



**COLLEGE OF HUMAN SCIENCES
HEALTH, SAFETY & ENVIRONMENTAL POLICY**

This document details the statement of responsibilities in order for the College of Human Sciences to fulfil the requirements of the University's Health, Safety & Environmental Policy.

The Policy Standard applies to:

- College of Human Sciences.
- All component Schools.
- All constituent Research Groups and Centres.
- Staff and students.
- Visiting Academics and all other visitors to the College and / or its Schools.

Approved by Dean of College	
Signed	

Date of Next Review	
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STATEMENT OF RESPONSIBILITIES FOR HEALTH, SAFETY AND ENVIRONMENT

1. DEAN OF COLLEGE

The Dean of College of Human Sciences is accountable to the Vice-Chancellor for all aspects of the College’s performance and activities, including health, safety and environmental impacts. As the most Senior Manager, the Dean is the champion for good practice and participates in health and safety inspections, as applicable.

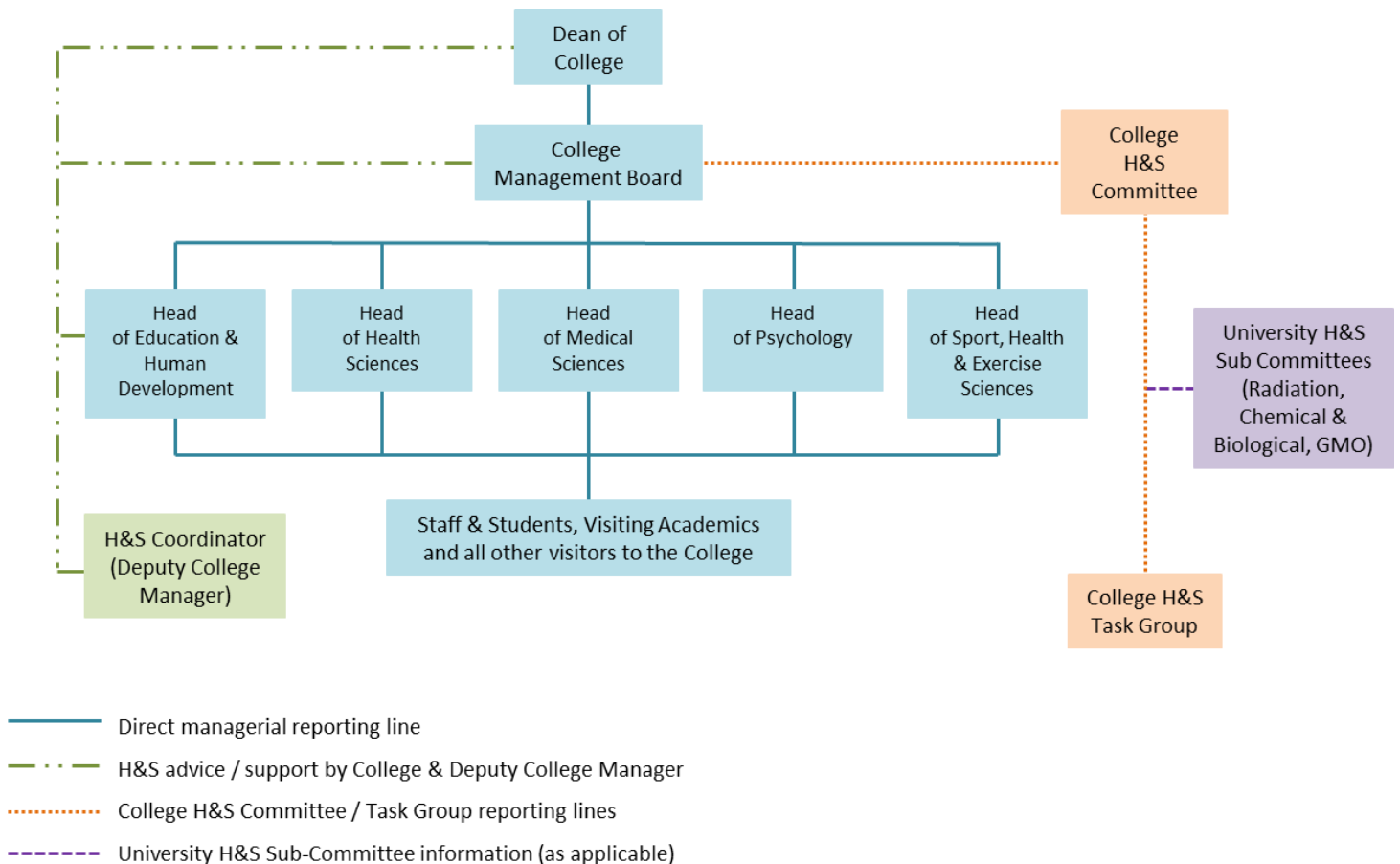
As with other aspects of College activities, many duties and responsibilities are delegated throughout the College and this Policy, together with individual School and constituent Research Group and Centre procedures, seek to make clear what is expected from each of us.

Specific duties and responsibilities of the Dean are detailed in Section 7 of the University’s Health, Safety & Environmental (HS&E) Policy and which the College’s performance is measured against.

ORGANISATION CHART

The College consists of the following Schools: Education & Human Development, Health Sciences, Medical Sciences, Psychology and Sport, Health & Exercise Sciences.

A simple organization chart of health, safety and environmental responsibilities is as follows:



2. COLLEGE MANAGEMENT BOARD

The College Management Board is the College's management group (which includes Heads of School and the College H&S Coordinator) and supports the Dean in ensuring the College is suitably managed.

Health, Safety and the Environment is a standing agenda item at each College Management Board. General health, safety and environmental matters which cannot be resolved at a local level or which have potentially significant implications across the College would normally be raised and minuted at the College Management Board. The Board usually meets each month.

3. COLLEGE HEALTH, SAFETY & ENVIRONMENT COMMITTEE

The College Health, Safety & Environment Committee meets, as a minimum once a year and reports to the College Management Board.

As per the Committee's 'Terms of Reference' the Dean would normally Chair the Committee with each School and Staff Group represented. A student and Trades Union representative(s) should also be invited as required.

A key objective of the Committee is to annually review the Overview Risk Assessment and confirm the College's Management Systems are delivering suitable health, safety and environmental standards.

4. COLLEGE MANAGER & DEPUTY COLLEGE MANAGER

The College Manager and Deputy College Manager will ensure that appropriate resources are available to manage health, safety and environmental risks and incorporate health, safety and environmental risks into the College Business Risk Register.

As the Line Manager, the College Manager oversees the work of the Deputy College Manager who is the College's nominated H&S Coordinator.

5. COLLEGE H&S COORDINATOR

The Deputy College Manager is appointed by the Dean to act as the College H&S Coordinator and is accountable to the Dean for overseeing and advising on general health, safety and environmental (HS&E) arrangements. The H&S Coordinator (either directly or through delegation of tasks to members of the College H&S Task Group) will:

- i. Support the Dean and other members of the College on matters of health, safety and environment and assist with the implementation of the agreed management system.
- ii. Ensure the Annual College HS&E Return is completed.
- iii. Produce, update and maintain the College's Overview Risk Assessment, and associated action plan.
- iv. Monitor and ensure the delivery of an appropriate schedule of documented H&S Inspections.
- v. Receive a copy of all Accidents & Incident Reports, investigate, review and identify trends as appropriate, ensuring any actions are completed.

- vi. Provide a summary report of relevant HS&E information (e.g. Inspection Reports, Accident & Incident Reports) to the Dean and College HS&E Committee.
- vii. Confirm all new staff and students receive an appropriate Induction into the College's procedures, informing them of relevant health, safety, environmental, ethical and other compliance measures and arrangements.
- viii. Ensure appropriate controls are in place for all Biological, Human Tissue and Genetic Modification, Electro Magnetic Fields (EMF), Lasers and Ionising Radiation (open sources and X-rays) work across the College.
- ix. Act as the Statutory Compliance Coordinator for the College to ensure required Statutory Notifications and / or Licences or Permits are in place for the materials to be used and activities to be undertaken.
- x. Ensure that health and safety risks associated with research and teaching projects involving the use of human participants are fully assessed.
- xi. Advise the College Manager on HS&E risks for inclusion in the College Business Risk Register.

6. COLLEGE HEALTH & SAFETY TASK GROUP

Health and safety responsibility is embedded across the College Structure. Staff are nominated within each School / Group to support the H&S Coordinator. In general, nominated staff will, as agreed with the H&S Coordinator and detailed in the 'Terms of Reference' undertake day-to-day tasks to ensure implementation of the HS&E management system.

The College Health & Safety Task Group meets twice a year and reports to the College Health, Safety & Environment Committee. If anything arises that needs to be approved by the College Health, Safety & Environment Committee another meeting, in addition to the scheduled one a year will be arranged. The College Health and Safety Task group ultimately reports to the College Executive/Management Group.

7. HEADS OF SCHOOL

Heads of School will ensure this College HS&E Policy is supplemented by appropriate School HS&E Procedures that support and implement the College's requirements and applicable University health, safety and environmental policies and guidance. Arrangements include:

- i. Confirm relevant HS&E information, training, instruction, supervision is provided to staff, students and visitors.
- ii. Identify local training and competence requirements for all staff; such should include Principal Investigators, Supervisory/Lecturing staff, fieldwork leaders, specialist support and research staff and health and safety support staff.
- iii. Participate in the schedule of local H&S Inspections, taking action where appropriate.
- iv. Confirm Risk Assessments are undertaken for all activities where there is potential for a significant risk. *Section 8 of this Policy details who is responsible within each academic and research area for ensuring suitable and sufficient Risk Assessments are produced.*

- v. Ensure all accidents, incidents and near misses are reported, via the nominated School contact to the H&S Coordinator.
- vi. Allocate sufficient resources to manage HS&E risks.
- vii. Consider HS&E responsibilities as part of the PDR process that should identify training needs and how these met.
- viii. Meet with the local H&S Coordinator at appropriate intervals, with relevant School HS&E information raised within the School / College meeting structure.

It is expected health, safety and the environment is a standing agenda item on School Board of Studies.

8. SUPERVISORS (INCLUDING ALL ACADEMIC STAFF)

Members of staff and others who act in a supervisory role, such as Principal Investigators, Academic staff, Link Lecturers and Fieldwork 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 and/or leadership capacity include Academic staff in their role as supervisors of students and other staff in the context of teaching and research, or during other directed activities.

Supervisors are required to ensure suitable health, safety and environmental controls are in place for the activities they control or direct and, where appropriate, ensure a suitable and sufficient Risk Assessment has been undertaken and the findings and controls communicated to all those affected.

Every person who supervises must ensure that they know and understand their responsibilities under the relevant legislation, Risk Assessments and appropriate Health, Safety and Environmental Policies and procedures.

MODULE ORGANISERS

Responsibility for Academic & Research Activity Risk Assessments		Responsibility
8.1	<p>Taught Modules: Module Organisers will ensure that suitable health and safety information is contained in the Module Handbook/Blackboard Site. Where no significant health, safety or environmental risk arises from the Module a simple statement to this effect would normally be included in the module documents.</p> <p>If specific Risk Assessments are required (due to a potentially significant risk being evident, including fieldwork and practical elements), these shall be forwarded electronically to the Head of School who will seek the advice of the H&S Coordinator if required.</p>	Module Organiser
8.2	<p>Student Projects: Academic Supervisors will ensure that suitable and sufficient Risk Assessments are undertaken for all student Projects, as appropriate.</p>	Academic Supervisors

	When an Academic Supervisor approves a project proposal they should be content that there are no significant uncontrolled health, safety and environmental risks from the activities and that the work has Ethical Approval where required.	
8.3	<p>Research:</p> <p>As part of developing proposals staff are required to consider any potential health, safety and environmental implications to staff and participants. The financial resources required to ensure that the research complies with all health, safety and environmental requirements (e.g. need for specialist advice, SSSI restrictions, personal safety) must be assessed and included in funding applications.</p> <p>Where research activity is undertaken the Principal Investigator will ensure, where appropriate, that suitable and sufficient Risk Assessments are in place and that the work has Ethical Approval where required.</p>	Principal Investigator
8.4	<p>Partnerships with non- Bangor University Organisations:</p> <p>All such partnerships must be notified to the Head of School who will seek advice accordingly.</p>	Partnership Lead
8.5	<p>Placements UK</p> <p>The College implements the University’s Procedure for Placement Learning (Quality) and the health and safety procedures listed therein. A member of University staff will oversee the process to ensure the Placement Provider has appropriate arrangements in place to facilitate the Placement and ensure suitable and sufficient Risk Assessments are in place. This includes identifying a key contact at the Placement to support the process.</p>	University Staff (eg Link Lecturer)
8.6	<p>Placements Overseas – not sure of arrangements</p> <p>As 8.5 above. In addition, the requirements of the University’s Overseas Travel Policy and other specific requirements of Overseas Placements will be followed.</p>	As 8.5 above

9. ALL STAFF AND STUDENTS

Every member of staff must understand the responsibilities delegated to them for tasks such as the completion of Risk Assessments and responsibility for their area or activities.

Every University employee and student must comply with the rules and requirements set out in the University’s HS&E Policy, the College HS&E Policy and other Policies and guidance relevant to their School and the activities undertaken.

All new staff and students should receive an Induction and be provided with the necessary instruction, information and training required to perform their duties or studies safely. For

members of staff, health and safety Induction and / or development training requirements should be discussed at their PDR, as appropriate.

Staff and students are expected to:

- i. Behave responsibly and take reasonable care for the health and safety of themselves and other persons who may be affected by their actions or inactions.
- 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. Comply with the health and safety rules, policies and instructions, both spoken and written issued to them.
- v. Cooperate in all areas of health and safety and where necessary, coordinate work to ensure others are not harmed or put at risk by their activities.
- vi. Co-operate with others to enable them to carry out their own health and safety duties.
- vii. If travelling overseas, assess the risks and arrange University Travel Insurance via the on-line Travel Insurance system with notifications sent to relevant staff.
- viii. If driving a hired vehicle arrange the necessary insurance and provide a copy of driving licence to the College Road Finance Hub.
- ix. Report to supervisory staff any situation, working practice or procedure they suspect is potentially hazardous.
- x. Report all accidents and incidents to the nominated School contact.
- xi. Consider the environmental implications of their actions.

10. JOINT CONTRACTS

Those who are employed by others but who have joint contracts with the College/University should, whilst undertaking duties at / or for Bangor University, be treated as members of University staff in respect of health and safety and be provided with appropriate supervision, Induction, instruction and information.

11. STAFF AND STUDENTS WORKING AT OTHER PREMISES

Staff and students who work at non-Bangor University premises, e.g. as a Visiting Academic, NHS Placement or part of a Knowledge Transfer Partnership, must ensure they appraise themselves of local health, safety and environmental arrangements. This includes receiving an H&S Induction on local health, safety and environmental controls and provision of, and briefing in relevant Risk Assessments.

Concerns regarding health and safety whilst working at other premises should be reported immediately to the University (e.g. Line Manager, Link Lecturer) and the Health and Safety Contact at the premises concerned. Employing Colleges are reminded that they retain responsibility for the health and safety of members of staff and students working away from University premises.

Staff who are permanently based at other premises, or based there for significant periods, should discuss their health and safety needs and arrangements with the College H&S Coordinator, who will confirm local arrangements (including liability insurances).

12. HONORARY APPOINTMENTS

All honorary appointees shall be treated as staff and in turn will have the same health, safety and environment responsibilities as staff.

13. VISITING ACADEMICS, WORK / STUDY PLACEMENTS (18+) TO THE COLLEGE

Visiting Academics and those on placements must be afforded the same degree of protection against risks to their health and safety as employees and students of the University.

Visiting Academics and placements hosted at the College, must be authorised by the Head of School and must follow University, College and School health, safety and environmental procedures and arrangements. The person inviting the Visiting Academic / person on placement, will be considered to be responsible for the person and must ensure suitable health and safety arrangements are in place. This includes providing suitable health and safety information, supervision and training to enable them to undertake their work safely and in accordance with College and School Rules.

WORK EXPERIENCE AND PLACEMENTS (UNDER 18)

The relevant Head of School must approve all Work Experience and Placements of children and young persons (under 18) with Human Resources (HR) informed following approval. The member of staff facilitating the Work Experience / Placement must prepare relevant paperwork (includes an appropriate Risk Assessment) with copies provided to HR and the Head of School. The Head of School must ensure an appropriate member of staff is appointed to supervise the young person for the duration of their Work Experience / Placement.

14. VISITORS

Visitors to the College are generally the responsibility of the School they are visiting and necessary safeguards and arrangements must be in place to ensure their health and safety.

In normal circumstances, the day-to-day controls already in place will be sufficient. Visitors should receive health, safety and environment information appropriate to the level of risk.

15. CHILDREN

i. OF STAFF:

Permitted to bring their children to their offices if experiencing unforeseen temporary childcare difficulties. The Head of Schools Office must be informed and the child must be supervised by their parent at all times. Risk Assessments concerning children in College buildings must be consulted and the control measures stated adhered to.

ii. OF STUDENTS:

Except in the following circumstances, children of students must have prior written permission from the relevant Head of School if visiting any College area. Children must be supervised by their parent / guardian at all times:

- a. When students are handing in coursework at designated handing in points.
 - b. When students are visiting a member of College staff in their office.
- iii. **VISITS BY SCHOOLS / OPEN DAYS AND / OR OTHER COLLEGE / SCHOOL LED EVENTS:**
In addition, to the requirements detailed in Section 16, staff and students leading events which children will attend must also account for the lack of maturity and experience of children, addressing the need for appropriate supervision ratios and which considers specific guidance for individual College buildings.

16. ARRANGING AND HOSTING EVENTS

A suitable member of staff or student must be nominated as the 'Event Coordinator / Lead' to ensure all necessary health, safety and environmental measures are in place. This includes:

- a. Informing the Head of Schools Office.
- b. Review and updating (as required) the general Events Risk Assessment to ensure pertinent to the activities to be undertaken, the location of the event and the attendees profile (e.g. age, numbers, specific needs).
- c. Communicating the Risk Assessment to relevant persons and confirming that actions have been addressed.
- d. Undertaking appropriate checks (e.g. Public Liability Insurance, Risk Assessment) of any 3rd Party Provider appointed to provide a service.