Health and Safety Policy
The Health and Safety Policy
Statement of Commitment

The health and safety of staff, students, and visitors is of paramount importance to Lancaster University. Our Health and Safety Policy enables the University to operate effectively and allows its staff, students, and visitors to undertake their activities without detriment to their health, safety, and wellbeing.

The University is committed to creating a positive and progressive health and safety culture where employees and students are engaged and proactive in improving behaviours and practices that contribute to a safe and healthy environment in which to work, live, and study.

The University is also committed to ensuring that its Health and Safety policy supports its Institutional Strategy and its People Strategy taking into consideration:

- The protection of its employees and prevention of harm in the design and development of organisational practice and the work environment

and

- Creating a safe and healthy learning environment and integrating health and safety into curricular and extra-curricular learning to support and enhance the student experience

Failings in health and safety can result in harm to individuals affecting both the University’s ability to conduct its business and its reputation. Lancaster University is committed to achieving high standards in health and safety and recognises that this requires the commitment and involvement of all employees at all levels of the organisation. It will support and equip those with legal duties and responsibilities to discharge them appropriately and effectively whilst emphasising individual accountability in matters relating to health and safety.

Members of Council and the Executive accept their responsibility to provide strong leadership on health and safety and expect Deans, Directors and Heads of Departments and all managers to take ownership of health and safety risk and accept responsibility for controlling risk in their area.

Mark E. Smith Vice-Chancellor
Legislative Context

This Policy is the overarching statement on health and safety for the University. This Policy complies with the requirements of the Health and Safety at Work Act 1974 (and other associated legislation). It sets out to comply with the required duty of care placed upon the University. Under Health and Safety Law, a ‘duty of care’ is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.

The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.

This duty of care cannot be delegated away; instead the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision, and feedback.

The duty of care extends to assurance that services provided by others (be they another department of the University or external contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity.

In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff, and visitors.

Policy Statement

Excellence in Health and Safety performance can only be achieved through the application of good practice and positive actions by managers and staff.

The University is committed to achieving the effective control of risk by working to the health and safety management performance standards contained within this policy and which incorporate the sector best practice guidance in leadership and management of health and safety and the health and safety management profile. These relate to:

- Leadership, resource allocation, and consideration of health and safety implications arising from business decisions
- Effective risk control measures and systems
- Competence of those involved in making decisions on health and safety
- Continuous and planned improvement
- Taking corrective and preventative action based on monitoring, auditing and investigating activities
- Clear definition of arrangements
- Encouraging ownership through professional development communication, and consultation

This policy applies to every aspect of the University’s business, including all educational, research, commercial, residential accommodation, recreational and management activities. It applies to University owned companies and subsidiaries.

Further to this, the University recognises its relationship with the Students’ Union. It will encourage the Union to adopt this policy where applicable.
1 Strategic Roles and Responsibilities

1.1 Council
Ultimate responsibility for health and safety within the University rests with the University’s governing body, the University Council.

Council appoints an independent Chair of the Health and Safety Committee who has accountability for seeking assurance on health and safety performance on behalf of Council.

1.2 Vice-Chancellor
Through the delegations set out through the University statutes and ordinances, the Vice-Chancellor has management responsibility for compliance with Health and Safety legislation (in accordance with the approved Council Schedule of Delegation for Health and Safety).

The Vice-Chancellor is accountable to Council for health and safety performance and has the overall executive authority for setting policy for the management of health and safety.

The Vice-Chancellor is the lead executive responsible for setting and recommending the approval of final drafts of University Health and Safety Arrangements to Council;

The Vice-Chancellor has delegated authority for the day-to-day management of the University’s Health and Safety function to the Director of Human Resources and Organisational Development. The Vice Chancellor is a member of Council and is ex-officio on the Council - Safety Health and Wellbeing Committee [C-SHaW].

1.3 Chief Administrative Officer and Secretary
The Chief Administrative Officer and Secretary has the following responsibilities in relation to health and safety in Professional Services and the University’s subsidiary companies.

- Ensuring that strategic plans of sections and units under their control take account of health and safety risks, seeking competent advice when planning new projects
- Ensuring that subsidiary companies established by the University have developed and implemented arrangements for the effective management of health and safety that are consistent with those of the University and reflect the activities of the companies concerned
- Keeping the Vice-Chancellor and the Senior Leadership Team informed of significant health and safety risk in the sections and units under their control
- Ensuring that Directors understand and are competent to carry out their health and safety responsibilities
- Monitoring the implementation of the Health and Safety Policy and Arrangements in the Professional Services and ensuring that Directors are meeting their health and safety management responsibilities
- Monitoring, and where necessary reporting to SHaW, and/or Council, on the health and safety performance of the Professional Services, including the reporting of any significant health and safety issues that cannot be resolved

The Chief Administrative Officer and Secretary is the formal secretary to Council.

1.4 The Deputy Vice Chancellor and Pro-Vice Chancellors
Ensure that due consideration is given to health and safety risks and requirements in strategies and policies for activity within their respective portfolios.

1.5 The PVC Education and the Provost (Student Experience)
Ensure due consideration is given to health and safety risks and requirements in strategies and policies within their portfolio and includes the formal line management of the College Principals.

1.6 Director of Estates, Facilities and Commercial Services
The Director of Estates, Facilities and Commercial Services is responsible for ensuring that all premises used and owned by the University are maintained in a safe condition and fit for purpose, and that statutory requirements relating to buildings, grounds and services are met.

1.7 Director of Human Resources and Organisational Development
The Director of Human Resources and Organisational Development is responsible for ensuring that the University’s Human Resource policies, procedures and codes of practice support the provision of a good working environment and supportive culture to the benefit of employee health and safety and the University.

The Director of Human Resources and Organisational Development is responsible for ensuring Occupational Health services are provided for the University which cover all directly employed members of staff and selected post graduate students who have a specific risk exposure.

1.8 Deans
Deans are accountable and responsible for strategic leadership and management of their Faculty. This includes ensuring the effective implementation of the University’s Health and Safety Policy and arrangements throughout the Faculty.

1.9 The Students’ Union Chief Executive
The Students’ Union Chief Executive is responsible for ensuring compliance with health and safety policies and is empowered to act either in person or through a nominee.
2 Operational Roles and Responsibilities

2.1 Heads of Department and Directors of Divisions
Heads of Department and Directors of Divisions are accountable and responsible for the effective management of health and safety within their areas. They must be aware of health and safety issues within their areas of responsibility and the necessary risk control measures and ensure that these measures are implemented.

2.2 Managers and Supervisors – Including Principal Investigators and College Principals
All managers and supervisors are responsible for the implementation of the University’s Health and Safety Policy and Arrangements in their area of control. Generally, the direct responsibility of managers and supervisors for health and safety is determined by the extent to which they have authority to take action. That is, if they have the authority to make a general decision about some aspects of the work, they are responsible for the health and safety implications of that decision.

2.3 Staff, Students, Visitors and Contractors
Every individual member of staff, student, visitor or contractor has a responsibility to take care of their own health and safety, take due consideration for the health and safety of others, and not interfere with or misuse facilities that are there in the interests of health and safety. Each individual must comply with the University’s policies and standards, and the relevant arrangements for the area or activity.
3 Health and Safety
Technical Support and Advice

3.1 Head of Health and Safety
The Head of Health and Safety reports to the Director of Human Resources and Organisational Development and provides appropriate professional advice and guidance to the University in relation to its duties under the Health and Safety at Work Act and supporting Regulations.

The Head of Health and Safety has authority from the Vice-Chancellor to stop activities that put people at imminent risk of harm.

3.2 University Fire Safety Officer
The Fire Safety Officer is the University’s competent advisor under the Regulatory Reform (Fire Safety) Order 2005.

The Fire Safety Officer role reports to the Head of Health and Safety with a dotted line to the Safety and Compliance Manager in Facilities.

3.3 Department Health and Safety Officers
Department Health and Safety Officers are appointed by the Head of Department or Divisional Director and their appointment will be notified to the University Health and Safety Office.

Departmental Health and Safety Officers support their Head of Department with setting up and keeping under review departmental arrangements for Health and Safety.

Departmental Health and Safety Officers act as the first point of contact locally in their department for advice and guidance on matters of health and safety.

3.4 Specialist Roles
Specialist roles are appointed within the framework for technical support and advice as informed by the University’s hazard profile. Current roles include:

- University Radiation Protection Officer [URPO]
- Radiation Protection Supervisors [RPS]
- Departmental Radiation Protection Officers [DRO]
- Biological Safety Officer [BSO]
- Laser Safety Officer [LSO]
4 Council - Safety Health and Wellbeing Committee [C-SHaW]

The SHaW Committee is chaired by an independent member of Council. The Committee monitors the health and safety performance of the University and provides assurance to Council on these matters. The Committee receives and considers health and safety policy and arrangements for recommendation to approve by Council.

5 Health and Safety Consultative Committee [HSCC]

The University consults with and involves staff on health and safety issues. The Health and Safety Consultative Committee is represented by members of the recognised campus trade unions and is chaired jointly by union and management members in rotation. In addition, the University retains the right to consult with staff or students as appropriate on relevant issues related to health and safety performance. All Faculties and Divisions must have their own Health and Safety arrangements, which provide opportunities for staff and managers to work together on improving health and safety within their respective areas.

HSCC reports to the Vice-Chancellor or their nominee.
6 Students’ Union

The Students’ Union Trustee Board is responsible for the proper running of the Students’ Union and all aspects of its wellbeing, including duty of care and health and safety. In discharging this duty, they are entitled to ask for and expect assistance and cooperation from all other officers, members and staff, and other members and officers of the University.

The Students’ Union Chief Executive is responsible for ensuring compliance with health and safety policies and is empowered to act either in person or through a nominee.

In keeping with its duty of care, the University will give advice and guidance to the Students’ Union in the development of its procedures through liaison with the University Safety Office. This interface provides the opportunity for the University to express decisions and advice from higher committees and to inform and advise on changes and modifications in legislation.

The Students’ Union and the University agree that the University may exercise the power of veto on the grounds of health and safety over any activity occurring within either the University’s grounds and facilities, or where the Students’ Union is acting on behalf of the University.

7 Governance Requirements

7.1 Responsibility
This Policy will be monitored and reviewed every 3 years by the Head of Health and Safety

7.2 Implementation and Communication
The University Health and Safety Policy will be communicated to all staff
- As part of the University Induction
- Within an annual internal communication via the staff intranet
- Be available on the University Intranet pages

8 Supporting Documentation
The University’s Health and Safety Arrangements will support the delivery of the commitment outlined in this document. Arrangements will be supported by this document in relation to the identification of role and responsibilities.