



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:	25/11/2024
Approved by Health, Safety & Emergency Management Committee on:	04/09/2024
Date of Implementation	25/11/2024
Reference	HS/GeneralPolicy/2024
<i>Replaces previous version approved on</i>	<i>08/07/2022</i>

Iechyd a Diogelwch / Health and Safety
Epost: iechydadiogelwch@bangor.ac.uk - healthandsafety@bangor.ac.uk
Tel: 01248 383847 / www.bangor.ac.uk/hss

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

1.0

- 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 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 from these and to implement effective control measures to eliminate, minimise or manage, so far as is reasonably practicable, 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 provide effective assurance to the Council and Vice-Chancellor that health and safety is being managed

effectively throughout the University;

- ix. Consult and work with employees and employee representatives on health and safety matters;
- x. Require 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 performance 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 to ensure compliance with relevant legislation, Codes of Practice and taking into account appropriate guidance;
- 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:

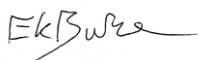
Signed (Chair of Council)

Date: 25/11/24



Signed (Vice-Chancellor)

Date: 25/11/24



Date of implementation of this Policy Statement, which is hereby referred to as the Bangor University Health and Safety Policy, is 25/11/2024

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 Statement, as approved 25/11/24 and which form Bangor University's Occupational Health and Safety Management System

Approved by the University Council on:	25/11/2024
<i>Replaces previous version approved on</i>	<i>08/07/2022</i>

INDEX

1.0	The University Council	2
2.0	The Vice-Chancellor and the Executive Board	3
3.0	Health, Safety & Emergency Management Committee	5
4.0	Staff & Student Health and Safety Consultative Forum	6
5.0	All Committees, Task Groups and other Similar Bodies	6
6.0	Competent Health and Safety Advice	6
7.0	Head of College and Directors of Professional Services	7
8.0	College / Service Health & Safety Officers / Coordinators	10
9.0	Heads of School	10
10.0	Supervisors and Lecturers	12
11.0	Trades Union, Staff and Student Safety Representatives	14
12.0	All Staff and Students	14
13.0	Visiting Academics and Guest Workers	15
14.0	Visitors	15
15.0	Children and Young Persons	16
16.0	Contractors	16
17.0	Arranging and Hosting Events	17
18.0	Staff Working Away from the University	17
19.0	Cooperation and Coordination	18
20.0	Compliance	18
21.0	Audits and Reviews	18
22.0	Document Hierarchy and Record Keeping	19
23.0	Training	19
24.0	Policy Review	19
25.0	Communication	20
Appendix		
1	Managerial and Committee Organogram	21

ORGANISATION, ROLES AND RESPONSIBILITIES

By means of the University Health and Safety Policy Statement, coupled with Bangor University's ("the University") 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

The University Council has strategic oversight of all matters related to health and safety for the institution and seeks assurance, through the Vice-Chancellor and Chief Operating Officer, as Chair of the Health, Safety and Emergency Management Committee, and through the Chair of Audit and Risk Committee, that effective arrangements are in place and are working. The Council is expected to:

PLAN

- 1.1 Require health and safety matters are communicated in a timely fashion to and from it.
- 1.2 Review the University's Health and Safety Policy on a regular basis.
- 1.3 Review the University's health and safety performance against Key Performance Indicators (KPIs) and objectives on a regular pre-determined basis.
- 1.4 Be aware of significant health and safety risks faced by the University and how the University proposes to mitigate those significant risks.
- 1.5 Be aware of significant well-being risks faced by the organisation and how the University proposes to mitigate those significant risks.
- 1.6 Consider the health and safety implications of strategic decisions, such as large projects.

DO

Require that:

- 1.7 health and safety arrangements are adequately resourced;
- 1.8 risk control measures are in place and acted on;
- 1.9 there is an effective process to identify training and competency needs in keeping with health and safety responsibilities;
- 1.10 there is a process to review business continuity arrangements and emergency and fire evacuation plans for effectiveness;
- 1.11 there is a process for auditing health and safety performance;
- 1.12 there is a forum such as a Health and Safety Committee, which chaired by a member of Council or Executive team, to oversee health and safety, and which provides reports to the Audit & Risk Committee or directly to Council, if appropriate;

- 1.13 the University has access to competent health and safety advice, and,
- 1.14 there is a process for employees or their representatives to be involved and engaged in decisions that affect their health and safety.

CHECK

- 1.15 Receive and reasonably evaluate leading and lagging data relevant to health and safety; and where appropriate, ask for data on process (preventative & maintenance) and competency indicators.
- 1.16 Require management systems are in place to allow the University Council to receive assurances on Health and Safety (incl. significant partnerships, collaborations and wholly owned companies).
- 1.17 That the University has an up to date legal risk register for safety.

ACT / REVIEW

- 1.18 Be satisfied that there are regular independent reviews of Health & Safety Management across the University.
- 1.19 Be satisfied that investigations focus on lessons learned from accidents and near-misses.
- 1.20 Review audit processes to check they are appropriate for the University.
- 1.21 Regularly review the University's Health and Safety Risk Profile.

2.0 THE VICE-CHANCELLOR AND THE EXECUTIVE BOARD

The Vice-Chancellor, as Chief Executive Officer of the University, has overall accountability and responsibility for health and safety at the University and 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 Chief Operating Officer, Chair of Health, Safety and Emergency Management Committee, and University Executive Board and Senior Management Team, as reflected by the University's management structure, who will implement processes to provide assurances to the Vice-Chancellor and Council that responsibilities are being fulfilled.

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 University performance and exercising leadership within the University.

Members of the Executive Board are accountable, 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

- 2.1 Establish a University Health and Safety Committee.
- 2.2 Sign up to the University Health and Safety Policy Statement as a demonstration of ownership and communicate its values throughout the University.
- 2.3 Agree how the Policy will be measured, monitored and reported, through the development of leading and lagging KPIs.
- 2.4 Allocate adequate resources to the management of health and safety.
- 2.5 Set health and safety objectives for the leadership team.
- 2.6 Agree the Health and Safety Risk Register.
- 2.7 Integrate the occupational health service into the University's health and safety management system.
- 2.8 Determine what health and safety risks should be included in the Business Risk Register.
- 2.9 Agree a University-wide health and safety competency framework.
- 2.10 Agree a University-wide health and safety internal auditing program, based on the health and safety risk profile to determine scope and frequency of audit.
- 2.11 Ensure emergency procedures encompass relevant risks.
- 2.12 Consider the health and safety implications of strategic decisions such as large projects.
- 2.13 Agree a process to have a statutory compliance management system in place as part of a University's Health and Safety Action Plan and agree measures for delivery of the plan.

DO

- 2.14 Develop, consult on and implement the Health and Safety Policy.
- 2.15 Have regular communication meetings with the University's competent health and safety professional(s).
- 2.16 Define the membership (in line with appropriate regulations) and Terms of Reference of the Health, Safety and Emergency Management Committee.
- 2.17 Chair the Health, Safety and Emergency Management Committee.
- 2.18 Lead on campaigns to raise health and safety awareness.

- 2.19 Discuss health and safety issues and performance with direct reports (*line-managed*) and at Performance Development Reviews.
- 2.20 Lead by example e.g. take an interest in health and safety activities.
- 2.21 On tours or visits, members of the Executive Board should follow local procedures and ask about health and safety issues and how they are managed.

CHECK

- 2.22 Check that the University Health and Safety Policy is being implemented and supporting processes are working effectively.
- 2.23 Confirm that direct reports have appropriate health surveillance in place, as applicable, for occupational illnesses.
- 2.24 Confirm that direct reports are aware of audits, inspections and investigations in their College and Professional Service, and check that recommendations are being closed out.
- 2.25 Accompany direct reports on an inspection or visit during the year.
- 2.26 Receive and review performance data such as KPIs.
- 2.27 Review deployment of health and safety resources e.g. are they sufficient, competent and effective.

ACT / REVIEW

- 2.28 Review health and safety performance and that of direct reports. Celebrate achievements, and take corrective action where targets are not being met.
- 2.29 Share results with staff and students – seek their views on improvements.
- 2.30 Respond to reports, audits, Health, Safety and Emergency Management Committee recommendations and reports from external and internal stakeholder's e.g. insurance providers, Trades Unions Safety Representatives, regulators and central health and safety staff in line with the Health and Safety (H&S) Policy.
- 2.31 Check that all actions and recommendations from health and safety monitoring, e.g. internal and external audits and inspections, are implemented.

3.0 HEALTH, SAFETY & EMERGENCY MANAGEMENT COMMITTEE

To support the Vice-Chancellor and the Executive Board, a Health, Safety and Emergency Management Committee (“the Committee”), chaired by the Chief Operating Officer, has been established. The Chair is responsible for the operation of the Committee and reports to the Vice-Chancellor and the Audit and Risk Committee.

The primary function of the Committee is to oversee, on behalf of the Vice-Chancellor, all aspects of University health, safety and emergency management arrangements, seeking assurance and directing, as necessary, to ensure the University operates a health and safety management system in accordance with its own H&S Policy, and in accordance with Sector standards. This includes:

- a) overseeing the creation, review and effective implementation of health and safety policies;
- b) developing good health and safety practices;
- c) monitoring the delivery of good health and safety practice and related operational issues;
- d) recommending such action as is thought necessary to fulfil the legal obligations of the University regarding matters of health and safety; and,
- e) taking reasonable steps to promote the health and safety of staff, students, authorised visitors and members of the public lawfully entering the University precincts.

The Committee receives reports from the Staff and Student H&S Consultative Forum and specialist H&S Sub Committees. The Committee reports to the Executive Board and provides a report to the Audit & Risk Committee, which in turn reports to Council.

The Committee's membership and responsibilities are detailed in its Terms of Reference, which are approved by the Executive Board.

4.0 STAFF AND STUDENT HEALTH AND SAFETY CONSULTATIVE FORUM

The H&S Consultative Forum ("the Forum") provides a two-way consultative and information sharing forum for staff and student representatives. The Forum's Terms of Reference are approved by the Executive.

The Forum is chaired by a member of the Committee, with representation from the Campus Trades Unions and the University staff and student community.

The Forum enables staff and students to come together and share experiences, knowledge and information to drive positive change. The membership, which will include staff and students from a range of Schools and Services to encompass the vast range of activities taking place, should encourage collaboration and provide a place where concerns can be shared and, where necessary, escalate these concerns to the Committee and the Executive. The Forum will seek to nurture a positive health and safety culture across the institution.

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 activities they oversee or relate to. In addition, they are accountable 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 team of Health and Safety professionals to assist in meeting its health and safety obligations and 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 1999.

Their main functions are to promote, develop, support, co-ordinate, monitor and review health and safety standards throughout the University and to seek to achieve legal

compliance. It is the responsibility of the competent Health and Safety Advisers 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 Committee.

Members of the Health and Safety team have been delegated executive authority by the Vice-Chancellor to stop any activity or state of affairs at, or organised by, the University when it is considered that the safety and health of participants or others may be in imminent danger or where the risk is unacceptable. Such actions shall be reported to and may be reviewed by the Committee.

In addition to the health and safety specialists located within Campus Wellbeing, the University has:

- i. An (external) Radiation Protection Adviser (RPA) who acts as the University's (statutory) adviser on all aspects of ionising-radiation safety and Radionuclide Risk Assessments.
- ii. A Radiation Protection Officer (RPO), 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 (BSO) 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 Head of College that undertake biological and GM work.
- iv. A Laser Safety Officer (LSO) who provides specific advice to all Colleges and Professional Services on the control of high-powered lasers.

All persons mentioned in Paragraph 6 of this Policy have the power to stop all and any activity which they deem to create a material risk to persons or the environment.

7.0 HEAD OF COLLEGE AND DIRECTORS OF PROFESSIONAL SERVICES¹

Heads of College and Directors of Professional Services are, as Senior Managers, 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 organisational arrangements. When duties are delegated the Heads of School / Sub-Units will normally assume the same responsibilities as detailed in this Section for the specific areas they are accountable for.

Each Head of College and each Director of Professional Service is expected to implement local safety management arrangements and manage risks to protect staff, students, visitors and contractors working in the College/Professional Service, and others who may be impacted by its work. Heads of College and Directors of Professional Services should have a clear understanding and oversight of the operations and activities undertaken within their areas and to define the most appropriate local safety structures to integrate with safety structures to establish

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

alignment with the overall strategic direction of the College/Professional Service. Heads of College / Professional Services are 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 twice a year 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 Consult with all appropriate staff stakeholders including Trades Union representatives and Student representatives (as applicable).
- 7.7 Review and implement suitable Induction arrangements 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 Plan that the Head of College/Professional Service, staff and students, contractors and others, as appropriate, have appropriate training for their role.
- 7.10 Assign sufficient materials, equipment, facilities and competent personnel (with enough time) to support the health and safety agenda and which includes, where needed, specialist support from Occupational Health, Radiation Protection, BioSafety Specialists, etc.
- 7.11 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

- 7.12 Put in place processes so that activities are appropriately risk assessed and controls are communicated and implemented, as required.
- 7.13 Delegate responsibilities and duties to appropriate staff and require tasks such as the completion of Risk Assessments to be understood and completed in a timely manner before a task is completed.

- 7.14 Chair, or ensure that a senior manager chairs, the local College/Professional Service Health and Safety Committee.
- 7.15 Produce and communicate the College/Professional Service Health and Safety Arrangements and Plan.
- 7.16 Have a regular communication meeting with the local competent H&S Officer/Coordinator.
- 7.17 Have oversight of accident and incident investigations and ensure investigations are undertaken, as appropriate, using University guidance.
- 7.18 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) within the senior team.
- 7.19 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 systems.
- 7.20 Procure appropriate training for all staff, students and contractors.
- 7.21 When purchasing and operating equipment (including personal protective equipment), consider the health and safety requirements/implications, set-up, maintenance, inspection and servicing and training requirements of such equipment.
- 7.22 Embed health and safety arrangements during procurement of contractors, e.g. specialist equipment service engineers.
- 7.23 Communicate effectively with managers and supervisors so that managers and supervisors are aware that they are expected to report any actual or planned activity or state of affairs that in their opinion poses unacceptable or unmanaged health and safety risks.

CHECK

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

REVIEW

- 7.30 Review (H&S) risk management processes regularly and when any incident investigation suggests that existing arrangements are inadequate.
- 7.31 Take action to implement recommendations from (H&S) risk management reviews.
- 7.32 Consider information from external and internal sources e.g. audits, inspections by Health & Safety, and how corrective actions/recommendations are to be implemented.
- 7.33 Review own (H&S) performance and that of direct reports and celebrate achievements.
- 7.34 Use the above information to review the College/Professional Service planning process.
- 7.35 Review the training matrix and attendance for effectiveness.

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 Head 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 Head 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 and reporting on health and safety performance.
- 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 HEADS OF SCHOOL

As a Line Manager, Heads of School are responsible to the Head of College for Health and Safety within their School. They are expected to implement University and College health and safety management arrangements, and implement local arrangements, as applicable, and to monitor and check their effectiveness.

Heads of School will act in accordance with their own College Health and Safety Policy and arrangements, that may include the following:

PLAN

- 9.1 Set reasonable objectives to cover area of responsibility, including development and implementation of suitable risk assessments with their direct reports.
- 9.2 Develop or use existing communication processes (e.g. Team Meetings) to keep team informed and receive information back from team members.
- 9.3 Plan deployment of resources to achieve health and safety objectives, such as training.

DO

- 9.4 Implement College health and safety policy and arrangements.
- 9.5 Carry out the health and safety plan and objectives.
- 9.6 Require risk assessments to be undertaken, recorded and reviewed so that staff, contractors and students are following safe systems and control measures.
- 9.7 Facilitate/provide inductions and other necessary health, safety and operational training for all staff and students in accordance with training and competency requirements.
- 9.8 Require all new processes to be properly risk assessed before implementation, including any amendments to equipment.
- 9.9 Require that all new equipment and associated work activities are checked for significant hazards and controls before use or commencement, and users are trained on safe systems of work and risk control measures.
- 9.10 Implement health and safety training objectives identified in a health and safety plan or from risk assessments.
- 9.11 Ensure staff who are identified through risk assessments as being at risk of occupational illness receive appropriate health surveillance.
- 9.12 Lead a programme of inspections and be involved in audits.
- 9.13 Support investigations into accidents and other incidents and reports (e.g. near misses).
- 9.14 Take appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.
- 9.15 Keep up to date with health and safety requirements for areas of responsibility.
- 9.16 Have an annual program for statutory testing of equipment, as required for local exhaust ventilation, pressure systems, lifting equipment.

CHECK

- 9.17 Monitor that risk assessments have been carried out, recorded and control measures are effectively implemented.

- 9.18 Confirm that all statutory examinations are carried out within the prescribed timescales and that requirements and recommendations are acted upon (e.g. local exhaust ventilation, pressure systems, lifting equipment).
- 9.19 Monitor the completion/progress of actions arising from audits and inspections.
- 9.20 Check progress and achievements against health and safety plans and objectives.
- 9.21 Monitor training plans and safety inductions, using the appraisal process where appropriate.
- 9.22 Analyse safety information data to identify emerging trends in area of responsibility e.g. accidents, sickness absence, training data.
- 9.23 Report on findings of inspections and audits undertaken to the College Health and Safety Committee. Use the safety information data to present information and discuss trends.

REVIEW

- 9.24 Review actions arising from audits for completion of actions.
- 9.25 Embed learning points from accidents and incidents, requiring risk assessments to be updated where required.
- 9.26 Contribute to College / School annual safety review.
- 9.27 Respond to internal and external reports and advice, and to changes in Policy or legal requirements.
- 9.28 Use the information to review the planning process.

10.0 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 take reasonable precautions in any situation that may arise. The following activities are not exhaustive: 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

- 10.1 Require that the University's and College/Professional Service health and safety policies and procedures are understood and are followed.
- 10.2 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.
- 10.3 Require activities to be suitably risk assessed and controls are communicated.
- 10.4 Plan so that colleagues and students understand what is expected of them.

DO

- 10.5 Put in place measures for colleagues and students to be aware of and follow relevant health and safety procedures and systems.
- 10.6 Provide visitors and contractors with relevant information, as applicable.
- 10.7 Develop appropriate procedures to manage risks associated with activities.
- 10.8 Implement aspects of the College/Professional Service Health and Safety Policy and plans that relate to those activities responsible for.
- 10.9 Require self and team, and students (where appropriate), to have received instruction and training, including an Induction.
- 10.10 Raise any issues of non-compliance or concern through the Line Manager and where appropriate manage or mitigate risk.
- 10.11 Be involved in and support local health and safety inspections and audits, as applicable.
- 10.12 Be involved in accident, incident and near miss investigations, as applicable.
- 10.13 Consider health and safety risks and risk control when evaluating and developing new and different activities.

CHECK

- 10.14 Verify that Risk Assessments have been carried out, are up to date, recorded and that control measures are effectively implemented and understood.
- 10.15 Check that actions from inspections and/or audits have been implemented or risks are suitably controlled.

REVIEW

- 10.16 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.

- 10.17 Review accidents and incidents, seeking to ensure lessons are learned and are embedded into revised procedures.
- 10.18 Contribute to and support College/Professional Service review and procedures for managing health and safety.
- 10.19 Review relevant procedures for managing health and safety, including reviewing training needs and Risk Assessments.

11.0 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.

- 11.1 The Chief People Officer or appropriate Head 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.
- 11.2 The University welcomes and supports the contribution of Staff and Student Representatives to health and safety management systems.
- 11.3 Employee and Student consultation on health and safety matters is formally carried out through the Staff & Student H&S Consultative Forum, with Trades Union representation on the Health, Safety and Emergency Management 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.
- 11.4 The University seeks to engage staff and students in all aspects of managing health and safety and invites suggestions and comments.

12.0 ALL STAFF AND STUDENTS

- 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.
- 12.2 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.
- 12.3 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.
- 12.4 The University and/or appropriate College or Professional Service shall provide suitable instruction, training and supervision to ensure these obligations are capable of being fulfilled.
- 12.5 The College/Service will provide staff with suitable personal protective equipment free of charge.

13.0 VISITING ACADEMICS AND GUEST WORKERS

- 13.1 Visiting Academics and other guest workers hosted at the University on a short-term basis are authorised to work on campus only with the permission of the appropriate Head of College (or their representative, e.g. Head of School) or Director of Professional Service and must follow University, College and/or Professional Service health and safety procedures and arrangements.
- 13.2 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.
- 13.3 Work Experience and Placements of young persons (under 18/ under School leaving age) will follow specific procedures as set out in Section 15 of this Policy.
- 13.4 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.
- 13.5 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.
- 13.6 All significant risks shall be assessed in accordance with University and College/Professional Service requirements.

14.0 VISITORS

- 14.1 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.

- 14.2 Every person with any level of responsibility, including Heads 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 check, so far as is reasonably practicable, that those areas are safe for visitors and others.
- 14.3 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 provide their health and safety.
- 14.4 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 should also consider the possibility of unauthorised access by members of the public in order to develop appropriate risk mitigation arrangements.

15.0 CHILDREN AND YOUNG PERSONS

- 15.1 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 for such activities.
- 15.2 Where Children and Young Persons (under 18) wish to gain Work Experience at the University the host College or Professional Service is responsible for the health and safety of such children or young persons and as such 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.
- 15.3 Each College or Professional Service allowing or inviting children onto its premises or to participate in activities must require that adequate controls have been put in place and that, where so required, a suitable and sufficient Risk Assessment has been produced.
- 15.4 Campus Services 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 mitigate the risks.

16.0 CONTRACTORS

- 16.1 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 ensure that the risks to themselves and others who may be affected by their work have been reduced so far as is reasonably practicable. They are also expected to comply with relevant statutory and University Health and Safety Policy requirements. Failure to do so may be considered grounds for terminating a contract.
- 16.2 Responsibility for securing that contractors who are employed by the University are competent and are supervised to the degree necessary to check 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 Campus Services Department and as such they will be responsible for ensuring that the contractor has the appropriate health and safety competences, and for monitoring the Contractor's compliance with University Health and Safety Policies and procedures.

- 16.3 The University has corresponding responsibilities in relation to any contractors working on its premises to share and provide 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.
- 16.4 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 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 the central Health and Safety team.
- 16.5 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.

17.0 ARRANGING AND HOSTING EVENTS

- 17.1 It is the responsibility of the College or Professional Service arranging a conference or event to check that suitable health and safety arrangements and procedures are established.
- 17.2 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 check that suitable health and safety arrangements and procedures are in place.
- 17.3 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 establish adequate liaison and emergency coordination and require controls be introduced to safeguard the safety and health of those who may be affected.
- 17.4 Such arrangements may be included in a Lease or Rental Agreement or through formal memoranda or letters of understanding. Sub-letting of University premises is overseen and managed by Campus Services, who will ensure appropriate controls and communications are stipulated.

18.0 STAFF WORKING AWAY FROM THE UNIVERSITY

- 18.1 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, as duty holder for the health and safety of the member of staff. The risk assessment should take into account University policies

and arrangements and, where applicable, Foreign, Commonwealth and Development Office advice and travel health advice provided by the Department of Health/NHS before travel. Risk Assessments are also required for overseas travel and are necessary to ensure cover under the University's Travel Insurance Policy.

- 18.2 Specific advice on overseas fieldwork, travel and work-experience/placements is available from the University's Health and Safety Website.
- 18.3 Bangor University staff who have an Honorary or Joint Contract, or similar arrangement, with another employers should, reflecting the Honorary/Joint Contract employer duties, follow local health and safety controls, ensuring receipt of suitable health and safety information.
- 18.4 Staff who undertake work at non-Bangor University host premises, such as Visiting Academics or part of a Knowledge Transfer Partnership, are also responsible for their own health and safety and as such should appraise themselves of local health and safety arrangements, be inducted on local health and safety controls and where appropriate, should require Risk Assessments are produced.
- 18.5 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. The employing Colleges and Professional Services are reminded that they remain responsible for members of staff when working away from Bangor University premises.

19.0 COOPERATION AND COORDINATION

- 19.1 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, as far as is reasonably practicable, others are not harmed or put at risk by their activities.
- 19.2 The University and its Colleges and Professional Services, shall provide suitable arrangements for communicating health and safety information, as is appropriate.

20.0 COMPLIANCE

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

21.0 AUDITS AND REVIEWS

- 21.1 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 Committee.
- 21.2 Colleges and Professional Services will periodically be audited for compliance with this Policy and key risk management arrangements. Audits will be overseen by the Committee with a summary provided to the Executive.
- 21.3 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.

21.4 Reference to audit and review reports would normally be included in the University's Annual Health and Safety Report.

21.5 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.

22.0 DOCUMENT HIERARCHY AND RECORD KEEPING

22.1 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, Safety and Emergency Management Committee on behalf of the Executive.
- Information Sheets and Guidance.
- Local College / Professional Service Health and Safety Policies, Procedures, Rules and information.
- School health and safety procedures.

22.2 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.

23.0 TRAINING

23.1 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, with refresher training provided as required.

23.2 Colleges and Professional Services must provide suitable instruction training and supervision so that staff are competent to undertake their roles and duties.

23.3 Everyone, including members of Council, Executive, Heads of College, Directors of Professional Services, Heads of School and Supervisors shall attend appropriate training and/or receive suitable information as is required and appropriate for their roles.

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

23.5 Keep, as appropriate, records of University and / or College / Service provided Inductions and formal health and safety training.

24.0 POLICY REVIEW

24.1 The University's Health and Safety Policy and Arrangements will be reviewed periodically by the Health, Safety and Emergency Management Committee. This shall

normally be at least every three years or following significant changes.

25.0 COMMUNICATION

25.1 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 their staff, students and to 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 e.g. Risk Assessments, Codes of Practice, Policies and Procedures.

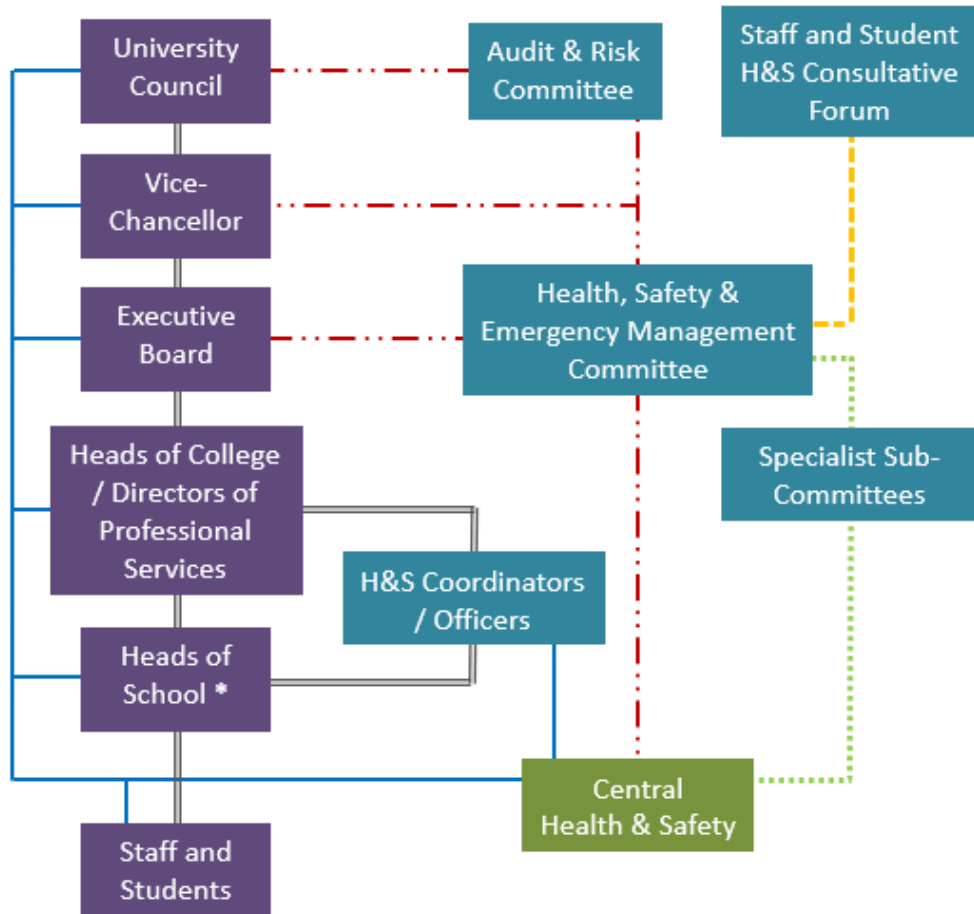
Records of staff and student Inductions must be kept by the relevant College and Professional Service.

25.2 For Contractors, the employing College / Professional Service shall provide appropriate health and safety information, pertinent to the level of risk and hazards likely to be encountered.

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

Appendix 1

Managerial and Committee Organogram



- . . . Health, Safety & Emergency Management Committee Reporting Line
- Specialist Committee Reporting Line
- — — Direct Managerial Reporting Line
- - - - - Consultative Forum
- — — Supported / advised by Health and Safety (HS)
- * As applicable