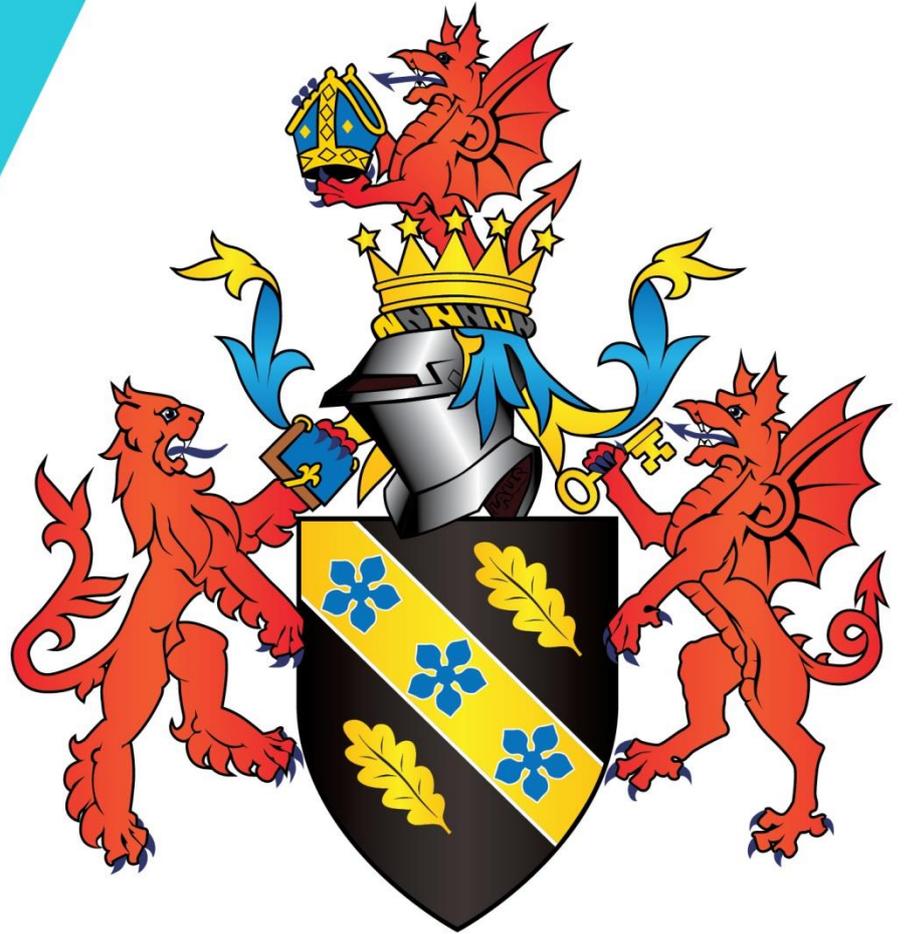




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Health and Safety Policy

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1. Introduction

Under the Health and Safety at Work etc. Act 1974 and Regulations made under it, the University of Wales Trinity Saint David ('the University') has a legal duty to, as far as reasonably practicable, provide a safe and healthy environment to students, staff and others who may be affected by the University's activities.

2. Purpose

The purpose of this policy is to set out the University's intent towards, and the framework by which, it will meet Health and Safety statutory obligations.

3. Scope

The policy applies to all University staff, students and others who may be affected by the University's operations and activities. This policy does not relate to UWTSD Group.

4. Policy

The University commits to:

- Applying top down management commitment to health and safety that permeates throughout the University.
- Preventing injury and ill health.
- Improving safety performance.
- Encouraging everyone across the University to work together promoting a positive safety culture.

4.1. Alignment with University Plans / Policies

In line with University strategic priorities and the key enablers that support their delivery, the University is committed to providing a safe and healthy environment to its students, staff and others who may be affected by the University's operations and activities.

4.2. Managing Health and Safety Risk

Understanding health and safety hazards and their associated risks that may affect the University helps to manage them effectively. This helps protect staff, students and those who may be affected by the University's operations and activities and its' reputation as a whole.

The Technical Compliance and Assurance (TCA) unit works closely with both academic and professional services areas to help them identify the hazards associated with their activities. Through a support and oversight process the TCA will help those areas minimise, manage or eliminate the safety hazards.

Health and safety hazards are managed through a process of risk assessment. This process enables both academic and professional services areas to understand their own hazards and risks, and identify the controls and resources in areas that present the greatest risk.

4.3. Procedures and Standards

Procedures and standards help the University achieve its safety goals by setting out clear minimum safety standards. These include:

- University Health and Safety Policy – which addresses the means by which Health and Safety is managed across the University.



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- Other generic University policies, procedures and standards – sets out the minimum standards to be applied across the University relating to specific Health and Safety topic areas.
- Academic and professional services area local risk assessments / procedures / safe systems of work.

4.4. Roles and Responsibilities

Vice Chancellor (VC)

The VC has overall responsibility for providing a safe and healthy environment for students, staff and others who may be affected by the University's operations and activities. The VC will:

- Be a strong advocate for the University health and safety policy, actively promoting it and ensuring responsibilities within it are being delivered by all staff, students and others who need to understand and follow it.
- Support those who have responsibilities for Health and Safety to ensure the University safety policies and procedures are being followed.
- Plan and provide adequate resources for health and safety in order for the University to meet its' moral and legal obligations to safety.

Operational Leadership Team (OLT)

OLT duties include:

- To scrutinise and approve proposals for new corporate policies or amendments to existing policies, except where such policies are the responsibility of Senate committees or Council. This includes the Health and Safety policy and other policies that directly or indirectly affect the safety .
- To oversee the University's arrangements for equality and diversity, legal compliance, risk management and business continuity.
- To monitor the Internal Audit tracker and approve proposals for amendments to management responses.

Academic Areas / Professional Services

Day to day management of health and safety hazards is the responsibility of the relevant academic area or professional service. Senior Leadership teams for these areas are specifically responsible for:

- Being strong advocates for the University health and safety policy framework ensuring sufficient resource is in place for its delivery.
- Ensuring staff take responsibility for effective day to day health and safety delivery within their own environment by following University and individual area safety procedures.
- Ensuring adequate training and supervision of staff and students takes place so they can undertake their activities safely.
- Apply the risk assessment process to identify any significant risks and to ensure adequate and suitable controls are implemented and maintained.
- Take the lead on investigating and implement learnings for low-level accidents / near misses for their activities.

Estates and Facilities Department



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The Estates and Facilities Department are responsible for sourcing, building, converting and maintaining buildings that are safe by design and provide the services and facilities to create a safe working environment. In particular they will:

- Provide / maintain equipment based on the appropriate risk assessment process.
- Provide the testing and controls required for statutory compliance.
- Deliver robust contractor control procedures.

Head of Health, Safety and Environment

The Head of Safety, Health and Environment, on behalf of the Technical Compliance and Assurance unit, is responsible for:

- Fulfilling the role of 'competent person' for the University.
- Setting a clear and co-ordinated health and safety strategy for the University.
- Developing simple and consistent University-wide safety procedures and standards.
- Aggregating safety performance data and reporting this through the University Health and Safety governance structure.
- Providing support, oversight and, where necessary, challenge to academic areas and professional services on health and safety performance through audit processes.
- Horizon scanning; assessing how legislative changes impact on the University.
- Representing and promoting the University interests externally as well as seeking to understand best practice within and benchmark against safety standards and performance within other HE establishments.
- Take the lead on implementing an audit action plan in relation to external auditors.
- Work with and consult proactively with relevant Trade Unions and their Health and Safety representatives.

All students and staff have health and safety responsibilities to:

- Follow University health and safety policies and procedures.
- Look after their own health and safety and of other staff, students or visitors.
- Report all health and safety accidents, incidents, near misses and hazards.

5. Monitoring

The University will monitor safety performance through:

- the setting of health and safety related targets
- reviewing accident / incident data
- carry out staff health surveillance programme
- carrying out safety audits
- identifying and delivering safety related training,
- seeking and acting on feedback

Safety performance is reported in accordance with committee terms of reference as set out within the Academic Quality Handbook, and outlined within our Ordinances, and measured against the objectives set for continuous improvement as follows:

University Council

University Council provides overall governance oversight on Health and Safety to include:

- a. Monitoring and reviewing the effectiveness of University policies, standards and procedures in relation to current and impending health and safety legislation.



- b. Monitoring the effective delivery of training, communication, collaboration and publicity with respect to health and safety throughout the University.
- c. In relation to the above tasks, receive a Health and Safety report.

Senior Directorate (SD)

The SD will receive the Health and Safety report presented to University Council. SD will also receive an annual Health and Safety report.

Health and Safety Consultative Forum (HSCF)

The HSCF will meet four times a year and attended by key safety stakeholders across the University. The HSCF will:

- a. Review safety performance and compliance across the University
- b. Identify and plan for any safety related emerging risks
- c. Approve new or amendments to University health & safety policies and procedures
- d. Review and make recommendations with regards to safety related training
- e. Consider relevant enforcement activity internal or external to the University
- f. Make recommendations on resources required to deliver the H&S policy framework

6. Misuse of Policy

The University recognises its Health and Safety responsibilities. Breaches by those with defined Health and Safety responsibilities within this policy may be dealt with under the University’s Disciplinary Policies and procedures. Where criminality is detected the University will take relevant and appropriate action.

7. Links to other policies / procedures

Insert hyperlinks to related published policies or procedures.

- [Health and Safety intranet page](#)
- [Human Resources policies](#)
- [Risk Management policy](#)
- [Business Continuity policy](#)

Policy author(s):

CRAIG JONES Job Title: Head of Safety, Health & Environment

Document version control

Version No:	Reason for change:	Author:	Date of change:
1.0	Draft	Craig Jones	
1.1	Draft – review by Executive Policy and Planning Officer	Claire Godden	20.09.18
1.2	Annual review to include changes to University structures and responsibilities	Craig Jones	13.01.20
2.0	Annual review to include changes to University structures and responsibilities	Craig Jones	15.03.21

Current status of Policy: Approved



Is the Policy applicable to: HE

Date ratified: 13/07/2021

Date effective from: 13/07/2021

Policy review date: 13/07/2022

For publication: on UWTSD website / MyDay-

Approval

The policy will be formally considered and approved in accordance with Committee Terms of Reference outlined in the Academic Quality Handbook.

If the policy affects staff, advice should be sought from HR at the outset to ascertain if consultation is required at JCC. HR will also provide advice on the most appropriate stage to consult with JCC and on whether approval by Council is required

ALL policies submitted for approval must be accompanied by a completed:

- [Equality Impact Assessment.](#)
- [Institutional Impact Assessment](#)
- [Privacy Impact Assessment](#)

Prior to submission to committee, authors are asked to consult the Policy and Planning Team who will check that the document complies with University requirements. The Policy and Planning Team will complete the section below.

For completion by the Policy and Planning Team

Please tick to confirm the following:

An institutional Impact Assessment has been completed

An EIA has been completed

A PIA has been completed

Matters requiring consideration by the approving committee: None

