



PRIFYSGOL  
**BANGOR**  
UNIVERSITY

# Health and Safety Policy 2010

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This document should be read in conjunction with other, more specific, Health and Safety Policies, Policy Standards, Information Sheets and other guidance as is appropriate.

## **1.0 GENERAL STATEMENT OF HEALTH AND SAFETY POLICY**

- 1.0.1 It is the policy of Bangor University, so far as is reasonably practicable, but in accordance with the relevant legislation, statutory requirements and good practice, to ensure the health and safety of staff, students and visitors to the University.
- 1.0.2 This statement sets out the commitment of the Council and the senior management of the University to implementing this policy, provide leadership in health and safety and ensure that proper consideration and support are given to health and safety provisions, as appropriate.
- 1.0.3 In practical terms the responsibility for ensuring the safe performance of any activity rests with those who have, to any degree, the management, stewardship, supervision or control of it, or, who arrange and direct it, as well as with those who carry it out. Everyone must have regard for health and safety and the importance of maintaining appropriate standards.
- 1.0.4 The University considers that health and safety procedures are about the management of risk and not necessarily about the complete elimination of risk. Their purpose is not to prevent activities on the grounds that an element of risk exists, but to enable activities to be undertaken in a reasonably safe manner.
- 1.0.5 The University is also committed, as far as is reasonably practicable, to ensuring:
- i. The prevention of injury and health impairment to all those affected by the activities of the University.
  - ii. The promotion of good practice in health and safety and the promotion of a health and safety culture across the institution.
  - iii. The promotion of a positive and healthy working environment for staff and students and continued improvement in overall health and safety performance.
- 1.0.6 In pursuance of these commitments, the University's objectives are to:
- i. Integrate awareness of health and safety requirements into everyday working activities and managerial systems.
  - ii. Appropriately resource health and safety management and the implementation of this Policy Statement through the provision of adequate personnel, support, expert assistance, competent advice, time and funding.
  - iii. Provide and maintain premises and equipment that are without significant risk to health, safety and welfare.
  - iv. Consult and work with employees and employee representatives on health, safety and welfare matters.
  - v. Identify all significant hazards that may arise through the activities of the University, to assess the risks arising from these and to institute effective control measures to eliminate, minimize or manage these risks so as to enable those activities to occur.
  - vi. Supplement this Policy with more detailed Policy Standards and information on particular hazards and risks.
  - vii. Implement safe systems of work that eliminate or control, all significant hazards and risks to health, safety and welfare.
  - viii. Provide such information, instruction, training and supervision as is necessary to

ensure the health and safety of staff, students and others.

- ix. Implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the University.
- x. Encourage staff to set good standards of health and safety by personal example so that students leaving the University take with them a positive attitude of mind to health and safety.
- xi. Make arrangements for the dissemination of relevant information, co-ordination of policy and practice and cooperation with other employers or establishments where University employees or students share premises or facilities with them.
- xii. Make arrangements for the dissemination of relevant information, co-ordination of policy and practice and co-operation with employees of other employers and contractors who may be required to work on University controlled premises.
- xiii. Promote a healthy lifestyle amongst staff and students.
- xiv. Keep all Health and Safety Policies, Policy Standards and procedures under review so that important and relevant legislation, Codes of Practice and appropriate guidance are taken into account.

### **Declaration**

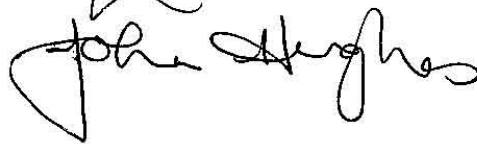
This statement has been approved and adopted by the Council as the governing body of the University.

**Signed (Chair of Council)**



**Date:** 5/11/2010

**Signed (Vice-Chancellor)**



**Date:** 5/11/2010

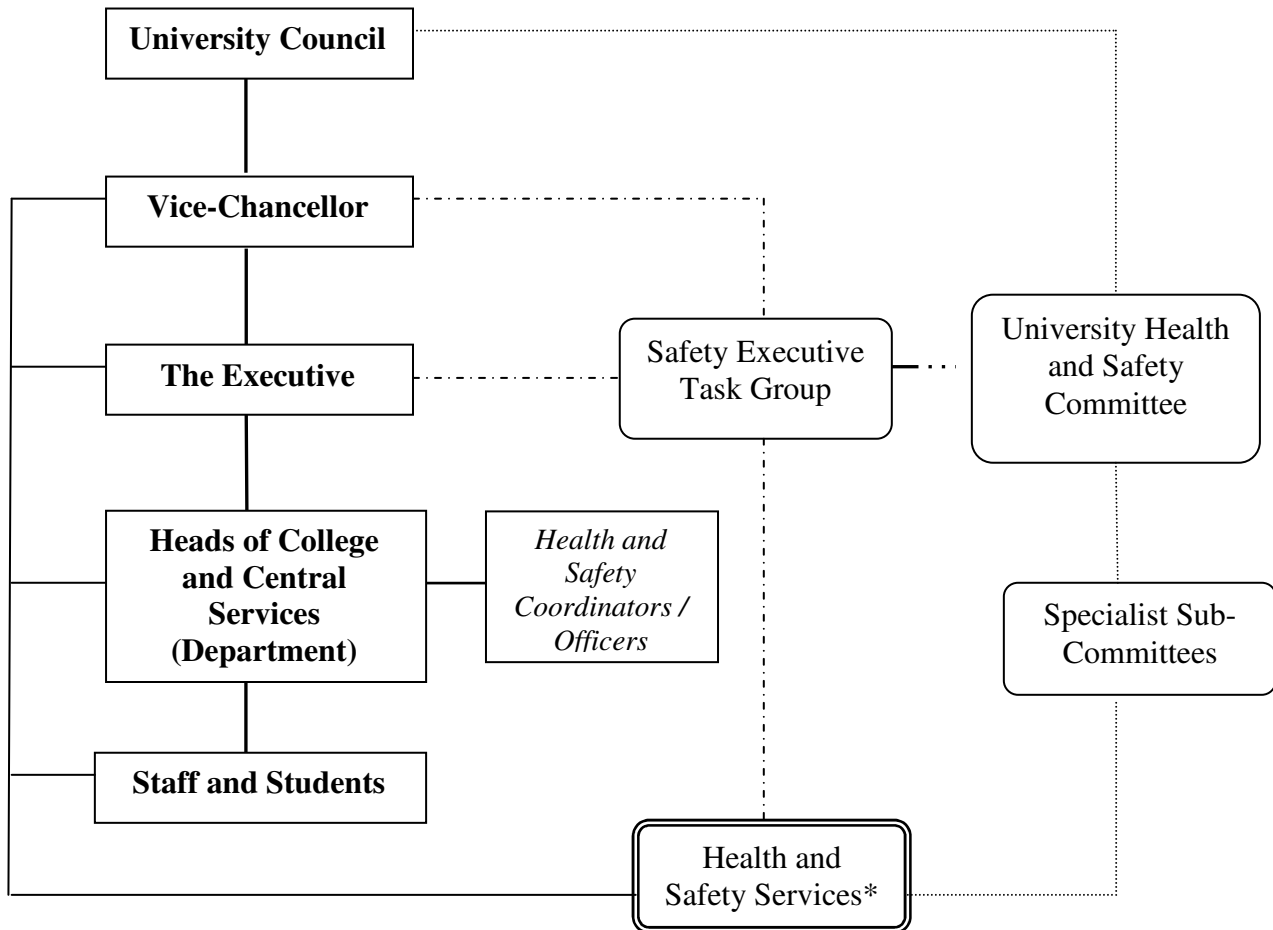
Date of implementation of this Policy Statement, which is hereby referred to as the Bangor University Health and Safety Policy, is 1<sup>st</sup> September 2010.

Date of the next formal review of this Policy by the University Health and Safety Committee will be no later than every three years.

## 2.0 ORGANISATION AND RESPONSIBILITY FOR HEALTH AND SAFETY

2.0.1 By means of this policy document, coupled with its management structure, the University has established clear lines of responsibility for implementing its Health and Safety Policy.

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



#### Key:

- \* Direct Line Management is to the Registrar's Department
- - - Safety Executive Task Group reporting line
- ..... Consultative and Advisory Committee reporting line
- Direct Managerial reporting line
- . . . Provides a report to the Health and Safety Committee
- Provision of advice and support by Health and Safety Services

### 2.2 The University Council

2.2.1 As the legal employer the University Council has ultimate responsibility for the health and safety of staff, students and other people affected by the University's activities. The University Council is advised in these matters by the University Health and Safety Committee.

2.2.2 The Council delegates to the Vice-Chancellor and Senior Managers of the University responsibility for the implementation of the Health and Safety Policy.

- 2.2.3 The University Council requires all those with managerial or supervisory responsibilities to exercise sufficient oversight and control to satisfy themselves that due regard is paid to the requirements of the University Health and Safety Policy within those areas and activities of the University that operate under their control or direction.
- 2.2.4 The Council is advised on health and safety matters by the Health and Safety Committee and shall receive a detailed Annual Report on health and safety management and performance. The Chair of the Health and Safety Committee is responsible for championing health and safety issues on the University Council.

### **2.3 The Vice-Chancellor**

- 2.3.1 The Vice-Chancellor, as Chief Executive Officer of the University, has overall responsibility to the University Council for the promotion, administration and implementation of the University's Health and Safety Policy. In terms of day-to-day responsibility the Vice-Chancellor's functions, including health and safety are often carried out by senior members of staff, as is appropriate under the University's management system.

### **2.4 The Executive**

- 2.4.1 The Executive is responsible for the overall day-to-day management and administration of the University. This includes implementing University strategy and policies, monitoring all aspects of University performance and exercising leadership within the institution.
- 2.4.2 Members of the Executive are responsible, both collectively and individually, for their decisions and for the impact that those decisions have on health and safety.

### **2.5 The Safety Executive Task Group**

- 2.5.1 The Executive has established a Safety Executive Task Group to champion health and safety issues within the institution.

On a day to day basis, the Safety Executive Task Group (Chaired by the Registrar) will normally act on behalf of the Vice-Chancellor in areas of health and safety.

The function of the Safety Executive Task Group is to implement health and safety policies, develop good practice and monitor related operational issues.

### **2.6 Committees, Task Groups and other Similar Bodies**

- 2.6.1 All advisory and decision making Committees or Groups within the University are responsible, under this Policy for taking into account the health and safety implications of any advice which they may give and any decisions they take. In addition, they are responsible both collectively and as individuals, for their actions and for the impact such actions may have on the health and safety of others, as well as themselves.

### **2.7 University Health and Safety Committee**

- 2.7.1 The Health and Safety Committee provides information and advice to the University Council on issues of health and safety. It is the University-wide consultative and advisory body for health and safety matters affecting staff, students and visitors. The Health and Safety Committee, which normally meets three times a year, reports directly to the University Council.

2.7.2 The composition of the Health and Safety Committee is:-

<b><u>CHAIR</u></b>	Appointed by Council
<b><u>EX-OFFICIO</u></b>	The Vice-Chancellor The Deputy VC or PVC (resources) The President of the Students' Union The Secretary and Registrar The Deputy Registrar The Director of Estates and Facilities The Director of Human Resources
<b><u>2 APPOINTED BY COUNCIL</u></b>	From members of Council who are not members of Senate
<b><u>2 APPOINTED BY SENATE</u></b>	Who shall be Heads of a College, School or Central Service Department
<b><u>7 H&amp;S CO-ORDINATORS or OFFICERS</u></b>	To represent all sectors and activities at the University
<b><u>8 STAFF REPRESENTATIVES</u></b>	6 to be appointed by the relevant Trade Unions 2 to be appointed by the Staff Forum
<b><u>2 MEMBERS OF THE STUDENTS' UNION</u></b>	To be appointed by the Students' Union
<b><u>CHAIR OF SUB-COMMITTEES</u></b>	The Chair of each Sub-Committee shall be co-opted as Members of the Health and Safety Committee
<b><u>SECRETARY</u></b>	The Head of Health and Safety Services

University Officers will also attend as advisors or to present reports where and as appropriate.

2.7.3 **The Terms of Reference** of the University Health and Safety Committee are:

- i. To recommend such action as thought necessary to fulfill the legal obligations of the University regarding matters of health, safety and welfare and to ensure that reasonable steps are taken to promote the health, safety and welfare of staff, students, authorised visitors and members of the public lawfully entering University property.
- ii. To advise the University on questions of Health and Safety Policy, to oversee the implementation of the approved University Health and Safety Policy and to recommend to the Council any amendments required in the statement of that Policy.
- iii. To consider and approve on behalf of Council University Health and Safety Policy Standards.
- iv. To consider and recommend the University's Health and Safety Strategy to Council.
- v. To report annually to the Council on the University's health and safety performance.
- vi. To appoint such Sub-Committees as it may deem necessary.
- vii. To report to Council following every meeting.

#### 2.7.4 Specialist Sub-Committees

- 2.7.4.1 In order to provide the Health and Safety Committee with specialist advice on particular hazards, the Committee may appoint specialist sub-committees with particular expertise in that subject area.
- 2.7.4.2 The Chairperson of a sub-committee is automatically co-opted to the University Health and Safety Committee.
- 2.7.5 Training, instruction and/or information for members of the Health and Safety Committee and its Sub-Committees is provided as required.

#### **2.8 Heads of College and Heads of Central Services**

- 2.8.1 Heads of College and Heads of Central Services are responsible for the day to day management of health and safety within their College or Department. In particular they are responsible for the planning, implementation, monitoring and review of measures to control risk arising from the activities of their College or Department and ensuring the allocation of resources necessary for this.
- 2.8.2 The term “Head of Central Services” is a standard term used in this Policy for Heads of Centre, Unit and Department in Central Services. These are set out in Annex One.
- 2.8.3 Responsibility for the day-to-day implementation of health and safety policies and procedures lies with individual Heads of College/Central Services for the areas under their control. Heads of College may also delegate duties and responsibilities to Heads of Schools, in line with College managerial and organizational arrangements.
- 2.8.4 To assist them in this role Heads of Colleges and Heads of Central Services may appoint a Health and Safety Co-ordinator or College/Central Service Departmental Health and Safety Officer and may arrange for duties to be further delegated, as appropriate, within their College or Department.
- 2.8.5 However, the responsibility for health and safety issues remains with the Head of each College or Central Service who is accountable to the University Council, through the Vice-Chancellor.
- 2.8.6 The Head of a College or Central Service is responsible for implementing and monitoring an effective health and safety management system within his/her College or Central Service Department so that the College/Central Service Department complies fully with the University Health and Safety Policy, Policy Standards and Guidance so that all significant hazards and risks are suitably assessed and controlled.
- 2.8.7 Each Head of College or Central Service must supplement the University Health and Safety Policy and Policy Standards with a written College or Central Service Departmental Health and Safety Policy and Procedures document. This document must indicate clearly how health and safety is managed within the College/Central Service Department and how duties are delegated to ensure its success.
- 2.8.8 The Head of College must ensure the setting up of a College Health and Safety Committee. This Committee should represent all appropriate constituencies of the College and should report directly to the Head of College or Board of Studies or other relevant Committee within the College. Heads of Central Service shall either establish a dedicated

Health and Safety Committee, reporting directly to the Head of Department or Senior Management Group, or shall ensure health and safety is an agenda item on an appropriate central Management Committee.

- 2.8.9 Heads of College and Central Service must ensure the health and safety arrangements they establish are effectively made known to all the relevant persons. Heads of College and Central Service shall also cooperate with other parties, such as external contractors, whenever the activities of such parties have an impact on others and where the activities of others have an impact on them.
- 2.8.10 Heads of College and Central Service must ensure that their managers and supervisors are aware that they have the authority and responsibility to report any actual or planned activity or state of affairs that in their opinion poses unacceptable or unmanaged health and safety risks.
- 2.8.11 Heads of College and Central Service (apart from the Director of Estates and Facilities) are not responsible for a building's fabric or engineering services or for the external areas around buildings. Responsibility for the University estate is set out in **Section 2.21** of this Policy. However, a Head of College/Central Service shall establish suitable controls to ensure the safety of all persons under his/her control and for ensuring that faults or problems associated with the building fabric and/or engineering services are brought to the attention of the Estates and Facilities Department.

## **2.9 Health and Safety Coordinators/Officers**

- 2.9.1 Health and Safety Coordinators/Officers are members of staff concerned with day-day health and safety matters within their College/Central Service Department and are appointed by the Head of College/Department in accordance with clear terms of reference.
- 2.9.2 The Health and Safety Coordinator/Officer's primary task is to assist the Head of College / Department and other members of the College/Department on matters of health and safety and assist with the implementation of the agreed management system.
- 2.9.3 The role of a Health and Safety Coordinator/Officer(s) is to be supportive within the College / Central Service Department and he/she/they will be trained, competent and adequately resourced (in time, money, assistance and support) to undertake their role.
- 2.9.4 Additional designated health and safety roles may also be appropriate within larger or more specialised Colleges and Central Service Departments. Such roles should be clearly defined and the necessary authority and support provided by the Health and Safety Officer/Coordinator.

## **2.10 Supervisory Roles**

- 2.10.1 Members of staff and others who act in a supervisory role, such as Lecturers and Instructors, are responsible for conducting their activities (and any activities over which they have management or control) in a safe manner, in accordance with a suitable and sufficient risk assessment and University Health and Safety Policies and procedures.
- 2.10.2 Every person who supervises must ensure that, together with employees and students under their control, they know and understand their responsibilities under the relevant legislation, Risk Assessments and appropriate Health and Safety Policies and procedures. They must ensure that, in any situation that may arise, reasonable precautions are taken.

For example, when in charge of students, research workers, employees, volunteers, visiting academics or visitors, either individually or in groups, in order to ensure, so far as is reasonably practicable, the safety and health of those persons and anyone who may be affected by their activities.

- 2.10.3 Appropriate training and information on health and safety duties and responsibilities shall be made available to all supervisors and managers.
- 2.10.4 Those who act in a supervisory role include academic staff in their role as supervisors of students and staff, in the context of teaching and research, or during other directed activities.

## **2.11 Staff Safety Representatives and Employee Consultation**

- 2.11.1 As a consequence of regulations under the Health and Safety at Work etc. Act 1974 and employment law, the recognised Trades Unions within the University have appointed Safety Representatives to represent the interests of their members on health and safety matters. A number of these Safety Representatives also act as representatives of non-trade union members on health and safety matters.
- 2.11.2 The Director of Human Resources or appropriate Head of College/Department is responsible for ensuring that suitable facilities and assistance are available to Trades Unions Safety Representatives to enable them to fulfill their functions.
- 2.11.3 The Staff Forum is responsible for nominating two of its members to serve on the Health and Safety Committee to represent members of staff in the area of health and safety.
- 2.11.4 The University welcomes and supports the contribution of Staff Safety Representatives to health and safety management systems and has adopted and fully supports the Safety Representatives Charter for Education, as produced by the Health and Safety Executive.
- 2.11.5 Employee consultation on health and safety matters is formally carried out through the Health and Safety Committee; additional employee consultation is undertaken at a local level within Colleges, Schools and Central Service Departments and as part of the wider consultation forums. The University seeks to engage staff and students in all aspects of managing health and safety and invites suggestions and comments.
- 2.11.6 The Trades Unions currently recognized by the University are UCU (University and College Union), Unison and Unite.

## **2.12 All Staff and Students**

- 2.12.1 Every member of staff and every student is under a legal obligation to take reasonable care of their own health and safety, and the safety of others who may be affected by their actions or inactions.
- 2.12.2 Every University employee and student must comply with the rules and requirements set out in this Policy and other subordinate and associated policies and procedures.
- 2.12.3 It is the legal duty of all staff and students whilst at work or study at the University and whilst away from the University on University business or related activities to:-
  - i. behave responsibly and to take reasonable care for the health and safety of themselves and other persons who may be affected by their work or activities;

- ii. participate in appropriate health and safety training, as required;
- iii. undertake suitable and sufficient risk assessments and/or cooperate with control measures and procedures;
- iv. co-operate with staff and students to enable them to carry out their own health and safety responsibilities;
- v. report to supervisory staff any situation, working practice or procedure which they suspect is potentially hazardous;
- vi. report all accidents and incidents to supervisory staff or other appropriate person;
- vii. use, but not misuse, protective clothing, equipment or materials provided;
- viii. comply with the health and safety rules, policies and instructions, both spoken and written, which are issued to them; and to
- ix. use machinery, plant or equipment in the manner for which they were designed and in accordance with the appropriate safety precautions.

2.12.4 The University and/or appropriate College or Central Service Department shall ensure suitable instruction, training and supervision is provided to ensure these obligations are capable of being fulfilled.

### **2.13 The Department of Health and Safety Services**

2.13.1 The University has established a Department of Health and Safety Services to assist in meeting its health and safety obligations. The Department has among its staff, health and safety specialists who act as Competent Persons in advising the University on health and safety matters as required and referred to by the Management of Health and Safety at Work Regulations. The Head of the Department is responsible to the Deputy Registrar in the Registrar's office.

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

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

2.13.4 In addition to the health and safety specialists located within the Health and Safety Services, the University has;

- i. A Radiation Protection Adviser who acts as the University's Adviser on all aspects of ionising-radiation safety and radionuclide risk assessments.
- ii. A Radiation Protection Officer, who has day-to-day responsibility for monitoring radiation use and activities across the University and the implementation of University standards.

- iii. A Biological Safety Adviser who provides advice to those involved in biological and Genetic Modification (GM) work and who seeks to ensure that statutory duties are fulfilled in relation to that work. The Biological Safety Adviser reports to the Department of Health and Safety Services as and when required, and directly to the Heads of Colleges that undertake biological and GM work.
- iv. A Laser Safety Officer who provides specific advice to all Colleges and Central Service Departments on the control of high powered lasers and who, from time to time, reviews more generic controls for lesser powered lasers operated at the University.

## **2.14 Contractors**

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

## **2.15 Visitors**

- 2.15.1 It is the University's policy to ensure that visitors to the University are not exposed to any significant risks to their health or safety.
- 2.15.2 Every person with any level of responsibility, including Heads of Colleges and Central Service Departments and those who have to any extent control of areas to which the public have lawful access, are required to ensure, so far as is reasonably practicable, that those areas are safe.
- 2.14.3 Visitors to Colleges and Central Service Departments are the responsibility of the College or Department which they are visiting and necessary safeguards and arrangements must be introduced to ensure their health and safety.
- 2.15.4 Proper and effective steps must be taken to prevent unauthorised access by members of the

public to areas or locations where they may be placed at risk. Risk assessments must also consider the possibility of unauthorized access by members of the public.

## **2.16 Conferences and Events**

2.16.1 It is the responsibility of the arranging College or Central Service Department arranging a conference or event to ensure that suitable health and safety arrangements and procedures are established for events and conferences which they arrange.

2.16.2 Where University premises are to be used for external events and conferences it is the responsibility of the organising or facilitating College or Central Service Department to ensure that suitable health and safety arrangements and procedures are in place.

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

2.17.1 Visitors to the University who work within or for a College or Central Service Department do so only with the permission of the appropriate Head of College or Service Department and must follow University, College or Central Services Department health and safety procedures.

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

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

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

2.18.2 In pursuance of ensuring the safety and well-being of children and young persons on University premises or property, specific policies have been introduced. Copies of these are available from the University's Health and Safety Website and the Registrar's Office.

## **2.19 Shared Workplaces**

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

## **2.20 Staff and Students working away from the University**

- 2.20.1 Where a member of staff or student is working away from the University on University business the potential risks associated by such work, travel or location shall be assessed by the appropriate College or Central Service Department having due consideration for University policies and arrangements and, where applicable, Foreign and Commonwealth Office advice. Risk Assessments are also required for overseas travel and are necessary in order to ensure cover under the University's Travel Insurance Policy.
- 2.20.2 Specific advice on work placements and travel overseas is available from the University's Health and Safety Website or on request from the Department of Health and Safety Services.

## **2.21 Responsibility for the University Estate**

- 2.21.1 The Director of Estates and Facilities has responsibility for the day to day management and maintenance of the University's estate and for ensuring, so far as is reasonably practicable, that buildings are safe. The Director of Estates and Facilities is responsible for ensuring that new buildings are designed and built in accordance with health and safety requirements.
- 2.21.2 The University does not have unlimited funding, and therefore the allocation of resources relating to the estate and the prioritisation of expenditure in this regard is the responsibility of the Estates & Facilities Task Group, which reports to the Executive, which in turn reports to the Council. The Estates & Facilities Task Group takes into account advice from the Safety Executive Task Group.
- 2.21.3 In discharging his/her responsibilities, it is recognised that the Director of Estates & Facilities may be constrained by the availability of resources.

## **2.22 Cooperation, Coordination and Communication**

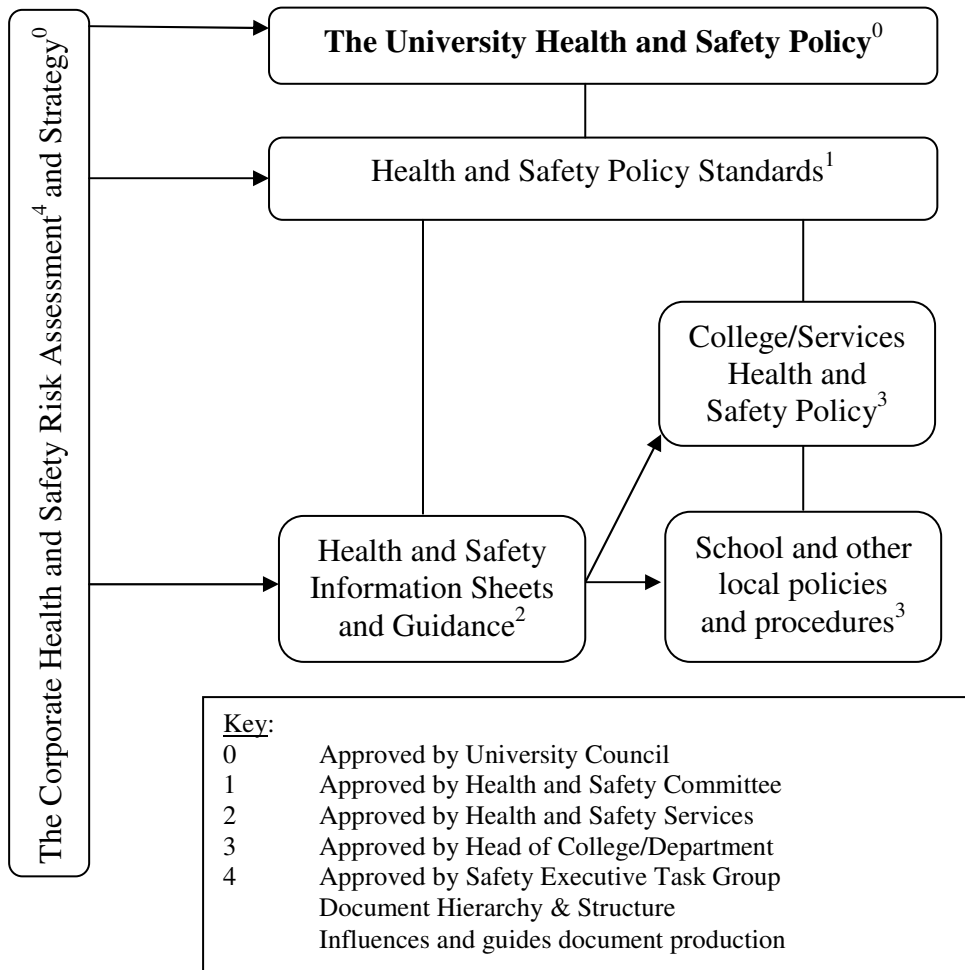
- 2.22.1 Every College and Central Service Department and all staff and students are expected to cooperate in all areas of health and safety and coordinate work to ensure others are not harmed or put at risk by their activities.
- 2.22.2 Heads of Colleges and Central Services shall ensure that where premises are shared with other Colleges or Central Service Departments or with other employers, all reasonable steps are taken to inform the other party of health and safety controls and emergency arrangements.
- 2.22.3 The University and its Colleges and Departments, shall ensure suitable arrangements for communicating health and safety information are introduced, as is appropriate.

## **2.23 Compliance**

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

## 2.24 Document Hierarchy and Record Keeping

2.24.1 The University document hierarchy is outlined below:



2.24.2 In addition to Policy and Guidance materials the University and its Colleges and Support Services are required to keep certain records. The requirements for documented records are specified within this Policy, specific Policy Standards and by legislation; advice on what records are required should be obtained from Health and Safety Services.

## 2.25 Training

2.25.1 It is the University's policy to provide appropriate health and safety training and/or deliver information, knowledge and / or practical experience to enable all staff and students to work in a safe and healthy manner.

2.25.2 The University and its College and Central Service Departments must ensure suitable instruction training and supervision is provided so that staff are competent to undertake their roles and duties.

2.25.3 Every one in a level of responsibility including the Council, Executive, Heads of College/Department and Supervisors shall attend appropriate training and/or receive suitable information as is required and appropriate for their roles.

2.25.4 All members of Task Groups, Advisory and decision making Committees, Sub-Committees, Specialist Groups and or other similar bodies, should be provided with suitable training, instruction and information as is required for them to undertake their roles.

## **2.26 Measuring and Reviewing Performance**

2.26.1 The University and its Colleges and Support Services are required to measure and review their own performance in respect of health and safety standards and management.

2.26.2 The Department of Health and Safety Services is tasked with measuring and reviewing the University's overall performance and undertaking specific audits and reviews of Colleges, Central Service Departments and particular risk areas.

### **3.0 Annex 1**

#### **3.0.1 List of Central Support Services – as of October 2009**

3.0.2 The Health and Safety Policy recognises the following as Central Services:

- a. ACADEMIC REGISTRY
- b. CANOLFAN BEDWYR
- c. CORPORATE COMMUNICATIONS & MARKETING
- d. ESTATES & FACILITIES
- e. FINANCE
- f. HUMAN RESOURCES
- g. IT SERVICES
- h. LIBRARY AND ARCHIVES
- i. HEALTH AND SAFETY SERVICES
- j. PLANNING & RESOURCES OFFICE
- k. REGISTRAR'S OFFICE
- l. THE VICE-CHANCELLOR'S & PVC'S OFFICE
- m. RESEARCH AND INNOVATION OFFICE
- n. STUDENTS' UNION
- o. PROGRAMME MANAGEMENT
- p. WELSH FOR ADULTS
- q. REACHING WIDER

3.0.3 Note: the above list is correct at time of publication but is subject to change. Please refer to the Registrar's Office for a definitive list.

**3.1 Annex 2**

**3.1.1 Review Schedule**

3.1.2 This Policy is reviewed and where necessary amended by the Health and Safety Committee annually.