departments whom we work closely with.

On Completion of the apprenticeship the role holders duties will include the following additional responsibilities:

- To actively contribute to the development and maintenance of health, safety and business continuity policies and procedures.
- To manage the University's first aid provision by conducting first aid needs assessments, identifying additional personnel and equipment resources required, arranging all first aid training and sourcing first aid supplies.
- To conduct Display Screen Equipment assessments and produce assessment reports and recommendations.
- To manage the Display Screen Equipment loan scheme and eyecare/safety eyecare provision for eligible staff.

- To deliver health and safety training in the practical application of subjects such as evacuation chair operation and management of the online training and DSE assessment platform.
- To develop, manage and seek to improve the health and safety online training platform.
- To co-ordinate, develop, maintain and seek to improve the health & safety and business continuity sections of the University website.
- To conduct safety inspections of the estate, verify compliance with relevant legislation, policies and procedures and recommend actions for improvement.
- To conduct fire safety inspections of halls of residence buildings to ensure compliance with fire safety legislation and best practice.

Local Safety, Health & Environment Coordinators

The health and safety responsibilities of local safety, health and environment coordinators will in part be determined by the requirements of the area in which they work and the Dean, Executive Director, Director or Head of Department of that area. It is anticipated however that the role of a local safety, health and environment coordinator will include the following responsibilities:

- Assist the Dean, Executive Director, Director or/Head of Department in the discharge of their health and safety responsibilities;
- Assist with maintaining relevant health and safety documentation;
- Assist with/coordinate local health and safety inspections;
- Complete specific health and safety roles such as being a Display Screen Equipment Assessor;
- Keep under review the progress of any health and safety recommendations/action plans;
- Act as a point of contact between the Faculty/Professional Service and the Safety and Business Continuity team.

First Aiders and Appointed Persons

A first aider is a person who has been trained in accordance with the standards set by the Health & Safety Executive (HSE) and who holds current and valid certification. Their role is to provide first aid assistance to staff, students, visitors and contractors at the University and ensure that first aid supplies remain available within their areas.

First aiders can be supported in their role by appointed persons, who are able to take charge of the first aid arrangements where first aiders are not available, or not considered a requirement.

Emergency Wardens

The role of University emergency wardens is to:

- Conduct routine checks of the alternative exit routes;

- Check that corridors and staircase enclosures are not used for the storage of combustible materials;
- Check that fire resistant and self-closing doors are not wedged open or fastened back;
- Check that the escape routes are clearly indicated by exit signs;
- Check that the Blue Fire Notices are still in place and intact;
- Carry out routine checks of fire-fighting equipment;
- Participate in the management of building evacuations as required;
- Liaise with the Safety and Business Continuity team regarding evacuation drills;
- Assist Security to prevent any persons re-entering;
- At small incidents liaise with Security regarding the re-entry to a building;
- If requested to do so assist the Safety and Business Continuity team/Security or the representative from Estates and Campus Services to carry out any safety checks prior to the general re-entry.

Display Screen Equipment (DSE) Local Assessors

Faculties and Professional Services should identify an adequate number of DSE Assessors to assist with fulfilment of the Display Screen Equipment Procedure.

DSE Assessors will be responsible for:

- Monitoring the completion of DSE training and assessment of staff in their area via the online training platform;
- Flagging non-completion with the employee's line manager;
- Conducting physical workstation assessments where an employee's self-assessment identifies an issue requiring intervention;
- Referring employees to the Safety and Business Continuity team where they feel the issue is beyond the training and competence.

Trade Union Health & Safety Representatives

The University works with appointed health and safety representatives from both recognised trade unions (UCU and UNISON). Trade Union Health and Safety representatives have the following legal functions:

- To represent employees in discussions with the University on health, safety or welfare issues and in discussions with the Health & Safety Executive or other enforcing authorities
- To be consulted over a large range of health and safety issues, policies and procedures
- To be invited to be involved with risk assessment procedures
- To attend safety committee meetings
- To have access to relevant health and safety information
- To inspect the workplace
- To investigate potential hazards
- To investigate notifiable accidents, cases of diseases or ill health, and dangerous occurrences

- To investigate employees' complaints
- To receive information from health and safety inspectors

It should be recognised that whilst the above are functions of a safety representative, they do not impart any duties on a Trade Union Health & Safety representative.

Building and Quality Co-ordinator

The Building and Quality Co-ordinator is responsible for monitoring and overseeing the facilities and maintenance management across the University estate. With regards to health and safety their-role is to:

- Monitor the facilities and infrastructure of the estate, identify issues and concerns, report the action to be taken and monitor completion of this action
- Attend and assist members of the Safety and Business Continuity team in completing building inspections

APPENDIX 4: Consultation and Communication Arrangements

Health, Safety & Security Committee Terms of Reference

1. Purpose

Reporting to the Board of Governors, the Health, Safety & Security Committee will have the remit to review and monitor the overall implementation and effectiveness of the University's Health & Safety and Security management systems.

They will consider policies, procedures and guidance required to facilitate implementation of these systems and review organisational safety culture and local adherence through links with sub committees within the University.

Sub Groups are as follows:

- i) Local Health, Safety, Security & Environment Committees;
- ii) Biological and Genetic Modification Committee;

- iv) Wellbeing Community Steering Group

2. Composition and Membership

2.1 Chair

Chief Operating Officer

2.2 Deputy Chair

Director of Finance

2.3 Members

Executive Director of Human Resources & Marketing
Director of Estates and Campus Services
Head of Facilities Management Services
Safety and Business Continuity Manager
Security & Community Safety Manager

Faculty Managers
Representatives from Professional Services
Students Union Representative
Staff Trade Union Health & Safety Representative from UCU and UNISON
Up to two co-opted members with special expertise or knowledge

2.4 In attendance

Service Administrator for Finance

3. Terms of Reference

- Advise the Vice Chancellor on Health, Safety, Security and Environmental matters.
- Oversee the establishment, implementation and review of the University's Health & Safety Management Policy, Campus Security Policy and associated Codes of Practice
- Ensure that a suitable health & safety management and security structure is in place within the University, to maximise the protection of the health of staff, students and visitors.
- Ensure that a suitable Health & Safety Management System (HSMS) and Security Management System (SMS) is in place.
- Ensure that the University Management Team and Operational Director's Group Team are fully informed with regard to significant occupational health, safety and security issues and developments, to ensure compliance with legislative and common law requirements.
- Establish University-wide priorities for Occupational Health, Safety and Security improvement to be publicised as a Wellbeing Plan, Safety & Business Continuity Plan and Security Plan, and to review performance against targets in these areas.
- Develop knowledge and understanding of the impact of the University's activities on the local community and wider environment, to identify the University's environmental aspects.
- Establish short term working groups with specific policy-making remits related to Health, Safety & Security.
- Monitor health, safety & security performance throughout the University, to ensure satisfactory legislative compliance.
- Consider accidents and/or incidents and work-related ill health statistics in order to identify any emerging trends or patterns.
- Receive reports and feedback from local health, safety, security and environment committees or other relevant forums, groups or committees.
- Promote co-operation and raise awareness between managers, local Safety, Health & Environment coordinators, other staff and students on all matters related to Health, Safety & Security.

4. Power and Authorities

- 4.1 Decisions which have institutional financial and funding arrangements shall be approved at this committee.
- 4.2 Outcomes will be reported to the Board of Governors and local Health, Safety, Security & Environment Committees.

5. Chairing

5.1 Chief Operating Officer

6. Frequency of Meetings

6.1 The Health, Safety & Security committee will meet once a term.

7. Reporting and Clerking

7.1 The Officer to the Committee will be the Service Administrator for Finance.

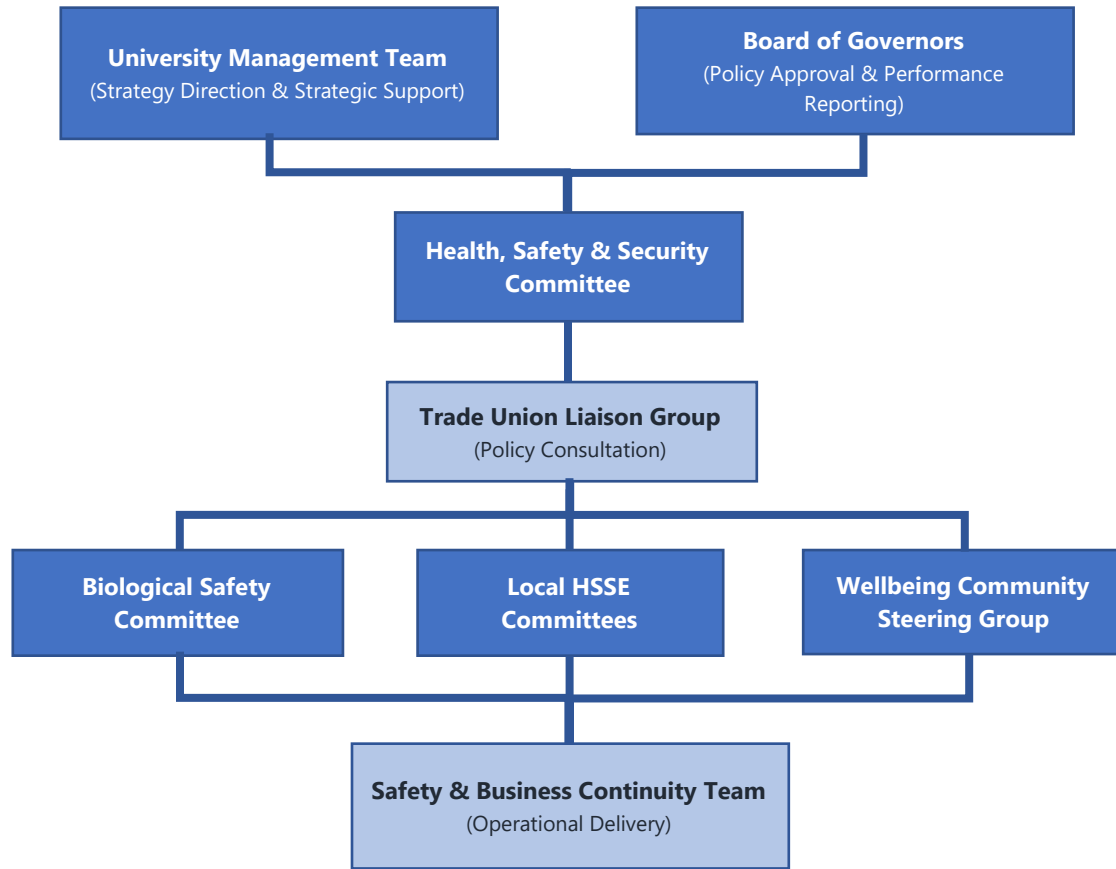
8. Distribution of Minutes

8.1 Minutes of the Health, Safety & Security committee will be distributed to all committee members, Deans of Faculty and Directors of Professional Services, and local Health, Safety, Security and Environment Committees.

9. Links with Other University Committees

9.1 The health, safety, security and environment committees of the University and Faculties/Departments are part of a structure of committees, ultimately reporting to the Board of Governors. Detail of the linkages with other committees is provided in figure 1.

Figure 1.



Local Health, Safety, Security and Environment Committee Terms of Reference

1. Purpose

Reporting to the Health, Safety, Security & Environment Committee, the local committees will have the remit to review and monitor the overall implementation and effectiveness of the University's Health, safety and security management systems.

They will consider policies, procedures and guidance required to facilitate implementation of these systems and review organisational safety culture and local adherence through links with sub committees within the University.

2. Composition and Membership

Local committees will be established as follows:

- Faculty of Arts, Science & Technology
- Faculty of Health, Education & Society
- Faculty of Business & Law
- Research & Enterprise
- Professional Services
- Estates & Campus Services

Membership must always include the local safety, health and environment co-ordinator (where present) and Trade Union Safety representatives. All other groups of Staff (Academic, Support and Technical) should be adequately represented with a balance between employee and management representation.

Faculty committees must include a representative from each Subject and the Professional Services committee must include representatives from each professional service, department or team.

2.1 Chair

Faculty Deans, Deputy Deans or Associate Deans should chair Faculty Committees.

The Executive Director of HR, Marketing & International, Executive Director of Finance and Registrar and Director of Student & Academic Services will each chair one meeting of the Professional Service committee a year.

The Director of Estates & Campus Services will chair the Estates & Campus Services Committee.

2.2 Members

Membership must always include the local safety, health and environment co-ordinator and where appropriate local Trade Union Safety representatives.

All other groups of Staff (Academic, Support and Technical) should be adequately represented with a balance between employees and management.

2.3 In attendance

A representative from the Safety and Business Continuity team must be invited to attend all local committees.

3. Terms of Reference

- Monitor local arrangements for the implementation of the University's health, safety and security policies.
- Channel University wide policy recommendations to the University's Health, Safety & Security t (HSS) Committee;
- Oversee the regular completion of risk assessments, and monitor actions taken in response to their outcomes;
- Review the results of safety inspections and oversee the implementation of any remedial action required;
- Review incident reports and identify areas where action should be taken.
- Review incident investigation reports and oversee the completion of recommended actions.
- Oversee the completion of statutory examination and inspection of all applicable equipment within the faculty/professional service.
- Receive feedback from staff about safety, health and security issues and management in their areas and develop solutions for improvement.

4. Power and Authorities

4.1 Decisions which have local financial and funding arrangements shall be approved at this committee.

4.2 Decisions involving institutional health, safety and security matters will be referred to the Safety and Business Continuity and Security & Community Safety teams alongside the main Health, Safety & Security Committee.

4.3 Outcomes will be reported to the Health, Safety & Security Committee.

5. Chairing

Faculty Deans, Deputy Deans or Associate Deans should chair Faculty Committees.

The Executive Director of HR, Marketing & International, Executive Director of Finance and Registrar and Director of Student & Academic Services will each chair one meeting of the Professional Service committee a year.

The Director of Estates & Campus Services will chair the Estates & Campus Services Committee.

6. Frequency of Meetings

6.1 Local Health, Safety, Security & Environment committees will meet once a term, normally at least two weeks prior to the main Health, Safety & Security Committee.

7. Reporting and Clerking

7.1 The Officer to the Committee will be the Faculty or Professional Service Administrator.

8. Distribution of Minutes

8.1 Minutes of local Health, Safety, Security & Environment committees should be distributed to all committee members, the Safety and Business Continuity Manager, Security & Community Safety Manager and all employees within the Faculty or Professional Service.

Appendix 5: Health and Safety Training Matrix

Generic H&S Training Matrix		Health and Safety Induction (Video)	DSE Assessment (Beaming)	Manual Handling e Learning	Fire Safety (e Learning)	Local DSE Assessor Training	Emergency Warden Training	Evac Chair Training	Manual Handling - Risk Based	First Aid (Dyhy)	Emergency First aid	First Aid Refresher	Automatic External Defibrillator (AED)	IOSH Managing Safety	COSHH Awareness	Risk Assessment Workshop	HSS Awareness for Managers	Asbestos Awareness Training	Legionella Awareness Training	CIEH Food Hygiene (level 2)	Water Rescue Training	CIEH Food Hygiene (level 3)	Role Specific	Laboratory Safety tool box talk	LEV Awareness	Welding Related (Where applicable)	Equipment Specific (as defined by	Work at Height/PASMA	Laser Equipment	Gas Cylinder Safety as applicable
All staff		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
Senior Managers		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
Line Managers		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
All staff with risk assessments responsibility (no chemicals)		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
All staff with risk assessments responsibility (with chemicals)		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
All Staff with responsibility for off-site activity (no field work)		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
Local DSE Assessor		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
Campus Security		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
IDF Grounds Team		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
IDF Building Maintenance		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
IDF Front of house staff		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
Specific Roles																														
Catering staff																														
Senior staff with catering responsibilities																														
Technical Staff within Faculties																														
Arts																														
Health and Society		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
Science & Technology		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	
Education		Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	Essential	

Appendix 6: Health and Safety Plan AY 2020 -2021

The following section provides information on the University's health and safety priorities for the coming academic year.

Compliance Issue	Action by Safety, Health & Environment Team	Timescales	Progress	Comments
Compliance Assurance	Relaunch the HASMAP internal auditing program across the institution following the suspension during 2020.	January 2021		
Management Systems	Review the University's adherence against the UCEA/USHA Leadership and Management of Health and Safety in Higher Education Institutions standard.	April 2021		The outcome of the review will inform the 2020-2021 Health & Safety Plan.
Policy and Procedure Development	Review current procedures to reflect introduction of new legislation and ensure they will be practical for the new Waterside development and new ways of working.	August 2020		<p>Policy review is a continuation of the 2019-2020 plan which saw the following policies reviewed:</p> <ul style="list-style-type: none"> • • DSE Policy • Field Trips and Offsite Activities Policy • Management of Contractors Policy • Safety of Children on Campus Policy • Asbestos Management Policy • Asbestos Management Plan
Critical Incident Management	Review the current Critical Incident Plan to ensure it is suitable and sufficient for the new location.	November 2020		The Critical Incident and Business Continuity Plan was reviewed prior to our relocation and subject specific plans developed for adverse weather, flood response and traffic impact on the town centre. The overall Critical Incident Plan could do with further amendments and this will be completed during AY2020/21..

Appendix 7: Building Inspection Procedure

Introduction

The role of the Safety and Business Continuity team includes conducting routine safety inspections of all buildings which are owned or occupied by the University of Northampton. These safety inspections supplement those which are already undertaken by Faculties and Professional Services.

The inspection procedure is designed to monitor the availability and standard of:

- Fire safety management, fire-fighting equipment and preventative devices in areas;
- Electrical integrity (of University provided equipment for staff and students);
- General housekeeping issues that may affect for example, access and emergency evacuation;
- Area specific safety issues such as machine guarding and equipment.

All areas will be subject to a health and safety inspection on an annual basis. There may be occasions where it is necessary for inspections to be more frequent, this may be due to enforcing authority inspections or as a result of an accident investigation. The Safety and Business Continuity team will decide if a supplementary inspection is required and make the necessary Faculty/Professional Service aware.

An inspection report will be generated which will include the recommendations arising from the inspection. The report will be forwarded to the Faculty/Professional Service responsible for the corrective action and must be signed and returned to indicate that they have read, understood and accepted the recommended actions.

The Faculty/Professional Service should keep the Safety and Business Continuity team informed of progress made and notify them when the actions are completed.

Residency Buildings

The inspection regime for residencies consists of two elements. The first is local monthly inspections conducted by the Domestic Supervisor team within 1st Degree Facilities.

Both elements of the inspection regime include a physical inspection of all areas within halls of residence with the exception of student bedrooms. Bedrooms will only be inspected if a member of staff has reason to believe that there is a significant and imminent health and safety risk.

Where concerns are noted through the inspection process these will be forwarded for action to the relevant Faculty or Professional Service.