


Health and Safety Policy

The University of East Anglia is committed to providing a healthy and safe working environment for our colleagues, students, and visitors, to continually improve our health and safety management system and to create a culture of leadership, accountability and competency for health and safety. Our Health and Safety Policy formalises this commitment, clearly outlining the responsibilities we all have for health and safety from the University Council and Executive Team downwards and encompasses all members of the University community.

The success of this policy relies on all colleagues' support and cooperation as we all play a role in health and safety.

I would like to thank you in advance for your part in aiming to create a safe and healthy environment in which to work and study.

Professor David Maguire
Vice Chancellor



September 2023

Scope

This policy applies to all staff, students, and visitors of the University in and on all University owned and managed facilities and outside spaces.

Policy Statement

1. UEA will ensure that suitable arrangements are in place to effectively manage all aspects of health and safety relevant to its activities and undertakings. This will include:
 - 1.1. Identifying the priorities and significant risks that need to be managed and controlled.
 - 1.2. Communicating effectively and involving staff and students to ensure that everyone is clear on what is required and to help reinforce a positive culture of health, safety, and wellbeing.
 - 1.3. Providing appropriate information, instruction, training, and supervision to ensure that all personnel are suitably competent and that the arrangements are being followed.
 - 1.4. Providing the resources necessary to meet the University's health and safety obligations.
 - 1.5. Measuring performance to confirm that plans and actions have been implemented, risks are being controlled and aims are being achieved.
 - 1.6. Investigating the causes of accidents, illnesses and health and safety-related incidents or near misses.
 - 1.7. Reviewing performance and acting on lessons learnt to ensure continual improvement of the University's health and safety management system.

Responsibilities

1. University Council, as the Governing Body of the University, bears ultimate responsibility for the health and safety of the University's students, staff, and visitors. The Vice-Chancellor has delegated health and safety responsibilities to Pro Vice Chancellors, Heads of Schools and to the Directors of Professional Services, which is consistent with the delegation of other responsibilities within the University portfolio.
2. As the governing body, Council are responsible for:
 - 2.1. Maintaining a strategic oversight of all matters related to health and safety.

- 2.2. Seeking assurance that effective arrangements are in place to manage risk and that they are working effectively.
3. The Vice Chancellor is responsible (under the Ordinances of the University) for the Executive management of the University and its day-to-day direction. As the strategic leaders of the University, the Executive Team are responsible for:
 - 3.1. Demonstrating the same leadership qualities in health and safety as in their academic/professional fields.
 - 3.2. Leading by example in championing health and safety and allocating sufficient resources to the management of such.
 - 3.3. Communicating and implementing the University's Health and Safety Policies as a demonstration of ownership.
 - 3.4. Communicating the values of Health and Safety across the University.
 - 3.5. Considering the changing context of the University, both internally and externally, and the implications for health and safety.
 - 3.6. Ensuring that non-conformances identified within internal and external reports, audits, inspections and Health and Safety Committee recommendations are addressed.
4. University Safety Services are responsible for:
 - 4.1. Providing professional advice, guidance, and training to the University on matters relating to health and safety.
 - 4.2. Assisting in fostering a positive and proactive health and safety culture.
 - 4.3. Assisting the University in meeting its necessary legislative objectives and helping drive continuous improvement in health and safety.
 - 4.4. Building effective working relationships with senior University managers and their teams to ensure respective health and safety responsibilities are fulfilled.
 - 4.5. Advising on interpretation of health and safety legislation and best practice.
 - 4.6. Conducting internal audits and inspections to check compliance and recommending improvements.
 - 4.7. Providing feedback on the University's health and safety performance to Council, the Executive Team, the Health and Safety Committee and any other interested parties and regulatory bodies as required.
 - 4.8. Provision of support to departmental H&S Officers to enable them to fulfil duties.

5. Occupational Health Service is a third-party contracted service provision managed by the People and Culture Division. The service is responsible for:
 - 5.1. Providing professional advice on occupational health matters.
 - 5.2. Providing recommendations on protecting and promoting health in the workplace.
 - 5.3. Providing appropriate health surveillance and clinical interventions in relation to work activities.
6. Estates and Facilities Directorate are responsible for:
 - 6.1. Addressing health and safety issues relating to the building fabric and fixed plant up to the service outlets in all University buildings, in common areas (i.e. areas not specifically assigned to the management of other Schools or Professional Services) and in plant rooms.
 - 6.2. Addressing health and safety issues relating to all external areas of the University's premises.
7. Pro Vice Chancellors, Heads of Schools & Directors of Professional Services are responsible for:
 - 7.1. Planning and implementing health and safety management arrangements as applicable to their areas of responsibility.
 - 7.2. Ensuring they have a clear understanding and oversight of the operations and activities undertaken in their area of responsibility.
 - 7.3. Ensuring all work activities within their area of responsibility are controlled from a risk management perspective.
 - 7.4. Implementing processes to ensure all activities are appropriately risk assessed and controls are implemented, taking into consideration staff, students, contractors, and visitors who may be affected by actions or omissions.
 - 7.5. Keeping employees informed by monitoring progress and actively seeking their views on improvements e.g., via school or department health and safety committees/meetings incorporating H&S.
 - 7.6. Assessing from the planning stage onwards, the health and safety impact of equipment purchases, course and module development and review, restructures, etc.
 - 7.7. Assigning sufficient resources and competent personnel to address health and safety related issues within their area of responsibility.

- 7.8. Ensuring health and safety competency of staff by addressing relevant health and safety training needs as part of the appraisal process.
 - 7.9. Reviewing the health and safety performance of their school or service and using the information to review planning processes.
 - 7.10. The appointment, in writing, of a School or Departmental Health and Safety Officer (and other specialist officers as necessary) to support them on operational health and safety related matters. Accountability for Health and Safety remains with the PVC, Head of School, or Director of Professional Service.
 - 7.11. Ensuring that no activity is undertaken within their areas of responsibility that involves drilling into, removing, damaging, or otherwise disturbing the building fabric, unless approval has been obtained from the Estates and Facilities Directorate.
8. Academic Supervisors and Principal investigators are responsible for:
- 8.1. Ensuring research projects, teaching and other related academic activity are planned, risk assessed, controlled, and appropriately managed and the costs of implementing health and safety control measures are considered in any funding applications.
 - 8.2. Ensuring students are competent to undertake their planned project work.
 - 8.3. Ensuring student projects are adequately risk assessed and comply with university policies and local procedures.
 - 8.4. Supervising students working on projects, including checking on compliance with the risk assessment and relevant University policies and local procedures.
 - 8.5. Ensuring students are provided with the necessary information, instruction, training, and supervision to ensure safe working practices are adhered to, including emergency arrangements.
 - 8.6. Reviewing project plans with students at regular intervals.
9. Line Managers are responsible for:
- 9.1. Implementing health and safety policies and procedures in their areas of responsibility.
 - 9.2. Taking a proactive approach to health and safety, ensuring staff are competent in health and safety and are consulted regarding the risks associated with the work they undertake.
 - 9.3. Ensuring appropriate risk assessments are undertaken, including for new equipment, course and module activities, travel, etc., and are recorded,

and that staff, contractors and students are following safe systems of work and control measures.

9.4. Ensuring all new equipment is checked for hazards, and users are trained on safe systems of work and risk control measures.

9.5. Taking appropriate action when health and safety is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk or where necessary escalating to senior management, as appropriate.

9.6. Seeking opportunities for continual improvements, regular review of processes and risk assessments, learning from audits, accidents, and near-miss incidents as well as best practice in other areas or the sector.

10. All employees are responsible for:

10.1. Ensuring they understand and comply with University policies and procedures.

10.2. Cooperating with the University by following safe working practices and fulfilling their health and safety responsibilities.

10.3. Taking reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions or the way in which they undertake work activities.

10.4. Raising/reporting any accidents, near miss incidents, work-related ill-health situation, work practice or procedure they consider to be potentially hazardous, or which has been reported to them as such, seeking help where necessary.

10.5. Undertaking all health and safety training and other training relevant to their role.

10.6. Undertaking health and safety duties relevant to their role e.g. DSE Assessor, School / Department Health and Safety Officer etc.

11. All students, Contractors and Visitors are responsible for:

11.1. Taking reasonable care for their health and safety and that of other persons who may be affected by their acts or omissions.

11.2. Co-operating with University staff to help enable them to carry out their statutory and safety responsibilities.

11.3. Using, as instructed, and not misusing in any way, personal protective equipment, clothing, equipment, or materials provided to them by the University or a third party carrying out an activity on behalf of the University.

- 11.4. Complying with any health and safety instructions whether verbal or written, which are issued to them.
 - 11.5. Ensuring they understand any health and safety instructions, training or briefing that they are given and ask for clarification if they don't understand.
 - 11.6. Reporting to their tutor, supervisor, host, or other member of University staff, any situation, work practice or procedure they recognise to be potentially hazardous.
 - 11.7. Reporting any accidents or near-miss incidents they witness or are involved in.
12. The University Health and Safety Committee has been established to implement the principles of consultation and involvement enshrined in both the Safety Representatives and Safety Committees Regulations (1977) and in best practice health and safety management.
- 12.1. The Committee also serves as the Management Review process to review the adequacy and effectiveness of the University's Health and Safety Management System.
 - 12.2. The Committee's remit extends to all aspects of health and safety arising from university activities and is inclusive of students as well as employees.
 - 12.3. The Committee's Terms of Reference and membership can be accessed via the University's Portal:
[University Health and Safety Committee TOR and Membership.pdf](#)
13. The University Health and Safety Consultative Committee also exists to provide a dedicated platform for consultation with employee representatives from the three Trade Unions, UCU, Unison, and Unite on the University's health and safety management arrangements. Terms of Reference and membership can be accessed via the University's Portal:
[H&S Consultative Committee TOR and Membership.pdf](#)
14. Specialist Health and Safety Sub-Committees and groups have been established to provide management review of higher risk specialist work activities such as work with biological agents, genetically modified organisms, and human tissues. Membership of these committees comprises subject matter experts who advise and make recommendations on the management of such work, providing assurance to the University Health and Safety Committee. Employee representatives are included in these committees.
- 14.1. Faculties, Schools, and Professional Services must establish local Health and Safety Committees where their activities and / or services are higher risk.

- 14.2. Faculties, Schools, and Professional Services whose activities are lower risk must establish a Health and Safety Committee or ensure health and safety related issues are raised and discussed during existing management meetings.
- 14.3. Whatever process is implemented, it must clearly be able to demonstrate it is an effective consultation and communication process that is able to feed significant health and safety issues up through the University management structure and where necessary, to the University Health and Safety Committee.
- 14.4. Terms of Reference template, which should be used for Faculty, School or Professional Services' Health and Safety Committees, can be access via Health and Safety Business Partners, or the University's Portal:
[H&S Committee TOR and Membership Template.docx](#)

Governance	Detail
Policy owner	<i>Director of University Safety Services</i>
Underlying University strategy or plan	<i>University of East Anglia Health and Safety Strategy</i>
Underlying legislation	<i>Health and Safety at Work etc. Act 1974</i>
Recommended by	<i>University Health and Safety Committee</i>
Approved by	<i>Executive Team</i>
Effective working date	<i>September 2023</i>
Review date(s)	<i>May 2023</i>
Future review date	<i>May 2026 (3 years)</i>
Supporting operational processes	Health and Safety Management Arrangements
Enquires	Director of University Safety Services
Key web search terms	UEA Health Safety policy