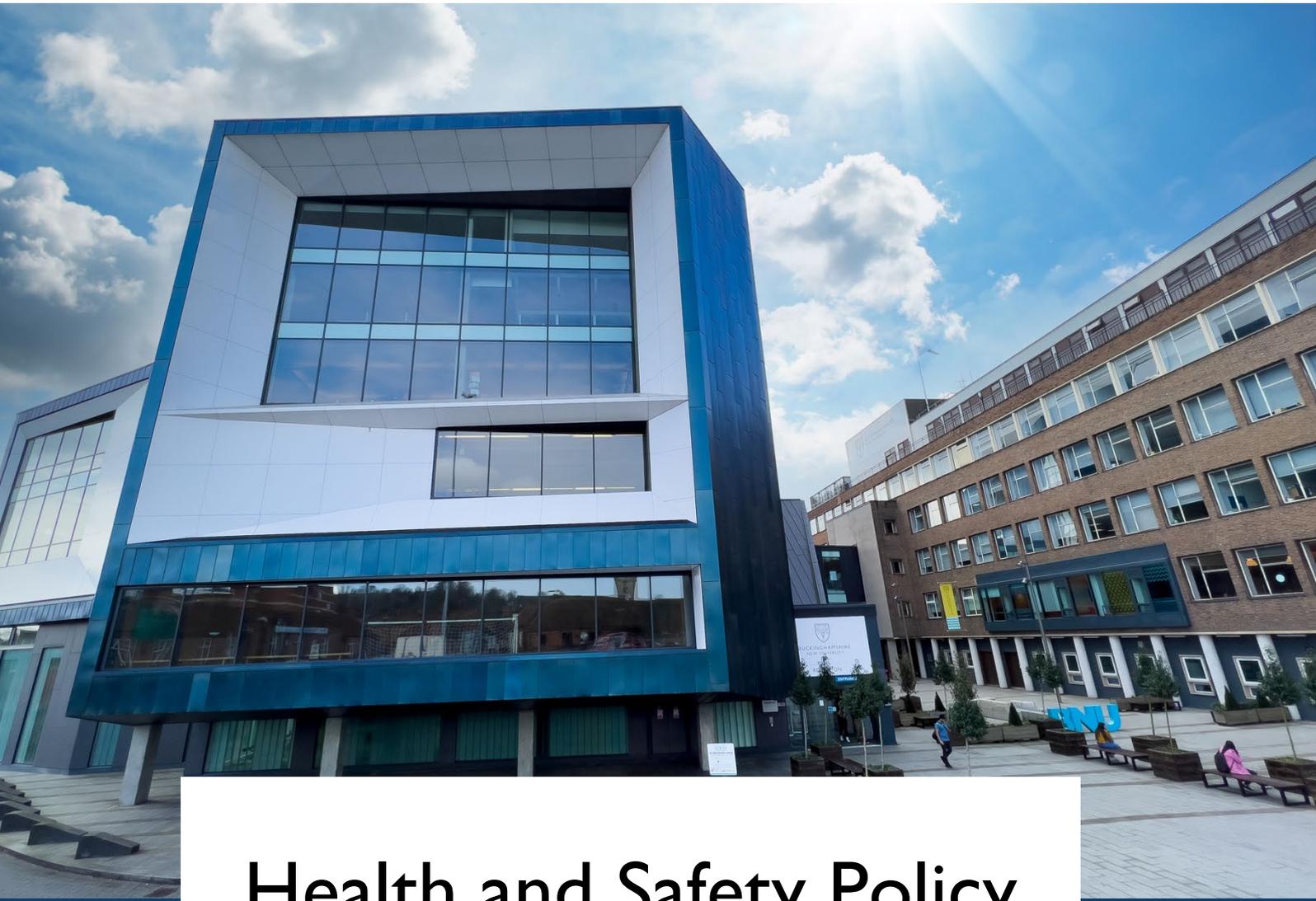




BUCKINGHAMSHIRE
NEW UNIVERSITY

EST. 1891



Health and Safety Policy

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Foreword

Buckinghamshire New University is committed to providing a safe and healthy environment where staff, partners, contractors, and visitors can work, and students can study and thrive. This policy is therefore aligned to and supports the four pillars of the University's strategy. We aim to achieve a safe and healthy environment by;

- Ensuring that we identify and manage the diverse risks and activities that our work activities may present and develop and implement a robust occupational health and safety management system (OH&S) supported by an assurance framework to control, monitor and manage these risks,
- As a minimum, the University will meet its legal obligations whilst pro-actively and collaboratively working to improve health and safety performance so that it becomes an integral part to all the activities we carry out,
- Encouraging the commitment of everyone in the University community to accept ownership of and carry out their individual responsibilities as well as collective responsibilities. Therefore, with guidance from the Health and Safety team we will provide appropriate structures, and clearly defined roles and responsibilities, so that all staff are aware of and accept their health and safety obligations,
- Ensuring that we develop a health and safety culture through the provision of information, instruction, and training to develop health and safety capability and competence of our staff and students,
- Ensuring that adequate resources are available to support the delivery of successful health and safety risk management that promotes continuous improvement,
- Ensuring that there are necessary systems and structures to facilitate dissemination, communication of consultations and other matters relating to health, safety, and wellbeing.

Maggie Galliers CBE
Chair of Council

Professor Nick Braisby
Vice Chancellor and Chief Executive

Responsibilities for Health and Safety

Roles and Responsibilities for health and safety (Ownership)

- 1 The University framework for managing Occupational Health and Safety (OH&S) comprises of policy statement and supporting standards and procedures that inform the University community on how to implement health and safety requirements and obligations.

University Council

- 2 As the University's governing body, Council is accountable for the health and safety of employees, students, and visitors whilst on the University's premises and in other places where they might be affected by the University's operations or activities. Council itself is required to:
 - a. ensure that the University has an appropriate health and safety policy and strategy as well as effective arrangements and resources for the implementation of that policy
 - b. ensure that there are effective mechanisms by which employees and the university community are consulted on health and safety matters
 - c. ensure there are facilities for recognised Trade Unions to appoint safety representatives and to enable them to discharge their responsibilities
 - d. review and monitor progress against OH&S strategy and plans
 - e. promote a culture of awareness, compliance, and high standards of OH&S performance.

Vice-Chancellor & Chief Executive

- 3 The Vice Chancellor (VC) has delegated and executive authority from the University Council and is accountable for OH&S strategy, management, and performance. They have a leading role in promoting a culture of OH&S ownership and compliance by:
 - a. ensuring that appropriate structures, including roles, responsibilities and authorities within the health and safety management system are assigned standards and appropriate standards and procedures are in place to secure effective implementation of that policy.
 - b. ensuring there is effective two-way communication, cooperation and integrating health and safety with business decisions
 - c. utilising whatever executive action necessary to prevent serious harm to individuals in the university community in exceptional circumstances

Chief Finance Officer: Senior Management Accountability

- 4 The VC has delegated authority for the day-to-day management of the University's health and safety function to the Chief Finance Officer (CFO). The CFO:
 - a. is responsible and provides senior leadership for the University's Health and Safety Strategy, Policy and standards and their implementation
 - b. ensures that there are effective arrangements in place for the provision of competent health and safety, fire safety and occupational health advice
 - c. leads on defining standards, procedures and mechanisms including appropriate systems and processes for achieving OH&S objectives
 - d. leads on promoting OH&S awareness, capability, competence and compliance
 - e. leads on reviewing and monitoring of OH&S performance against objectives and plans.
- 5 The Chief Finance Officer also chairs the University Health & Safety Committee to ensure effective consultation with employees via their representatives.

University Executive Team

- 6 The role of the University Executive Team within the University's Health and Safety function is to:
 - a. demonstrate through their leadership actions that they are committed to the achievement of high standards of health and safety
 - b. ensure that adequate resources are allocated to maintain an effective OH&S management system
 - c. ensure that health and safety risks are identified as part of the University's risk registers and the planning of new projects and strategic plans
 - d. review significant health and safety risks (through oversight of the)Health and Safety Committee, seeking assurance from the risk owners on the effectiveness of risk controls.
 - e. agree OH&S performance measures through which improvement in health and safety performance can be monitored
 - f. receive and review reports on health and safety performance and the extent to which OH&S objectives have been met, identifying risks and opportunities for improvements as required
 - g. agree and keep under review an annual Health and Safety Improvement/Action programme, which details how the objectives of this Policy will be met

- h. ensure that employees or their representatives are consulted in good time on any health and safety issues that affect them, including at the planning stage of new projects and decisions and their impact
- i. ensure that they and Council are kept informed of and alert to significant health and safety risks to the University and relevant health and safety management issues
- j. ensure that Council is advised of the potential effect on the health and safety of employees and students of their strategic policy decisions.

Director of Estates & Facilities and Health & Safety Manager

- 7 The Director of Estates and Facilities is responsible for ensuring that all premises used and owned by the University are maintained in a safe condition that is fit for purpose, and that statutory requirements relating to buildings, grounds and infrastructure services are met. This includes:
- a. managing contractors and ensuring that the University's responsibilities under the Construction (Design and Management) Regulations are met and that construction and refurbishment projects meet any OH&S performance standards set by the University
 - b. taking overall responsibility for the strategy, implementation and review of the University's statutory compliance requirements and standards relating to the University's estate and built environment
 - c. Ensuring that OH&S responsibilities are clearly defined in tenancy and landlord agreements and that co-operation, and co-ordination takes place with tenants and landlords, to ensure that statutory OH&S and fire safety requirements are met.
 - d. Identifying hazards relating to the built environment that present significant health and safety risks; monitoring the effectiveness of their risk controls and maintaining records in appropriate operational risk registers and, where necessary, escalating issues to UET on failures or issues with risk controls
 - e. monitoring the condition of the University's premises and services (including arranging statutory inspections, audits, examinations, and tests) and undertaking a risk-based programme of maintenance and repair within available resources
 - f. delegated to appoint and / or nominate University staff, external advisors or contractors who are competent to provide support and guidance in the implementation of OH&S policy management and performance
 - g. notifying University Health and Safety Committee of projects or significant premises maintenance issues that require additional resources for health and safety reasons.

Managers

- 8 This includes but is not limited to Heads of School, Professional Services Directors and senior management at Missenden Abbey. Managers at all levels play a vital role in the development and implementation of OH&S risk management. Their responsibilities include:
- a. providing leadership within their areas and working in collaboration with the Head of OH&S in ensuring that there are effective arrangements in place for managing and monitoring OH&S risks
 - b. appointing staff to liaise with OH&S services to facilitate effective communication, coordination, and cooperation in the implementation of safety policy and risk management programmes within Schools and Directorates
 - c. ensure that local hazards 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
 - d. disseminate information on control and other measures
 - e. organisation, planning, implementation, monitoring and review of health and safety performance in their areas and submission of reports to inform the Health and Safety Committee on issues and progress on plans as required
 - f. 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
 - g. ensuring that significant health and safety risks arising from the work of School/Professional Services are identified and recorded in the University's operational risk register and monitoring the effectiveness of risk controls
 - h. ensuring that the strategic plans of Schools and Directorates take account of health and safety risks
 - i. monitoring the implementation of the Health and Safety Policy and Plan in their School/Directorate and ensuring that Heads are meeting their health and safety management responsibilities
 - j. monitoring, and reporting to the Health and Safety Committee /UET on the health and safety performance of their area, including the reporting of any significant health and safety concerns that cannot be resolved.

Trade Union Health & Safety Representatives

- 9 Trade Union Health & Safety Representatives will be respected as equal partners, in their roles as employee representatives, members of Health and Safety Committee and in participation in health and safety inspections.

- 10 The Trade Union Health and 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. representing employees in discussions with the Health & Safety Executive or other enforcing authorities
 - c. investigating hazards and dangerous occurrences
 - d. investigating complaints
 - e. carrying out inspections of the workplace and inspecting relevant documents.

All Employees

- 11 All employees have responsibility 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 follow guidance, standards, procedures and the safe systems of work in accordance with the University Health & Safety Policy. Employees must ensure that they;
- a. comply with the University's Health and Safety policy and associated standards and procedures. Including taking reasonable care of themselves and having due regard for others and adhere to Government pandemic requirements where necessary
 - b. comply and cooperate with the University policies, guidance/procedures and use Personal Protective Equipment as required
 - c. report any unsafe work conditions, poor practices or faulty equipment to their line manager or Health and Safety representatives utilising reporting guidelines and tools on [BEN](#)
 - d. report any work related accident and incidents (whether they result in injuries or not) but in particular any incident that 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>; to also report "near miss" incidents which have the potential to cause injury or ill health, using the above online 'Accident and Dangerous Occurrences' reporting form
 - e. at start of employment at BNU and then every two years to complete health and safety training including fire safety, health and safety, manual handling and display screen equipment
 - f. share best practice with students and partners and visitors who may not be familiar with University procedures, to the best of their abilities.

Students

- 12 Students must engage in the University's Health and Safety function by:
- a. complying with the University's Health and Safety policy and associated standards and procedures, including taking reasonable care of themselves and have due regard for others and adhere to Government pandemic requirements where necessary
 - b. complying and cooperating with University policies, guidance/procedures and use Personal Protective or other safety equipment where indicated
 - c. reporting any unsafe work conditions, poor practices or faulty equipment to their Tutors or Health and Safety representatives utilising reporting guidelines and tools on BEN.
- 13 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.

Appendix 1: Terms of Reference of Health and Safety Committee

Health & Safety Committee

(Agreed by UET: November 2023)

Purpose
<p>The Health & Safety Committee is constituted in accordance with the Safety Representatives and Safety Committees Regulations (1977) as amended by the Management of Health and Safety at Work Regulations (1992) and the Health and Safety (Consultation with Employees) Regulations (1996).</p> <p>The purpose of the Committee is to:</p> <ul style="list-style-type: none"> • review all the interaction with regulatory authorities relating to health and safety including reports and factual information provided by inspectors of enforcing authorities appointed under the Health and Safety at Work Act 1974; • provide oversight of the management of the workplace safety, welfare risk and resilience to ensure continuous improvement. This includes the review and sustainability of: policy and procedure, safety training, communication and publicity (including safety campaigns) • seek assurance in relation to health and safety performance and promote a positive health and safety culture.

Reports to	UET
Standing Committees	Estates Compliance Group (to be established) Resilience Operations Group (to be established)
Minutes	Not currently published
Chair's Summary required	None
Frequency of meetings	Four meetings per year Notes: <ul style="list-style-type: none"> • The Director of Estates & Facilities will provide a monthly Health & Safety Update to UET • Where required matters will be immediately escalated to UET by the Head of Health & Safety

Updated/reviewed	October 2023
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Membership:

Chair	Chief Finance Officer
Deputy Chair	
Secretary	Head of Health & Safety
Minute Secretary	Appointed from the University Secretariat
Ex-officio Members	<ul style="list-style-type: none"> • Director of Estates & Facilities • Director of Human Resources • Representative from each of the University's campuses • Heads of School or nominee • Head of Health & Safety • Head of Technical & Simulation Resources • Facilities Manager • Head of Library and Learning Services • Head of Students and Wellbeing • Equality and Diversity Manager • CEO of the Students' Union • Students' Union President • Head of Schools' Operations
Other Members	<ul style="list-style-type: none"> • 1 x UCU Representative • 1 x UNISON Representative
Co-options	<ul style="list-style-type: none"> • Head of Sustainability
In Attendance	<ul style="list-style-type: none"> • Others may attend the Board at the invitation of the Chair

Terms of Reference:

1. To act on behalf of, and to advise UET on matters of resilience and health and safety structure and communications and, to recommend any action necessary to ensure the health and safety of staff, students and members of the public (including contractors and visitors) to University owned and leased premises.

Strategic Matters

2. To develop and agree the strategic approach to be adopted in relation to health and safety and resilience management.

3. To develop and agree objectives, targets and key performance indicators to improve health and safety and resilience management.

Policies

4. To consider, comment on and approve the University health and safety and resilience policies, procedures and risk management measures to ensure that the University meets all legislative requirements and is aligned with best practice standards.
5. To receive updates on changing legislation and to be kept informed of trends and developments in health and safety and to comment on their adoption and possible implementation.
6. To set up and oversee sub-groups of the Committee and to commission reports from these sub-groups as is necessary to assist the Committee in the development of policy and procedure.

Monitoring

7. To ensure all levels of University management are aware of their health and safety obligations and, through the receipt of regular monitoring reports to ensure these obligations are being discharged appropriately.
8. To receive regular reports from the Students' Union in relation to their activities and to monitor and advise the Students' Union in relation to health and safety matters.
9. To keep under review the University's legal and statutory obligations with regard to health and safety regulation compliance, to identify through regular monitoring and to bring to the attention of UET areas where compliance is at risk or not being achieved and to direct action to address as necessary.
10. To monitor/review safety performance indicators, i.e., the occurrence of health and safety related incidents including near misses, notifiable diseases, investigation reports under the approved procedures, independent inspections, audit reports and reports from enforcing authorities (eg Health and Safety Executive) and, undertake remedial action including identification of any implications for the development of health and safety policies and procedures.
11. To monitor progress against objectives, targets, plans and remedial actions, and determine actions necessary to address areas of non-compliance where there is significant risk.

Operations

12. To provide a forum for consultation and discussion between BNU Management and Union-appointed health and safety representatives on health and safety and resilience matters.
13. Identify matters of concern to staff and students and encourage their support for and engagement with securing appropriate workplace health, safety and welfare standards.

14. To consider and comment on projects and work that have significant health and safety and resilience implications.

Training and Development

15. To monitor staff training and development programmes as they relate to health and safety and resilience issues to ensure appropriate training is provided to enable all managers safely to discharge their duties.
16. Monitor the effectiveness of health and safety training through the analysis of feedback evaluation and percentage of those trained.

Reporting

17. To refer matters to UET as appropriate, including the submission of regular reports.
18. To report after each meeting to UET on health and safety activities and provide UET with the information required to discharge their duties under the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999).
19. To provide an annual report to the Council via UET and the Governance Committee.
20. To keep under review the constitution of the Board and propose amendments to UET as required.

Notes:

1. The quorum shall be 50% of the committee membership excluding the Chair and Secretary/Minute Secretary.
2. The Board will be serviced via the University's Committee software (BoardEffect).

Appendix 2: Equality Impact Assessment

An EqIA helps us to reach better evidenced outcomes first time. They analyse how all our work might impact differently on different people.

1. What is changing and why?				
Health and Safety Policy Review and update to incorporate good practice and clarify roles, responsibility and accountability of managers to manage health and safety.				
2. What do you know?				
3. Assessing the impact				
	Could benefit	May adversely impact	What does this mean? <i>Impacts identified from what you know (actual and potential)</i>	What can you do? <i>Actions (or why no action is possible) to advance equality of opportunity, eliminate discrimination, and foster good relations</i>
a) How could this affect different ethnicities? <i>Including Gypsy, Roma, Traveller, Showmen and Boaters, migrants, refugees and asylum seekers.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Aims to improve the health a, safety and well being of the whole university community	Not applicable
b) How could this affect cisgender and transgender men and women (including maternity/pregnancy impact), as well as non-binary people?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ensures that the needs of vulnerable groups are considered in BNU risk management processes	Provide advice and guidance to managers, staff and students
c) How could this affect disabled people or carers? <i>Including neurodiversity, invisible disabilities and mental health conditions.</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supports vulnerable groups e.g. PEEPs and increases engagement.	As above
d) How could this affect people from different faith groups?	<input type="checkbox"/>	<input type="checkbox"/>	No impact	Not applicable

e) How could this affect people with different sexual orientations?	<input type="checkbox"/>	<input type="checkbox"/>	No impact	Not applicable
f) How could this affect different age groups or generations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Protects vulnerable groups e.g., young persons and New and Expectant Mothers	
g) How could this affect those who are married or in a civil partnership?	<input type="checkbox"/>	<input type="checkbox"/>	No impact	Not applicable
h) How could this affect people from different backgrounds such as: socio-economic disadvantage, homeless, alcohol and/or substance misuse, people experiencing domestic and/or sexual violence, ex-armed forces, looked after children and care leavers.	<input type="checkbox"/>	<input type="checkbox"/>	No impact	Not applicable
i) How could this affect people with multiple intersectional experiences?	<input type="checkbox"/>	<input type="checkbox"/>	No impact	Not applicable
4. Overall outcome				
No major change needed <input checked="" type="checkbox"/>	Adjust approach <input type="checkbox"/>	Adverse impact but continue <input type="checkbox"/>	Stop and remove <input type="checkbox"/>	
5. Details of further actions needed				
6. Arrangements for delivery and future monitoring				
7. Completed by:	Matilda Zindoga	Head of Health and Safety	Date	04/12/2023
8. Signed off by:	Paul Robinson	Director of Estates	Date	12/12/2023