



BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



Health and Safety





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Policy

Health and Safety Policy

Part 1: Statement of intent

Part 2: Responsibilities for health and safety

Part 3: Arrangements for health and safety

Approved by: **Governance Committee / Council**
Version No. **3.8**
Owner: **Estates**

Date first published: **Mar-2010**
Date updated: **Feb-2021**
Review Date: **Sep-2022**

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Part 1: Statement of intent

The purposes of our health & safety policy is to:

- Maintain a safe and healthy working environment for staff and students of the University.
- We will do this by:
 - Seeking to be proactive in preventing accidents and cases of work-related ill health;
 - Manage health and safety risks in our workplace, through regular risk assessments;
 - Provide clear instructions and information, and adequate mandatory and discretionary training, to ensure employees can operate in a safe environment;
 - Provide appropriate personal protective equipment for staff and students to undertake activities safely;
 - Provide a direct communication channel to the Health and Safety Manager if staff need to consult on matters affecting their health and safety;
 - Provide and maintain safe plant and equipment and ensure regular risk assessments are undertaken;
 - Provide appropriate training to ensure safe handling and use of dangerous substances;
 - Implement regular emergency procedures, including evacuation in case of fire or other significant incident to prevent serious harm to individuals or to the University; and
 - Review and revise this policy regularly and ensure that it is being fulfilled.

Maggie Galliers CBE
Chair of Council

Professor Nick Braisby
Vice Chancellor and Chief Executive

Part 2: Responsibilities for health and safety

University council

- 1 As the University's governing body, Council carries ultimate responsibility for the health and safety of employees, students and other individuals whilst on the university's premises and in other places where they might be affected by the University's operations. Council itself is required:
 - a to satisfy itself that the University has an appropriate written statement of policy on health and safety, and effective arrangements for the implementation of that policy;
 - b to provide an effective mechanism by which employees are consulted on health and safety;
 - c to provide facilities for recognised Trade Unions to appoint safety representatives and to enable them to discharge their responsibilities.
- 2 In discharging these responsibilities, Council has fully delegated to the Vice-Chancellor the delivery of the Health & Safety policy. In any event Council will:
 - a receive regular reports on health and safety from the Health & Safety committee;
 - b be notified of any untoward incidents carrying a major risk to health and safety, of any enforcement action taken against the University by the Health & Safety Executive, the Environment Agency, the Fire Authority or the Environmental Health office and of the action taken in respect of such incidents or enforcement action.

Vice-Chancellor & Chief Executive

- 3 As the principal academic and administrative officer of the University, the Vice-Chancellor has a legal responsibility, alongside Council, for ensuring that the University complies with relevant health and safety legislation and, in particular, for:
 - a ensuring that the University has a general policy on the management of health and safety and that this policy is communicated to all employees;
 - b ensuring that appropriate structures, systems and procedures are in place to secure effective implementation of that policy.
- 4 The Vice-Chancellor also has the authority to take whatever executive action is considered necessary to prevent serious harm to individuals or to the University; in exceptional circumstances, this may include summarily closing down (in whole or in part) particular University buildings, sites, operations or activities.

Chief Finance Officer: Senior Management Accountability

- 5 The Chief Finance Officer acts on behalf of the Vice Chancellor in discharging their responsibilities for the management of health and safety.
- 6 The Chief Finance Officer also chairs the University Health & Safety Committee to ensure effective consultation with employees via their representatives.

Director of Estates & Facilities and Health & Safety Manager

- 7 The Health & Safety Manager reports to the Director of Estates and is responsible for the delivery of the health and safety programme, and in particular for ensuring:
 - a that other individual colleagues understand their responsibilities;
 - b that appropriate measures are taken to promote an effective health and safety culture within the University;
 - c that the University's health and safety policies are reviewed regularly, that they remain appropriate and fit for purpose, and that they comply with legislative requirements;
 - d that effective communications, implementation, inspection and audit systems are in place, and that good practice is disseminated;
 - e that implementation of the University's health and safety policies is appropriately and regularly monitored and evaluated;
 - f that employee representatives are appropriately involved as equal partners in delivering and implementing the University's health and safety objectives;
 - g that appropriate training is provided to members of the University who have significant responsibilities in the management of health and safety.
 - h To monitor Government guidelines on any pandemic outbreaks and to achieve all measures required.
- 8 In the absence of the Chief Finance Officer, the Director of Estates– in consultation with the Health & Safety Manager – is to take appropriate executive action to prevent serious harm to individuals or to the University.

Heads of Schools, Heads of Directorates or Equivalent Managers

- 9 HoS / HoD and Missenden Abbey General Manager are responsible as defined in this policy statement to take day to day responsibilities reporting to the Health & Safety committee or Health & Safety Manager.
- 10 Missenden Abbey General Manager remains ultimately responsible for the health and safety at Missenden Abbey and for physical conditions, including local risk assessments.
- 11 HoS / HoD and equivalent managers are responsible in their area for local employee and student safety and for carrying out local risk assessments.
- 12 In particular it is important at HoD or Service level to ensure that local hazards (including specialist equipment or dangerous substances) are identified and risk assessments are completed and are written to a consistent and reasonable standard; maintained (so that they relate to current work in progress); properly documented; retained, as appropriate,
- 13 HoS / HoD are operationally responsible for the implementation of control measures identified by the risk assessment process, including the effective communication of these measures to relevant employees.
- 14 HoS / HoD are responsible for ensuring that all employees are inducted into health and safety awareness by completing the online health and safety e-learning training modules

or attend other appropriate training courses – both in terms of developing and maintaining specific expertise, and in terms of general awareness and understanding.

- 15 HoS / HoD are responsible for ensuring that all student trips and placements are conducted in accordance with the University's Student Trips Policy and the Student Placement Guidelines.
- 16 To enable the HoS / HoD to effectively carry out these responsibilities and, hence, ensure compliance with statutory requirements; the University will provide essential training and development which HoS / HoD must attend. This will be supported by the production of appropriate standards and guidance.
- 17 HoS/HoD are responsible for ensuring that all staff complete a COVID-19 personal risk assessment and then to put appropriate precautions and mitigations in place for moderate/high risk staff and to adhere to Government pandemic requirements.

Trade Union Health & Safety Representatives

- 18 Trade Union Health & Safety Representatives will be respected as equal partners, in their roles as employee representatives, members of health and safety committees and in participation in health and safety inspections.
- 19 The Trade Union Safety Representatives play a crucial role in representing their members to help create a positive health and safety culture. These representatives have a number of statutory functions including:
 - a representing employees in discussions with the employer on health, safety or welfare;
 - b in discussions with the Health & Safety Executive or other enforcing authorities; investigating hazards and dangerous occurrences; investigating complaints; carrying out inspections of the workplace and inspecting relevant documents.

All Employees

- 20 All employees are responsible for their own health and safety, and the health and safety of others who may be affected by their acts and omissions. All employees must ensure that they conduct their duties in a safe manner and in accordance with the University Health & Safety Policy; any School / Service Safety information or Guidance Notes; any specific codes of practice relating to particular activities; and any relevant safety legislation and guidance.
- 21 Employees must ensure that they:
 - a adhere to Government pandemic requirements;
 - b take reasonable care of themselves and have due regard for others;
 - c where necessary help the University meet the duties imposed on it;
 - d don't interfere with or misuse anything provided for health and safety;
 - e bring any breaches of the safety policy to the employer's attention via their Line Manager or Health & Safety Manager;

- f report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the online 'Accident and Dangerous Occurrence' reporting form (available via the Employee Portal <https://bucksapps.bucksnet.uni>);
- g report "near miss" incidents which have the potential to cause injury or ill health, using the above online 'Accident and Dangerous Occurrences' reporting form;
- h notify the Health & Safety Manager when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
- i not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
- j at start of employment at BNU and then every two years to complete health and safety modules on fire, health and safety, manual handling and display screen equipment;
- k report any unsafe or unhealthy working conditions, or suspected faults in buildings, building fabric, or in any equipment, to the Head of School, safety representative or Health and Safety Manager, without delay;
- l assist any visitors who may not be familiar with University procedures, to the best of their abilities.

Students

- 22 The attention of all students of Buckinghamshire New University is drawn to their legal responsibility, under section 8 of the Health and Safety at Work Act 1974, not to interfere with or misuse anything, any objects, structures or systems of study, provided by Buckinghamshire New University in the interests of health and safety. Students should:
- a adhere to Government pandemic requirements
 - b report any accident at work which results in personal injury or ill health, however minor, and every dangerous occurrence, including fire, using the 'Accident and Dangerous Occurrence' Reporting' online form (Available at Main Reception);
 - c report "near miss" incidents which have the potential to cause injury or ill health, using the above 'Accident and Dangerous Occurrence Reporting' form;
 - d notify the University Health & Safety Manager when suffering from a disease or medical condition which may be caused by, or made worse by, work activities (this information will be treated as confidential);
 - e not proceed with any activity if they feel it poses a threat to their health and safety, or to that of others;
 - f report any unsafe or unhealthy working conditions, or suspected faults in buildings; building fabric, or in any equipment, to the Head of School, safety representative or Health and Safety Manager without delay (Ext: 5000);

- g assist any visitors who may not be familiar with University procedures, to the best of their abilities.

23 Any employee or any student may contact the Health & Safety Manager for advice and guidance tony.everett@bucks.ac.uk

Students' Union

24 This Health & Safety Policy governs the Students' union in that its premises form part of the University's premises and facilities. The Union may approve a Health & Safety Policy of its own, which must be consistent with the principles in this Health & Safety Policy.

25 The CEO of the Students' Union is accountable to the Vice-Chancellor, for conforming to this policy and, as an equivalent to a Director of Service, for carrying out local risk assessments, adhering to Government pandemic requirements, being responsible for local health and safety matters for employees and students and attending Health & Safety Committee meetings.

Part 3: Arrangements for health and safety

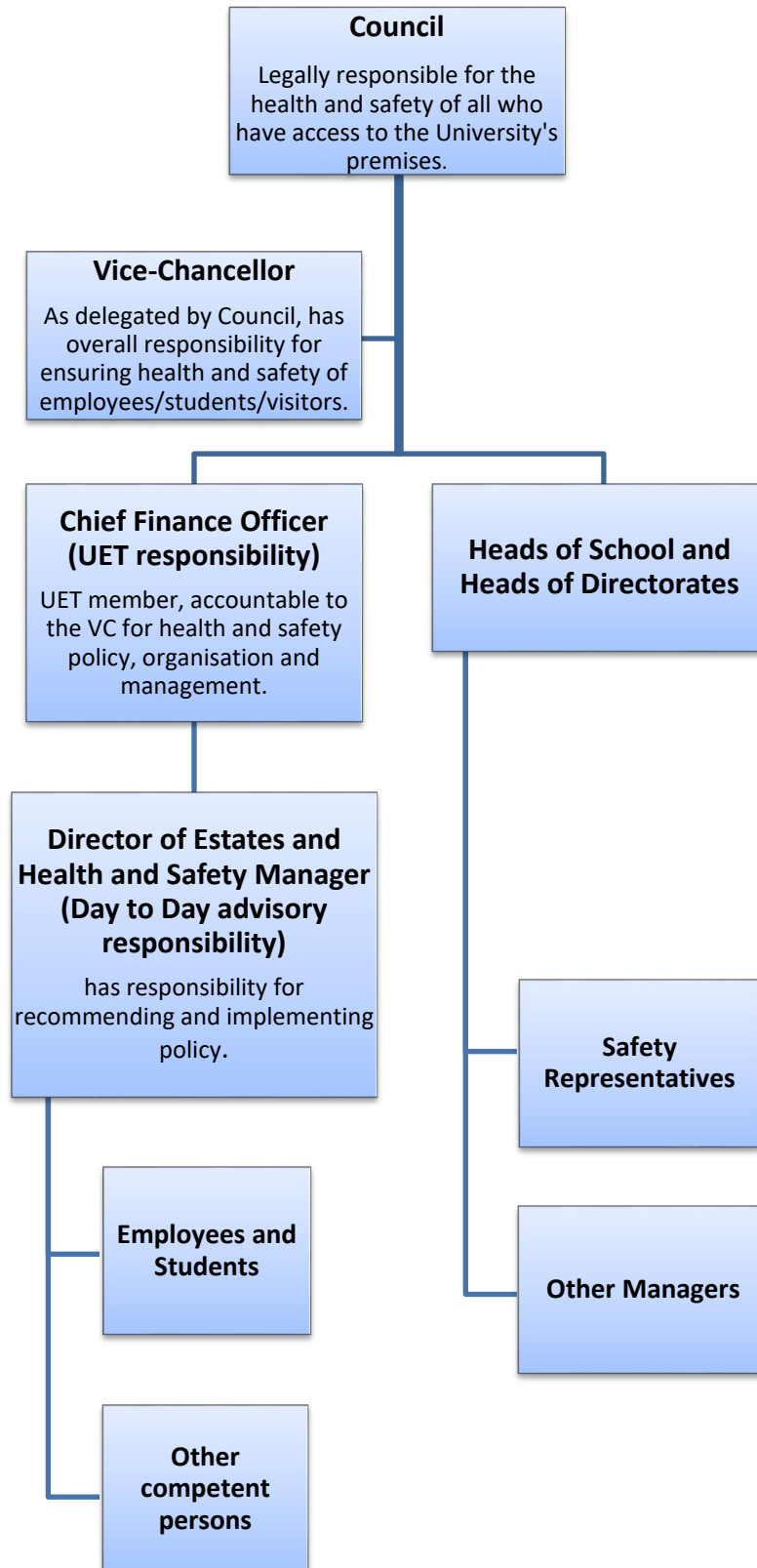
3.1 Management Arrangements

3.2 Committee Arrangements

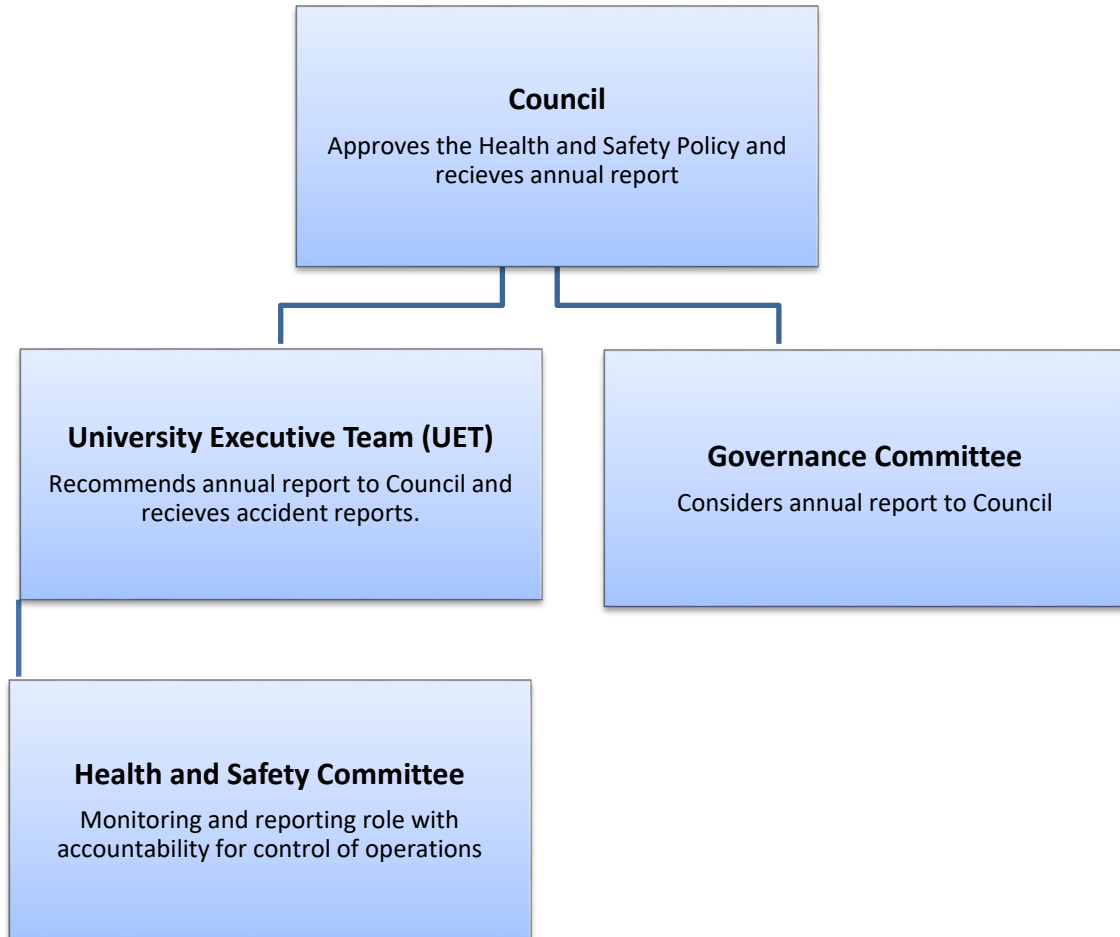
3.3 Terms of Reference

3.4 Other Health & Safety references

3.1 Management Arrangements



2.2 Committee Arrangements



3.3 Terms of Reference

Reports to: University Executive Team
Frequency of meetings: Two per annum
Updated/reviewed: July 2021

The following roles are for an indeterminate period (unless otherwise specified).

Membership:

Chair: Chief Finance Officer
Secretary: Health & Safety Manager
Minute's Secretary: VCO PA

Other Members and their Terms of Office:

One UCU Representatives (Elected)
One UNISON Representatives (Elected)

Co-opted Members and their Terms of Office:

Director of HR
Director of Estates
HW, Ayl, Uxb, Pinewood & MA site Rep
School Rep/Heads of School Facilities Manager
Library Services Manager
University Communications Manager
Student Centre Manager
Accommodation Manager
Equality & Diversity Manager
Head of Technical & Simulation Resources
CEO – Students' Union
President of SU
Director of Marketing Student Recruitment
Contract Manager (VINCI)

Terms of Reference

- To agree the Health & Safety Policy and ensure that it is being fulfilled.
- The study of near-miss accidents and notifiable disease statistics and trends, monitor pandemic cases so that reports can be made to Senior Management Team on unsafe and unhealthy conditions and practices, together with recommendations for corrective action.
- Examination of safety audit reports on a similar basis.
- Consideration of reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act 1974.
- Consideration of reports that safety representatives may wish to submit.
- Assistance in development of risk assessments, safety rules and safe systems of work.
- A watch on the effectiveness of the safety content of employee training.
- A watch on the adequacy of health and safety communication and publicity in the workplace.
- The provision of a link with the appropriate enforcing authority.
- Consideration of issues of policy or practice referred from site safety committees.

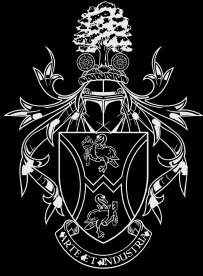
Notes/Other Information

In accordance with Section 2(7) of the Health and Safety at Work Act 1974, the role of the Health & Safety Committee is to keep under review the measures taken to ensure the health and safety at work of employees. A prime objective of the Committee is the promotion of co-operation between the University and its employees and students in instigating, developing and carrying out measures to ensure the health and safety at work of the employees.

3.4 Other Health & Safety References

Accident & Dangerous Occurrence
Admission of Student/Employee Children to University Premises
Agile Working Policy – sits with HR
Asbestos Policy
Control of Substances Hazardous Health – risk assessment form
Covid-19 Employee risk assessment
Covid-19 Organisational Risk assessment
DBS (Disclosure & Barring Services – sits with HR
Display Screen Equipment Policy & risk assessment
Driving at Work Policy
Employee Health and Wellbeing Policy – sits with HR
Gas Safety Policy – Draft 2021
Information guidelines for Contractors + Permit to Work
Legionnaires Policy
LEV (Local Exhaust ventilation)
LOLER (Lifting operations and lifting equipment regulations)
Lone working policy
Manual Handling
Personal Emergency Evacuation Plan – PEEP
Portable Appliance Testing Policy
Pregnancy and Maternity – Employees – sits with HR
Pregnancy and Maternity – Students – sits with Students & Wellbeing
Pressure systems
RIDDOR (reporting incidents diseases and dangerous occurrence regulations)
Safety Procedures and Employees Instruction (includes first aid)
Student Trips
Smoking Policy
Weapons used for filming on campus
Workshop Code of Practice
Work Equipment and Machinery Risk Assessment
Working at Height

All the above Health & Safety policies are reviewed annually, unless prescribed by legal or Government changes



High Wycombe Campus
Queen Alexandra Road
High Wycombe
Buckinghamshire
HP11 2JZ

Aylesbury Campus
59 Walton Street
Aylesbury
Buckinghamshire
HP21 7QG

Uxbridge Campus
106 Oxford Road
Uxbridge
Middlesex
UB8 1NA

BNU based at
Pinewood Studios

Pinewood Studios
Pinewood Road
Iver Heath
Buckinghamshire
SL0 0NH

Missenden Abbey
London Road
Great Missenden
Buckinghamshire
HP16 0BD

Telephone: 0330 123 2023

Email: advice@bucks.ac.uk

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