



LIVERPOOL
HOPE
UNIVERSITY

1844

HEALTH AND SAFETY POLICY

Responsibility for Policy:	Health and Safety Advisor
Approved by and date:	University Council 5 th July 2023
Frequency of Review:	Three Yearly
Next Review date:	July 2026
Related Policies:	Health and Safety Codes of Practice
Originally Approved	University Council 3 rd July 2012
EIA:	NA

HEALTH AND SAFETY POLICY

1. Liverpool Hope University operates within its [mission statement](#) and aspires to be a welcoming, hospitable and caring community. To ensure the University continues to provide a safe and nurturing environment to stimulate and foster the scholarly advancement of its students and provide a healthy workplace for its staff, the University takes its responsibilities with regards to health and safety seriously. The Health and Safety at Work etc. Act 1974 requires the University to ensure, so far as reasonably practicable, the health, safety and welfare of its employees, and requires it not to put anyone at risk as a result of its activities. The University's policy is not only to comply fully with the Health and Safety at Work Act but to act proactively to prevent injury, ill-health, damage and loss arising from the University's activities. All risks, other than trivial risks or risks arising from routine activities of everyday life, shall be assessed and the appropriate precautions specified and recorded.
2. Health and safety is an important part of the duties of all members of staff. In particular, any member of staff who is in charge of students, visitors or fellow staff members is responsible for the health and safety of those people. Those with such positions of responsibility must help encourage a commitment to health and safety, and encourage everyone, staff and students, to adhere to good safety practice.
3. Health and safety depends on all staff working together as a team. The University expects staff and students to recognise that they have a clear duty to:
 - a. take care for the health and safety of themselves and others;
 - b. co-operate fully with health and safety arrangements made by the University.
4. The Health and Safety at Work Act 1974 imposes a duty on all employees at work to take reasonable care of themselves and of other persons who may be affected by their acts or omissions at work. The provision of this policy in no way limits or reduces that responsibility.
5. Fire Safety is an integral part of health and safety. The University has identified that fire is one of the University's biggest risks. As such, the University has developed a separate Fire Safety Policy. The general principles of responsibility set out in this Health and Safety Policy shall apply in all respects to the Fire Safety Policy and the management of fire safety within each Department/Faculty.
6. The University Codes of Practice set out on the University Health and Safety web pages are health and safety guidance documents containing specific health and safety information including operational procedures. The Codes of Practice should be observed by all members of the University community. Where specific modifications are required these should be agreed with the relevant Dean / Director and the University's Health and Safety Advisor.
7. The responsibilities set out in this document are to ensure that no activity is pursued without prior consideration of the safety aspects, and that an activity which cannot be carried out to an adequate safety standard should not be carried out.

8. University Council and University Senior Executive Team (USET) are committed to providing the financial and physical resources necessary to ensure that health and safety is maintained. All budget holders are responsible for ensuring that there are resources allocated for health and safety arrangements.

Senior Responsibility for Health and Safety

9. It is the responsibility of University Council to ensure that health and safety statutory duties are being met and appropriate standards applied. It is essential therefore, that health and safety is managed as an integral part of corporate governance. University Council must ensure that they receive sufficient information on the status of University health and safety management systems to satisfy themselves that all statutory requirements are being met.
10. The overall and ultimate responsibility for operational health and safety at Liverpool Hope University is with the Vice Chancellor. The Vice Chancellor is responsible to the University Council for putting into effect and enhancing the University's operational policies such as that of health and safety. The Vice Chancellor is responsible for achieving the objectives of this policy and amongst other things, the Vice Chancellor's responsibility is to ensure:
 - a. that managers know and undertake their individual responsibilities regarding health and safety; and
 - b. that the requirements of health and safety legislation and University policy are met.
11. The Executive Director of Finance, Services and Resources is responsible to the Vice Chancellor on a delegated basis for the general oversight of health and safety policy.
12. The Director of Personnel is responsible for ensuring co-ordination of such policies and practice across the University and will escalate significant issues to the Executive Director of Finance, Services and Resources for consideration as part of USET.
13. The Director of Personnel has management responsibility for the Health and Safety Advisor. Together, this team oversees health and safety compliance and provides an advisory role to those with health and safety responsibilities to ensure health and safety arrangements in place are effective. The team also draws upon the advice and training facilities of a specialist health and safety consultant as and when the need arises.

The Management of Health and Safety

14. **For Academic departments, immediate responsibility for ensuring the safety of staff, students and others who may be affected by School's activities resides with the Dean as Head of School or the Head of Department.** Heads of School / Department should satisfy themselves that their areas of responsibility have suitable and sufficient arrangements in place to meet all statutory requirements.

15. For the purposes of this policy any reference to Senior Manager means any Dean as Head of School or Head of Department. For non-academic department, this will refer to Directors or Heads of Service.
16. The Senior Manager has responsibility for health and safety in their respective areas. As budget holders they are responsible for ensuring health and safety so far as reasonably practicable. The extent of delegation may vary and should be established locally but Heads of School or Department cannot delegate their overall responsibility and must ensure that proper arrangements are in place.
17. **For all Professional Servicest departments, the relevant USET Team member is responsible for ensuring the safety of staff, students and others who may be affected by a department's activities.** All budget holders are responsible for ensuring health and safety so far as reasonably practicable. Managers have the main responsibility for health and safety across their department. The extent of delegation may vary and should be established locally but Managers cannot delegate their overall responsibility and must ensure that proper arrangements are in place.
18. To ensure that health and safety responsibilities are being met, USET members and Heads of School, are expected to:
 - a. Produce a School or Department health and safety policy (where it is reasonable to do so) which sets out the local organisation and arrangements to meet all statutory and University Policy requirements.
 - b. Establish a health and safety standing item on the agenda for each School management team meeting or departmental/team meeting.
 - c. Ensure that procedures for producing suitable and sufficient risk assessments are properly integrated into every School or department's management systems.
 - d. Ensure that health and safety training needs are identified and that suitable training is provided.
 - e. Allocate the necessary resources, both in terms of time and financial resources, to staff with health and safety as part of their role.
 - f. Ensure that the responsibilities below in relation to Heads of School and Heads of Subject are carried out suitably and sufficiently.
 - g. Bring to the attention of the Health and Safety Advisor any health and safety matter that cannot be dealt with at School/ Department level.
19. The Senior Manager is responsible for the adoption of the University Policy within their area of control. The Senior Manager must demonstrate visible commitment by acting in the following way:
 - a. Accept their own responsibility for health and safety, and encourage colleagues to do the same.
 - b. Implement the local health and safety policy based on institutional requirements and their own assessment of the risks inherent in the work of their School or Department
 - c. Ensure that risks to health and safety are assessed and regularly reviewed to a reasonable and consistent standard, and that appropriate control measures and safe systems of work are used. Where significant, risks

should be assessed in writing using the University pro forma and should be communicated to all of those who are involved in the activity.

- d. For academic departments, ensure their staff provide appropriate supervision of students, based on risk assessment.
- e. Ensure that the health and safety of staff, students and the general public are not adversely affected by the activities of their subject or department, and that adequate resources are provided to achieve this.
- f. Allocate the necessary resources, both in terms of time and financial resources, to staff appointed to carry out a health and safety role.
- g. Provide the necessary information, instruction and training to enable staff to perform their job in a safe manner.
- h. For academic areas, make health and safety training a core element of departmental teaching at all levels, identifying safety training needs when necessary. Staff and students must be trained in safe practices relevant to their work; basic health and safety induction is given to new starters in their first week; and a health and safety training record is kept.
- i. Put in place a system to ensure that all new staff, research students and undergraduate students with practical projects do not start practical work, fieldwork or a placement until they have signed an acknowledgement of a suitable safety code and a risk assessment has been carried out for the work they are about to start.
- j. Ensure that hazards and defects outside the control of the School/ Department are reported to the Estates help desk or to whoever is responsible for removing the hazard.
- k. Ensure that all hazardous substances are assessed in accordance with the Control of Substances Hazardous to Health Regulations, and are stored, used and disposed of in a safe manner.
- l. Put in place arrangements for ensuring that all accidents are reported using the University Accident Report Form process. Ensure that all incidents/near misses where injury or damage might have occurred, are investigated with the aim of preventing recurrence and reported to the Health and Safety Advisor.
- m. Activities within the School or department and health and safety arrangements are monitored, and areas occupied by a Department are inspected formally at intervals not greater than six months.
- n. Ensure that any matter brought to their attention by Safety Coordinators or the Health and Safety Advisor team is given prompt and appropriate attention.
- o. Provide as appropriate, correct personal protective clothing to all persons under their control.
- p. Ensure that machinery and equipment is safe and, where appropriate, any necessary safety appliances are used. The electrical safety of portable

appliances must be checked regularly in line with any relevant recommendations.

- q. Abide by the University's Fire Safety Policy and ensure that all proper fire precautions are observed and adequate numbers of Fire Marshals are appointed within the area occupied by the School/ department.
 - r. Have in place suitable deputising arrangements to ensure that safety responsibilities are fulfilled when individuals are absent.
 - s. Take personal action to suspend or stop any activity that is dangerous or not carried out within University Policy.
 - t. So far as it is reasonably practicable, ensure all contractors engaged by the School/ department are adequately supervised and conduct their work in accordance with:
 - The specified terms of contract
 - Agreed method statements and risk assessments
 - Statutory regulations and University policy.
 - u. Actively monitor health and safety performance by receiving regular updates on departmental health and safety related occupational ill-health issues/accidents/incidents and health and safety inspections/ investigations.
 - v. Bring to the relevant USET member any breach of statutory requirements which cannot be dealt with effectively at School level.
- 20.** In multiple occupancy buildings, areas not under the control of individual subjects/ departments (i.e. common user areas) are the joint responsibility of the department occupying the building together with the Estates Team who carry out periodic inspections of the buildings.
- 21.** All supervisory staff (for example Senior Academic staff, Administrative Managers, Team Leaders etc) will:
- a. Be fully familiar with the University and local Health and Safety Policy and understand and apply it within all areas of their responsibility
 - b. Ensure staff are trained to enable them to carry out suitable and sufficient risk assessments, where required
 - c. Ensure that their staff operate in accordance with the University and local Health and Safety Policy, as relevant to their work.
 - d. Ensure that they and their staff are trained in the principles, operations and emergency procedures necessary for health and safety.
 - e. Ensure the competence and training of their appointees to allotted tasks
 - f. Ensure that safe working practices within a safe working environment are used by all staff

Safety and the Individual

- 22.** Safety cannot be guaranteed unless each individual student and member of staff is prepared to share this responsibility and do everything in their power to prevent injury to themselves and others.
- 23.** It is the duty of all employees, including volunteers, to:
- a.** make themselves familiar with the Health and Safety Policies of the University and of the School/Departments in which they are employed, and shall be fully familiar with sections of these policies which directly affect their particular activities;
 - b.** use safe working procedures at all times;
 - c.** use personal protective equipment on all necessary occasions;
 - d.** report accidents and potentially dangerous incidents to the Health and Safety Advisor or Safety Coordinator and co-operate fully in investigations which are carried out to prevent recurrence;
 - e.** report unsafe or unhealthy working conditions to their Manager or Head of School;
 - f.** accept individual responsibility to take all reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions;
 - g.** co-operate with the University so far as is necessary to enable it to comply with its legal duties;
 - h.** undertake all health and safety training which is deemed necessary by their Manager/ Head of School to secure the health, safety and welfare of their fellow employees or anyone else affected by their actions while at work;
 - i.** not intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare;
 - j.** conform to all instructions, written and oral, given to ensure their personal safety and the safety of others; and
 - k.** maintain tools and equipment in good condition, reporting any defects to their Manager/Head of Department /Head of School.

Students

- 24.** All students shall at all times, whilst they are on University premises or taking part in University activities follow this Health and Safety Policy and comply with any health and safety instructions given to them.
- 25.** Students shall:
- a.** not, without the consent of the member of staff in charge of the areas or activity, introduce any equipment for use on University premises, alter any fixed installations, alter or remove health and safety notices or equipment,

or otherwise take any action which may create hazards for persons using the premises or employees of the University;

- b. at all times, whilst in residence in University property, comply with all fire, safety and security procedures as laid down in the conditions of residence;
- c. not, intentionally or recklessly, interfere with or misuse anything provided by the University in the interests of health, safety or welfare;
- d. conform to all instructions, written and oral, given to ensure personal safety and the safety of others;
- e. use protective or specialist clothing as required and shall use all safety equipment available;
- f. maintain tools and equipment in good condition, reporting any defects to their supervisor or the member of staff in charge of the activity or facility; and
- g. report all occupational ill-health issues/accidents/incidents, whether or not injury is sustained, to their supervisor or the member of staff in charge of the activity or facility.

Visitors and Volunteers

26. For the purpose of this policy, the term 'visitor' covers any individual brought onto University premises who is not employed by the University, be they a consultant, a guest, a delegate, volunteer or else. It is the responsibility of the most senior employee who has invited the visitor to the University ("the Responsible Employee") to make sure that the visitor is made aware of the applicable University Health and Safety Policies. It is also the Responsible Employee's duty to ensure, so far as it is reasonably practicable, the health and safety of the visitors under their control. The above instructions applicable to students (as set out in paragraphs 21 and 22) are equally applicable to all visitors and Responsible Employees should make visitors aware of this.

Ensuring Implementation of University Health and Safety Policy

27. The Health and Safety Advisor is responsible for the coordination of safety matters throughout the University and responsible for advising members of the University and members of the University Council on any matters regarding health and safety. This responsibility includes:
- a. Devising and producing health & safety related policy documents.
 - b. Auditing compliance with the University Health and Safety Policy.
 - c. Acting as the point of contact for any health and safety related advice for senior management.
 - d. Liaising with relevant statutory bodies on matters regarding health and safety and fire safety.
 - e. Reviewing all applicable legislation and codes of practice and advising on the implementation of any regulations regarding health and safety which may affect the University. Providing information to staff on relevant changes in health and safety regulations and statutory requirements.
 - f. Carrying out investigations into serious accidents and dangerous

occurrences. Preparing reports as required for the relevant authorities (internal and external) in the event of a legally reportable accident or other incident. Maintaining a database of all accidents occurring at the University. Preparing reports on accidents and incidents for the Health & Safety Consultative Committee.

- g.** Advising on, and where necessary, implement training for University staff on health and safety matters.
- 28.** The Director of Estates acting via the Executive Director of Finance, Services and Resources is responsible for providing and maintaining fixed assets that are “fit for purpose” and conform to legal requirements. Health and safety responsibilities include:
- a.** implementing effective operational safety policies;
 - b.** ensuring that the management of assets and systems complies with health and safety requirements;
 - c.** working with the Executive Director of Finance, Services and Resources who is Responsible Person for fire safety;
 - d.** validating proposed changes to assets, operating practices or modifications to maintenance regimes;
 - e.** ensuring health and safety requirements are met for all contracts and projects;
 - f.** planning safe access and egress;
 - g.** assuring appointed contractors are competent and have management systems for effective control of health and safety;
 - h.** assuring implementation and application of health and safety policies across the Estates Team;
 - i.** conducting general campus inspections identifying any health and safety Estates related issues; and
 - j.** monitoring and reviewing the effectiveness of health and safety management systems that impact upon the Estates Team responsibilities.
- 29.** The Campus Services staff are part of the Estates Team and play an important role in health and safety at the University. The Campus Managers will, so far as is reasonably practicable:
- a.** ensure the security of buildings including keys, locking up procedures and intruder alarms;
 - b.** manage the health and safety aspects of the security of the University grounds including car parking and traffic control;
 - c.** manage the health and safety aspects in the use of the closed-circuit television system;
 - d.** manage the health, safety and welfare and training requirements of all Campus Services staff including ensuring that all Campus Officers are fully trained in first aid and the use of evacuation chairs;
 - e.** manage the health and safety aspects of the collection and disposal of University waste by Campus Services staff;
 - f.** manage the health and safety aspects of the movement of furnishings and packages as required by the University; and
 - g.** manage any emergency evacuations following the agreed written procedure and being the initial main communication with the Fire Service.
- 30.** Safety Coordinators are members of University staff with health and safety responsibilities. The Safety Coordinators represent staff in consultation with

the University management regarding health, safety and welfare issues. Safety Coordinators may be either Trade Union sponsored or appointed by the University or elected by their colleagues. Safety Coordinators have an integral role to play in relation to the University's management of health and safety and have specific functions as laid down in current regulations and are given duties and responsibilities to represent all members of staff in their areas of responsibility. The Code of Practice for all Safety Coordinators is provided at Appendix A.

- 31.** The Safety Coordinators, nominated Trade Union Representatives and other nominated members of staff come together to form the University Health and Safety Consultative Committee. The Executive Director of Finance, Services and Resources acts as the chair of the Consultative Committee. The terms of reference for this committee are set out in Appendix B.
- 32.** University Council is informed of all relevant health and safety matters via the Council Standing Committee on Health and Safety. The terms of reference for this committee are set out in Appendix C.

Appendix A

Code of Practice for Safety Coordinators

Safety Coordinators would be required to:-

- Assist the Heads of Schools or Managers in their areas of responsibility in all aspects of health and safety.
- Assist with the production of a local safety policy as required by the University Health & Safety Policy.
- Attend regular meetings with the Health and Safety Advisor and be the initial point of contact for health and safety issues within the area of responsibility
- To communicate safety related information from the Health and Safety Advisor or other relevant person.
- To attend the Consultative Committee for Health & Safety.
- Meet with the Head of School or Department at least once per term to discuss safety related issues.
- Be familiar with the hazards in the relevant area and any documentation relating to these hazards such as COSHH and other risk assessments.
- Take a lead role in carrying out and reviewing risk assessments and the formulation of safe systems of work and safe working practices in conjunction with the Head of School or other members of the School or Department.
- Carry out staff safety induction for new members of the School or Department.
- Ensure that accidents, incidents or near misses are recorded and reported to the and to assist in any investigation into these incidents.
- Undertake appropriate modules of the 'Managing Health and Safety and Environmental Risks in Higher Education'/IOSH Managing Safely course and to attend training sessions as required to enable the Safety Coordinator to carry out their duties and responsibilities and to keep up to date with changes in legislation and good practice.
- Carry out a regular 'safety walk around' in their area of responsibility to identify potential safety issues.
- Carry out two formal workplace inspections per year, reporting any significant findings to the Health and Safety Advisor and the Head of School/ Department.

Appendix B

LIVERPOOL HOPE UNIVERSITY

HEALTH AND SAFETY CONSULTATIVE COMMITTEE

TERMS OF REFERENCE 2022/23

The Health and Safety Consultative Committee has been constituted in accordance with the Safety Committees and Safety Representatives Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 for the purpose of consultation on matters pertaining to health and safety between management and union representatives.

Its terms of reference are:

- a. To consult on the appropriateness and adequacy of the University's health and safety arrangements and safe systems of work.
- b. To monitor and review University performance in relation to health and safety at work and consult on the formulation of University policies.
- c. To receive the results of health and safety inspections and audits carried out by the Health & Safety Assistant, internal auditor, the Health and Safety Executive and or other regulatory authorities.
- d. To support and promote cooperation between University staff and students in instigating, developing and carrying out measures to ensure health and safety at work.
- e. To report to the Council Standing Committee on Health & Safety.

Quoracy: A quorum shall be half of the total membership. If the membership comprises an odd number of members, then a quorum shall be the lower whole number e.g. if there are seven members, a quorum shall be 3 members.

Frequency: Meetings shall be held a minimum of three times per year.

CONSTITUTION

Chair to be the Executive Director of Finance, Services and Resources

Membership

Senior Managers representing all areas of the University:

Head of School / Department (on rotation)
Director of Estates
Director of Personnel
Director of IT Services
Director of Student Futures
Estates Services Manager
Director of Student Life

Departmental representatives

UCU representative
Unison representative
Student Union representative
Creative Campus representative
Plas Caerdeon representative
Sport representative
Labs representative
Catering representative
Health and Safety reps (2 on rotation)

Secretary to be provided by the Committee Secretariat

LIVERPOOL HOPE UNIVERSITY

COUNCIL STANDING COMMITTEE ON HEALTH AND SAFETY

Terms of Reference

1. To develop and monitor the implementation of the University's Health and Safety Policy, Safety Management System and the associated procedures and codes of practice.
2. To keep under review the University's compliance with health and safety legislation.
3. To monitor trends in accidents and dangerous occurrences and to consider their implications for the University against national benchmarks.
4. To ensure that the recommendations of inspections and audits carried out by the Health & Safety Manager or external auditor, the Health and Safety Executive (HSE) and other regulatory authorities are implemented.
5. To receive regular reports from the University Management and from the Health & Safety Consultative Committee.
6. To receive annual safety reports from the University's Faculties, Departments and the Students' Union.
7. To provide an annual report to University Council.

Composition At least 3 members of University Council, one of whom is the Chair and another the Vice Chancellor

Current Membership: Revd Canon C Fallon (in the Chair)
 Mr U Russell

 The Vice Chancellor

In attendance Executive Director of Finance Services & Resources (as Chair of the Health & Safety Consultative Committee)
 The Director of Personnel
 Director of Estates (or representative)
 The Head of Legal Services, Governance and Risk as invited advisor

Secretary to be provided by the Committee Secretariat

Quorum: One half of the members of the Committee. If the number is not a multiple of two the quorum will be the nearest whole number below one half.

Mode of Operation: The Committee shall normally meet at least three times per year and shall report to University Council via the minutes.

Delegation of Authority: The Committee shall make decisions within any powers delegated to it by University Council and will report those decisions to the Council.