



GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

The General Statement of Health and Safety Policy applies to all areas and aspects of University activity and all staff, students and all other persons affected by it.

Approved by the University Council on:	08/07/2022
Approved by H&S Committee on:	13/5/2022
Date of Implementation	1/3/2019
Reference	HS/GeneralPolicy/2019
Amendments made, Section 1.6 xvii inserted	27/11/20
<i>Replaces previous version approved on</i>	<i>11/12/2015</i>

1.0 GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

- 1.1 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.
- 1.2 This statement sets out the full 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.
- 1.3 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.
- 1.4 The University considers that health and safety procedures are about the management of risk and not necessarily about the 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 reasonable and safe manner.
- 1.5 The University is also committed, as far as is reasonably practicable, to:
 - i. Ensuring the prevention of injury and health impairment to all those affected by its activities;
 - ii. Achieving and maintaining good practice in health and safety;
 - iii. Promoting positive health and safety behaviour and culture;
 - iv. Seek continued improvement in overall health and safety performance;
 - v. Enable and promote inclusivity and safeguard those with additional needs.
- 1.6 In pursuance of these commitments, the University's objectives are to:
 - i. Promote the use of good health and safety practices in both existing and proposed activities and managerial systems;
 - ii. Appropriately resource health and safety risk management and the implementation of this Policy Statement through the provision of adequate personnel, support, expert assistance, competent advice, time and funding;
 - iii. Supplement this Policy with more detailed Policy Standards, management systems and information on particular hazards and risks;
 - iv. Provide and maintain premises and equipment that are operated without significant risk to health and safety;
 - v. Identify hazards that may arise through the activities of the University, to assess the risks arising and to implement effective control measures to eliminate, minimize or manage any significant risks and thereby enable the activities to occur safely;
 - vi. Implement safe systems of work that eliminate or control all significant hazards and risks to health and safety;
 - vii. Provide such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students and others;
 - viii. Implement a monitoring, inspection and auditing procedure to ensure effective management of health and safety throughout the University;

- ix. Consult and work with employees and employee representatives on health and safety matters;
- x. Encourage staff to set good standards of health and safety by personal example;
- 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 and where other employees and contractors work on University premises;
- xii. Monitor the overall health and safety position of the University via a regularly reviewed and annually reported Health and Safety Risk Profile;
- xiii. Critically evaluate relevant data on the health and safety performance of the University;
- xiv. Report annually on Health and Safety Key Performance Indicators (KPIs) and compare these against relevant sector norms, where possible and with due regard to other contextual information;
- xv. Keep all Health and Safety Policies, Policy Standards and procedures under regular review so that important and relevant legislation, Codes of Practice and appropriate guidance are taken into account;
- xvi. Utilise health and safety risk assessments and controls to promote inclusivity and support reasonable adjustments that, where reasonably practicable, enable participation and safeguards those with additional needs.
- xvii. React to any pandemic or epidemic and put in place suitable systems, arrangements and controls to mitigate and manage risk and to safeguard the health and well-being of staff and students.

This Policy Statement is supported by a Responsibilities and Arrangements document that details the roles, responsibilities, organisation and arrangements that are established to fulfil the requirements of this Policy.

Declaration

This statement has been approved and adopted on behalf of the University by:

Signed (Chair of Council)

Date: 8th July 2022



Signed (Vice-Chancellor)

Date: 8th July 2022

Date of implementation of this Policy Statement, which is hereby referred to as the Bangor University Health and Safety Policy, is 8th July 2022

Date of the next formal review of this Policy by the University Health and Safety Committee shall normally be within three years



HEALTH AND SAFETY POLICY: RESPONSIBILITIES & ARRANGEMENTS

This document details the roles, responsibilities, organisation and arrangements that are established in order to fulfil the requirements of the University's Health and Safety Policy, as approved on 8th February 2019.

Approved by the University Council on:	4 th October 2019
Date of Implementation	4 th October 2019
Approved by H&S Committee on:	5 th June 2019
<i>Replaces previous version approved on</i>	<i>30th September 2016</i>

INDEX

1.0	The University Council	2
2.0	Health and Safety Committee	3
3.0	The Vice-Chancellor and Members of the Executive	3
4.0	Health and Safety Task Group	5
5.0	All Committees, Task Groups and other Similar Bodies	5
6.0	Competent Health and Safety Advice	6
7.0	Deans of College and Directors of Professional Services	6
8.0	College / Service Health & Safety Officers / Coordinators	9
9.0	Supervisors and Lecturers	9
10.0	Trades Union, Staff and Student Safety Representatives	11
11.0	All Staff and Students	11
12.0	Visiting Academics and Guest Workers	12
13.0	Visitors	13
14.0	Children and Young Persons	13
15.0	Contractors	14
16.0	Arranging and Hosting Events	14
17.0	Staff Working Away from the University	15
18.0	Cooperation and Coordination	15
19.0	Compliance	15
20.0	Audits and Reviews	16
21.0	Document Hierarchy and Record Keeping	16
22.0	Training	16
23.0	Policy Review	17
24.0	Communication	17

ORGANISATION, ROLES AND RESPONSIBILITIES

By means of the University Health and Safety Policy Statement, coupled with the University's management structure, the University has established clear lines of responsibility for implementing its Health and Safety Policy commitments. The role and responsibility of each person and group at the University are described as follows.

1.0 THE UNIVERSITY COUNCIL

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. It is required to:

PLAN

- 1.1 Ensure health and safety matters are communicated in a timely fashion to and from it.
- 1.2 Ensure the University's Health and Safety Policy is reviewed on a regular basis.
- 1.3 Ensure that University health and safety performance Key Performance Indicators (KPIs) and objectives are reviewed on a regular basis.
- 1.4 Ensure that health and safety appears regularly on the agenda of its meetings.
- 1.5 Be made aware of significant health and safety risks faced by the organisation.
- 1.6 Consider the health and safety implications of strategic decisions.
- 1.7 Ensure that emergency planning arrangements are kept up to date by the University.

DO

- 1.8 Seek assurances that:
 - i. health and safety arrangements are adequately resourced;
 - ii. risk control measures in place and acted on;
 - iii. there is an effective process to identify training and competency needs in keeping with health and safety responsibilities;
 - iv. there is a process to review emergency and fire evacuation plans for effectiveness;
 - v. there is a process for auditing health and safety performance, with regard to ongoing compliance.
- 1.9 Support its Health and Safety Committee and ensure it is chaired by a member of the University's leadership /Executive or by a member of Council and ensure it supports and engages with a process for staff and student representatives to be involved in decisions that affect their health and safety.
- 1.10 Seek assurance that the University has access to competent health and safety advice.

CHECK

- 1.11 Receive and critically evaluate leading and lagging data relevant to health and safety; and where appropriate, ask for data on process (preventative & maintenance) and competency indicators.
- 1.12 Ensure that management systems allow the University Council to receive assurances about all University activities (incl. significant partnerships, collaborations and wholly owned companies).

ACT / REVIEW

- 1.13 Instigate or ensure regular independent reviews of Health & Safety Management across the University.
- 1.14 Be satisfied that lessons are learnt from significant accidents and near-misses.
- 1.15 Review audit processes to ensure they are appropriate for the University.
- 1.16 Regularly review the University's Health and Safety Risk Profile.

2.0 HEALTH AND SAFETY COMMITTEE

To support Council, the University Health and Safety Committee, a standing Committee of Council, provides information and advice on issues of health and safety.

The Health and Safety Committee is the University-wide consultative and Advisory Body for health and safety matters affecting staff, students and visitors. The Committee also approves Health and Safety Policy Standards on behalf of Council.

The Health and Safety Committee, which normally meets three times a year, reports directly to the University Council. Membership details of the Health and Safety Committee are described in its Terms of Reference.

3.0 THE VICE-CHANCELLOR AND MEMBERS OF THE EXECUTIVE

The Vice-Chancellor, as Chief Executive Officer of the University, has overall accountability and responsibility to the University Council for the promotion, administration and implementation of the University's Health and Safety Policy and Policy Standards. In terms of day-to-day responsibility the Vice-Chancellor is supported by the University Executive and Senior Management Team, reflecting the University's management structure.

The Vice-Chancellor 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. Senior Managers are accountable and responsible for overseeing those Colleges, Professional Services and staff who report to them and for promoting health and safety.

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 University.

Members of the Executive are accountable, both collectively and individually, for their decisions and for the impact that those decisions have on health and safety. The Vice-Chancellor and the University's Executive team are required to:

PLAN

- 3.1 Sign up to the University Health and Safety Policy Statement as a demonstration of ownership and communicate its values throughout the University.
- 3.2 Agree how the Policy will be measured, monitored and reported, through the development of KPIs.
- 3.3 Allocate sufficient resources to the management of health and safety.
- 3.4 Set health and safety objectives for the leadership team.
- 3.5 Agree the Health and Safety Risk Register by using a risk profiling exercise.
- 3.6 Ensure that the occupational health service is integrated into the health and safety management system.
- 3.7 Determine what health and safety risks should be included in the Business Risk Register.
- 3.8 Agree a University-wide health and safety competency framework.
- 3.9 Agree a University-wide health and safety internal auditing program, based on the health and safety risk profile.
- 3.10 Ensure emergency procedures encompass all relevant risks.
- 3.11 Consider the health and safety implications of strategic decisions such as large projects.

DO

- 3.12 Support the implementation of the Health and Safety Policy.
- 3.13 Have regular communication meetings with the University's competent health and safety professionals.
- 3.14 Lead on campaigns to raise health and safety awareness and behaviour change.
- 3.15 Discuss health and safety issues and performance with direct reports (*line-managed*) and at Performance Development Reviews.
- 3.16 Lead by example e.g. take an interest in health and safety activities.

- 3.17 On tours or visits, members of the Executive follow local procedures and ask about health and safety issues and how they are managed.

CHECK

- 3.18 Check and/or be assured that processes are working.
- 3.19 Enquire with direct reports as to whether appropriate health surveillance is in place for occupational illness.
- 3.20 Confirm that direct reports are aware of audits, inspections and investigations in their College and Professional Service, and are acting upon recommendations.
- 3.21 Accompany, as appropriate, direct reports on an inspection or visit during the year.
- 3.22 Receive and review performance data such as KPIs, normally through the Annual Report.
- 3.23 Check if delivering on own objectives and those set by the leadership team.
- 3.24 Review deployment of resources e.g. are they sufficient, competent and effective.

ACT / REVIEW

- 3.25 Review health and safety performance and that of direct reports. Celebrate achievements, and take corrective action where targets are not being met.
- 3.26 Share results with staff and students – seek their views on improvements.
- 3.27 Respond to reports, audits, Health and Safety Committee recommendations and inspections from external and internal stakeholder's e.g. insurance providers, Trades Unions Safety Representatives, regulators and central health and safety staff. Use the information to review the planning process.

4.0 HEALTH AND SAFETY TASK GROUP

To support the Vice-Chancellor and the Executive a Health and Safety Task Group has been established. The primary function of the Task Group is to oversee the implementation of health and safety policies, develop good practice and monitor related operational issues.

The Task Group reports to the Executive following each meeting and its membership is described in its Terms of Reference.

5.0 ALL COMMITTEES, TASK GROUPS AND OTHER SIMILAR BODIES

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 accountable 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.

6.0 COMPETENT HEALTH AND SAFETY ADVICE: HEALTH AND SAFETY

The University has established a Health and Safety Section within Governance & Compliance, Corporate Services to assist in meeting its health and safety obligations. The Section has among its staff, health and safety specialists who act as Competent Persons in advising the University on health and safety matters as required by the Management of Health and Safety at Work Regulations.

The main functions of Health and Safety 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 to advise the University on all applicable legislative and regulatory requirements, areas of risk, good working and managerial practices in respect of health and safety and to take such action as may be required by the Health and Safety Task Group.

Members of Health and Safety 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 Health and Safety Task Group.

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

- i. An (external) 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 Officer 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 Officer reports to Health and Safety as and when required, and directly to the Deans of College that undertake biological and GM work.
- iv. A Laser Safety Officer who provides specific advice to all Colleges and Professional Services on the control of high powered lasers.

7.0 DEANS OF COLLEGE AND DIRECTORS OF PROFESSIONAL SERVICES¹

Deans of College and Directors of Professional Services are accountable and responsible for the day-to-day management of health and safety within their College or Professional Service. They may also delegate duties and responsibilities to Heads of Schools or sub-Units, in line with College/Professional Service managerial and organizational arrangements. When duties are delegated the Heads of School / Sub-

¹ Does not include Heads of School or Heads of sub-Units or Sub-Departments.

Units will normally assume the same responsibilities as detailed in this Section for the specific areas they are accountable for.

Each Dean of College and each Director of Professional Service is required to:

PLAN

- 7.1 Produce and align their College or Professional Service Plan/Policy to the University's H&S Strategy/Plan and Policy and Policy Standards.
- 7.2 Produce and keep up to date an Overview College/Professional Service H&S Risk Assessment and Risk Register.
- 7.3 Include appropriate health and safety risks in the College/Professional Service Business Risk Register.
- 7.4 Each College should: define the membership (incl. Trades Union representatives, as appropriate) and Terms of Reference for a local H&S Committee, which should meet at least annually and receive reports from constituent Schools and Units.
- 7.5 Each Professional Service should: either define the membership (incl. Trades Union representatives, as appropriate) and Terms of Reference for a local H&S Committee, or ensure health and safety is a regular standing agenda item on local management Committees.
- 7.6 Ensure Staff consultation involves all appropriate stakeholders including Trade Unions representatives and Student representatives (as applicable).
- 7.7 Ensure that suitable Induction arrangements are in place and include all relevant information for all new starters, both staff and students.
- 7.8 Plan arrangements to manage health and safety e.g. set up Committee meetings, monitoring processes, determine KPIs, and identify training, competency and development needs.
- 7.9 Assign sufficient materials, equipment, facilities and competent personnel (with enough time) to support the h&s agenda and which includes, where needed specialist support from Occupational Health, Radiation Protection, BioSafety Specialists, etc.
- 7.10 Plan arrangements to ensure the safety of all persons who may be affected, including contractors, students and visitors and 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.

DO

- 7.11 Put in place processes to ensure all activities are appropriately risk assessed and controls are communicated and implemented, as required.
- 7.12 Ensure responsibilities and duties are delegated and understood for tasks such as the completion of Risk Assessments.

- 7.13 Chair, or ensure that a senior manager chairs the local College/Professional Service Health and Safety Committee; attending the Committee.
- 7.14 Produce and communicate the College/Professional Service Health and Safety Arrangements and Plan.
- 7.15 Have a regular communication meeting with the local competent H&S Officer/Coordinator.
- 7.16 Have oversight of accident and incident investigations and ensure investigations are undertaken, as appropriate.
- 7.17 Agree health and safety competency and development needs of all staff and where appropriate set a training objective (e.g. using a training matrix or competency development framework) with the senior team.
- 7.18 Assess the health and safety impact of new projects at the planning stages e.g. when proposing refurbishment of an area or procurement of IT system.
- 7.19 When purchasing and operating equipment (including personal protective equipment), consider the health and safety requirements/implications, set-up, maintenance, inspection and servicing, training requirements.
- 7.20 Embed health and safety arrangements during procurement of contractors, e.g specialist equipment service engineers.
- 7.21 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.

CHECK

- 7.22 Attend safety inspections at appropriate intervals.
- 7.23 Check that agreed health and safety training objectives are being met. Using the appraisal and / or performance development process to assist.
- 7.24 Analyse safety information data to identify emerging trends in the College/Professional Service, such as accident, sickness absence, Induction and training data.
- 7.25 Keep staff informed by monitoring progress and actively seek their views on improvements e.g. via local H&S Committees.
- 7.26 Check that all actions and recommendations from health and safety processes e.g. audits and inspections, are implemented.

REVIEW

- 7.27 Review (H&S) risk management processes regularly.
- 7.28 Take action to implement recommendations from (H&S) risk management reviews.

- 7.29 Consider information from external and internal sources e.g. audits, inspections by Health & Safety, and how corrective actions/recommendations are to be implemented.
- 7.30 Review own (H&S) performance and that of direct reports and celebrate achievements using this information to review the College/Professional Service planning process.

8.0 COLLEGE / SERVICE HEALTH & SAFETY OFFICERS / COORDINATORS

Health and Safety Coordinators/Officers are members of staff concerned with day-day health and safety matters within their College/Professional Service and are appointed by the Dean of College or Director of Professional Service, in accordance with a clear role description.

- 8.1 The Health and Safety Coordinator/Officer's primary task is to assist the Dean of College or Director of Professional Service and other members of the College / Professional Service, on matters of health and safety and assist with the implementation of the agreed management system.
- 8.2 The role of a Health and Safety Coordinator/Officer(s) is to be supportive within the College / Professional Service and they will be trained, competent and adequately resourced (in time, money, assistance and support) to undertake their role.
- 8.3 Additional designated health and safety roles may also be appropriate within larger or more specialised Colleges and Professional Services. Such roles should be clearly defined and the necessary authority and support provided by the Health and Safety Officer/Coordinator.

9.0 SUPERVISORS AND LECTURERS

Members of staff and others who act in a supervisory role, such as Lecturers, Instructors and Team Leaders are responsible for conducting their activities (and any activities over which they have management or control) in a safe manner. 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.

Every person who supervises must ensure that, together with employees and students under their control, they know and understand their responsibilities, with regards to 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.

In particular Supervisory staff shall:

PLAN

- 9.1 Ensure the University's and College/Professional Service health and safety policies and procedures are understood and followed.
- 9.2 Plan any skill, knowledge or refresher training for self and team, and students where appropriate, based on the activities and the College/School or Professional Service training objectives and requirements.
- 9.3 Ensure activities are suitably risk assessed and communicated.
- 9.4 Plan so that colleagues and students understand what is expected of them.

DO

- 9.5 Ensure colleagues and students are aware of and follow relevant health and safety procedures and systems.
- 9.6 Ensure visitors and contractors provided with relevant information, as applicable.
- 9.7 Develop appropriate procedures to manage risks associated with activities.
- 9.8 Implement aspects of the College/Professional Service Health and Safety Policy and plans that relate to those activities responsible for.
- 9.9 Ensure self and team, and students (where appropriate), have received instruction and training, including an Induction.
- 9.10 Raise any issues of non-compliance or concern through the Line Manager and where appropriate manage or mitigate risk.
- 9.11 Be involved in and support local health and safety inspections and audits, as applicable.
- 9.12 Be involved in accident, incident and near miss investigations, as applicable.
- 9.13 Consider health and safety risks and risk control when evaluating and developing new and different activities.

CHECK

- 9.14 Ensure Risk Assessments have been carried out, are up to date, recorded and that control measures are effectively implemented and understood.
- 9.15 Ensure any actions from inspections and/or audits have been implemented or risks are suitably controlled.

REVIEW

- 9.16 Provide feedback on health and safety matters to the Line Manager, often as part of the Performance Development Review (PDR) and where appropriate celebrate the achievements of colleagues and students.

- 9.17 Review accidents and incidents to ensure lessons are learnt and are embedded into revised procedures.
- 9.18 Contribute to and support College/Professional Service review and procedures for managing health and safety.
- 9.19 Review relevant procedures for managing health and safety, including reviewing training needs and Risk Assessments.

10.0 TRADES UNION, STAFF AND STUDENT SAFETY REPRESENTATIVES

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.

- 10.1 The Director of Human Resources or appropriate Dean of College / Director of Professional Service is responsible for ensuring that suitable facilities and assistance are available to Trades Unions Safety Representatives to enable them to fulfill their functions.
- 10.2 The Staff Forum will nominate two of its members to serve on the Health and Safety Committee. Students are normally represented by the Students' Union.
- 10.3 The University welcomes and supports the contribution of Staff and Student Representatives to health and safety management systems.
- 10.4 Employee and Student consultation on health and safety matters is formally carried out through the Health and Safety Committee; additional consultation may also be undertaken, as appropriate, at a local level within Colleges, Schools and Professional Services and as part of the wider consultation forums.
- 10.5 The University seeks to engage staff and students in all aspects of managing health and safety and invites suggestions and comments.

11.0 ALL STAFF AND STUDENTS

- 11.1 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.
- 11.2 Every University employee and student must comply with the rules and requirements set out in this Policy, Policy Standards and other associated policies and procedures.
- 11.3 All staff and students whilst at the University and whilst away on University business or related activities are expected 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 follow stipulated 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, suitable protective equipment and clothing and materials provided in the interests of health and safety;
 - viii. comply with the health and safety rules, policies and instructions, both spoken and written, which are issued to them;
 - ix. participate in health surveillance as directed; and to
 - x. use machinery, plant or equipment in the manner for which they were designed and in accordance with the appropriate safety precautions.
- 11.4 The University and/or appropriate College or Professional Service shall ensure suitable instruction, training and supervision is provided to ensure these obligations are capable of being fulfilled.
- 11.5 The College/Service will provide staff with suitable personal protective equipment free of charge.

12.0 VISITING ACADEMICS AND GUEST WORKERS

- 12.1 Visiting Academics and other guest workers hosted at the University on a short-term basis are authorised only with the permission of the appropriate Dean of College (or their representative) or Director of Professional Service and must follow University, College and/or Professional Service health and safety procedures and arrangements.
- 12.2 Short-term Adult Work Experience, Internships and the like would normally be treated in the same way as Visiting Academics and Guest Workers, with appropriate authorisation and support offered.
- 12.3 Work Experience and Placements of young persons (under 18/ under School leaving age) will follow specific procedures as set out in Section 14 of this Policy.
- 12.4 In such circumstances visiting academics and guest workers must be afforded the same degree of protection against risks to their health and safety as the employees and students of the University.
- 12.5 Such visiting academics, guest workers and the like, shall also receive, from the commissioning or host College/Professional Service, suitable and sufficient Induction, information, instruction and training to enable them to undertake their work safely and in accordance with University, College or Professional Services rules.
- 12.6 All significant risks shall be assessed in accordance with University and

College/Professional Service requirements.

13.0 VISITORS

- 13.1 It is the University's policy to ensure that visitors to the University are not exposed to any significant risks to their health or safety.
- 13.2 Every person with any level of responsibility, including Deans of College and Directors of Professional Services 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.
- 13.3 Visitors to Colleges and Professional Services are the responsibility of the College or Professional Service which they are visiting and necessary safeguards and arrangements must be introduced to ensure their health and safety.
- 13.4 Proper and effective steps must be taken to prevent unauthorised access by members of the public to areas or locations where they may be placed at risk. Risk Assessments must also consider the possibility of unauthorised access by members of the public.

14.0 CHILDREN AND YOUNG PERSONS

- 14.1 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.
- 14.2 Where Children and Young Persons (under 18) wish to gain Work Experience at the University the host College or Professional Service must follow specific University Policies and Procedures for the protection of children and all Placements must be notified to Human Resources. A specific Risk Assessment will also be required for the Work Experience of children and young persons, specifically considering the Work Placement's inexperience and supervisory needs.
- 14.3 Each College or Professional Service allowing or inviting children onto its premises or to participate in activities must ensure that adequate controls have been put in place and that, where required, a suitable and sufficient Risk Assessment has been produced.
- 14.4 The Property & Campus Services Department is required to consider risks to children in all proposals, designs, developments and maintenance of buildings and external areas; producing Risk Assessments as appropriate to the risks.
- 14.5 In pursuance of ensuring the safety and well-being of children and young persons on University premises or property, specific information is available from the University's Website.

15.0 CONTRACTORS

- 15.1 All contractors working at 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.
- 15.2 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 Professional Service 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 Property & Campus Services Department.
- 15.3 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.
- 15.4 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 Professional Service that engaged the contractors. In the case of most general building work this will be the Property & Campus Services Department. Where the College or Professional Service responsible for the work is not known or cannot be contacted an approach should be made to Health and Safety, Governance & Compliance.
- 15.5 Appropriate health and safety information must be provided by the employing College / Professional Service to the Contractor, including details of local risks and hazards, access control, behaviour requirements and emergency procedures.

16.0 ARRANGING AND HOSTING EVENTS

- 16.1 It is the responsibility of the College or Professional Service arranging a conference or event to ensure that suitable health and safety arrangements and procedures are established.
- 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 Professional Service to ensure that suitable health and safety arrangements and procedures are in place.
- 16.3 Where the University, a College or Professional Service shares property or land with a non-Bangor 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.

- 16.4 Such arrangements may be included in a Lease or Rental Agreement or through formal memoranda or letters of understanding.

17.0 STAFF WORKING AWAY FROM THE UNIVERSITY

- 17.1 Where a member of staff 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 Professional Service having due consideration for University policies and arrangements and, where applicable, Foreign and Commonwealth Office advice and travel health advice provided by the Department of Health/NHS. Risk Assessments are also required for overseas travel and are necessary in order to ensure cover under the University's Travel Insurance Policy.
- 17.2 Specific advice on overseas fieldwork, travel and work-experience/placements is available from the University's Health and Safety Website.
- 17.3 Bangor University staff who have an Honorary or Joint Contract, or similar arrangement, with another employers should ensure they follow local health and safety controls, ensuring receipt of suitable health and safety information.
- 17.4 Staff who undertake work at non-Bangor University host premises, such as Visiting Academics or part of a Knowledge Transfer Partnership, should ensure that they appraise themselves of local health and safety arrangements, be inducted on local health and safety controls and where appropriate, should ensure Risk Assessments are produced.
- 17.5 If members of staff have any concern about their health and safety whilst working at a host premises they should report this immediately to their Line Manager and company/organisation contact. Employing Colleges and Professional Services are reminded that they remain generally responsible for members of staff when working away from Bangor University premises.

18.0 COOPERATION AND COORDINATION

- 18.1 Every College and Professional Service 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.
- 18.2 The University and its Colleges and Professional Services, shall ensure suitable arrangements for communicating health and safety information are introduced, as is appropriate.

19.0 COMPLIANCE

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

20.0 AUDITS AND REVIEWS

- 20.1 The University's arrangements for managing health and safety risks may be periodically assessed by external parties or peer group. Such would normally be overseen by the Health and Safety Task Group.
- 20.2 Colleges and Professional Services will periodically be audited for compliance with this Policy and key risk management arrangements. Audits will be overseen by the Health and Safety Task Group and summary provided to the Health and Safety Committee.
- 20.3 University risk areas will also be periodically audited or reviewed to ascertain whether suitable controls are implemented and effectively discharged by the University and its Colleges and Professional Services.
- 20.4 Reference to audit and review reports would normally be included in the University's Annual Health and Safety Report.
- 20.5 Colleges and Professional Services are required to measure and review their own performance in respect of health and safety standards and management; this would normally be done through reviewing their own Overview Risk Assessment.

21.0 DOCUMENT HIERARCHY AND RECORD KEEPING

- 21.1 The University's Health and Safety Policy and Arrangements is the principal document setting out standards and responsibilities. This is supported by:
- Health and Safety Policy Standards for specific hazards and risks, and which are approved by the University's Health and Safety Committee.
 - Information Sheets and Guidance, provided by Health and Safety, Governance & Compliance.
 - Local College / Professional Service Health and Safety Policies, Procedures, Rules and information.
- 21.2 The University and its Colleges and Professional Services are required to keep certain records. The requirements for documented records are available from Health and Safety.

22.0 TRAINING

- 22.1 The University shall, through the relevant College or Professional Service provide all staff and students with appropriate health and safety Inductions, training and/or deliver information, knowledge and / or practical experience to enable all staff and students to work in a safe and healthy manner.
- 22.2 Colleges and Professional Services must ensure suitable instruction training and supervision is provided so that staff are competent to undertake their roles and duties.
- 22.3 Everyone including members of Council, Executive, Deans of College, Directors of Professional Services and Supervisors shall attend appropriate training and/or receive

suitable information as is required and appropriate for their roles.

- 22.4 All members of Task Groups, Advisory and decision making Committees, Sub-Committees, Specialist Groups and or other similar bodies, should be provided with suitable training, instruction and information as is required for them to undertake their roles.
- 22.5 Keep, as appropriate records of University and / or College / Service provided Inductions and formal training.

23.0 POLICY REVIEW

- 23.1 The University's Health and Safety Policy and Arrangements will be reviewed periodically by the Health and Safety Committee. This would normally be at least every three years or following significant changes.

24.0 COMMUNICATION

- 24.1 Staff and students will be informed of their general health and safety responsibilities when working and studying at the University by the:
- University Staff and Student H&S Handbooks.
 - University Staff and Student Induction process.
 - Staff Contract of Employment.
 - University Intranet.

Colleges / Schools / Professional Services must then provide additional, salient information to staff, students and visitors within their area of responsibility, as required. Information may be conveyed verbally e.g. Inductions, Lectures / Training, Briefing Sessions, and / or through documented sources. For example:

- College / School / Professional Service Handbooks.
- College / School / Professional Service Website.
- Teaching / Blackboard Materials.
- Relevant documents eg Risk Assessments, Codes of Practice, Policies and Procedures.

Records of staff and student Inductions must be kept by the relevant College and Professional Service.

- 24.2 For Contractors, the employing College / Professional Service must ensure appropriate health and safety information is provided, pertinent to the level of risk and hazards likely to be encountered.

Building and Building Services Contractors would normally be expected to be Inducted and to comply with the Property and Campus Services' Contractor Working Practices document, or similar arrangement.