



UHSP-01: Health and Safety Policy Statement, Organisation and Arrangements



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1. Scope

Introduction

The purpose of this policy is to provide an outline as to the University of Leicester's (The University) approach to health and safety management and compliance with legislation, sector guidance and institutional governance.

Under the authority of this policy are a series of specific policies, procedure and guidance documents focussing on specific areas of Health and Safety Management which provide greater clarity to these areas.

The policy and the specific policies, procedures and guidance under it collectively form our health and safety management platform. This platform sets out the duties responsibilities and processes for all members of staff and how to implement them to achieve continual improvement in the way health and safety risks are managed.

Trades Union and student representatives have been consulted in drawing up this policy and agree with the details and arrangements laid out.

The framework set out here applies to all work performed at the University or work performed elsewhere which is under the supervision or control of a University employee.

Occupational Health and Wellbeing

We are keen to ensure wellbeing and occupational health are integrated elements of our approach and so have made reference to them in the statement of intent.

Occupational Health and Wellbeing are managed by different departments in the University though be it, close working relationships exist.

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2. Policy Statement *(Clause 5.2 ISO 45001)*

As Citizens of Change we are committed to the health, safety and wellbeing of our staff, students, and visitors. This statement reflects the importance the University attaches to occupational health and safety and demonstrates a determined and overriding commitment to it. Managing health and safety is a strategic priority for us. It has the full commitment of the Council, our governing body.

Ultimate responsibility for ensuring health and safety related legal duties are discharged rests with the Council and the President and Vice-Chancellor. The Vice-Chancellor has nominated the Pro Vice-Chancellor and Head of the College of Science and Engineering as the Executive Board's representative to oversee the strategic delivery of our health and safety management platform and strategy. They also chair the University's Health and Safety Committee. The Committee is committed to achieving continual improvement in our systems and performance.

Our Health and Safety Management Platform has been structured to enable the University to meet its legal and moral duties. Responsibilities for ensuring implementation of the occupational health and safety arrangements defined by the platform have been delegated through each member of the senior management chain and their respective College, Department, and School team structures. Specific responsibilities are detailed in the arrangements section of the occupational health and safety management system.

The University's business extends into partnerships and relations with colleges, schools, divisions, departments, staff, contractors, suppliers, students, and, in some cases, staff from NHS trusts or other third party organisations. It is therefore important we work collaboratively to ensure that occupational health and safety become integral elements of the culture of our collective business activities.

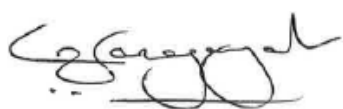
The University will operate an occupational health and safety management system following the principles set out in the internationally recognised standard, ISO 45001. As we look to review our methods of working and work in a more agile fashion, we will ensure all necessary health and safety elements are integrated in to our operations whether they be on campus, off campus or working from home.

The health and safety team will monitor the implementation of our policies and procedures via a framework of internal and external auditing exercises. These exercises will be based around providing safe and healthy working conditions. The results will inform the framework, nature and content of the occupational health and safety objectives, which will be reviewed regularly.

Risk Assessment is an important discipline in our management approach. We will look to ensure we identify hazards, and control or eliminate work based risks so preventing work related injury and ill health.

Each member of staff has a legal responsibility to ensure their own health and safety and that of others who may be affected by their acts or omissions at work or whilst employed on University related activities. Colleagues are informed through their training that they have a responsibility to ensure they are working safely, complying with all relevant policies and procedures and reporting any unsafe acts or conditions. We will consult with employees or their representatives regularly.

This Statement of Intent and supporting management system will be reviewed periodically against our current occupational health safety and wellbeing objectives. The review will take account of new legislation, current best practice and organisational changes within the University. We are continuing to move towards a healthier and safer University.



Professor Nishan Canagarajah, President and Vice-Chancellor February 2024

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3. Terms and Definitions

3.1 Control of records *(Clause 3.24 ISO 45001)*

The University has established and maintains records as required to demonstrate conformity to the requirements of our health and safety management system and in line with ISO 45001.

We will also ensure that records are identified, and stored, in a secure manner and that processes exist (where necessary) for the retrieval, retention and disposal of records.

All records shall be and remain legible, identifiable and traceable (unless permanently destroyed).

3.2 Health and Safety Documentation review

As part of our commitment to continual improvement, Health and Safety Services shall formally review this document and the subordinate policies, procedures and guidance documents at least every three years.

Health and safety work plans and the allocation of key safety roles shall be reviewed at least annually to ensure that all necessary roles are filled, and that the workload is reasonable. Formal reviews are recorded at relevant health and safety forums (*e.g., Management/ Staff Meetings, College Health and Safety committee meeting*). Key health and safety role holders should be involved in this process and supported by the Health and Safety Business Partners.

4. Context of the University

The core business of the University is the provision of higher education teaching to individuals and research activities in the Schools and Departments which make up the University of Leicester.

It is the aspiration of the University to achieve certification to the international safety standard ISO 45001 on a phased basis and this document has been produced to reflect the requirements of the standard.

The University is made up of three Colleges and a number of Professional Services Divisions. As an initial step, we have decided to focus the scope of our certification efforts on the College of Social Sciences, Arts and Humanities (CSSAH).

4.2 Stakeholders & Interested Parties

The University, including the operational areas within scope of certification have the following interested parties:

Internal Stakeholders	External Stakeholders
Staff (workers, both academic and support services). Includes contracted staff, volunteers, agency and emeritus	Statutory enforcement agencies and bodies including HSE, EA, Fire Service, Home Office & Local Authorities
Students (undergraduates, post graduate taught and post graduate research)	Funding bodies
Staff and students from other schools and departments including central professional services	Contractors and consultants
	Neighbours and local community
	Visitors & members of the public
	Parents and families of staff and students
	Industrial Partners

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5. Leadership and Worker Participation (Organisation)

This section of the policy identifies the organisational responsibilities for specific role holders with regards to the management of health and safety at the University.

The management of health and safety is undertaken in line with all other management processes. It is complimented by a parallel system of advice and monitoring provided through Health and Safety Services, the University Health and Safety Committee and key role holders appointed by Colleges, Divisions, Schools & Departments.

From a governance and reporting perspective, the Audit and Assurance committee oversee the management of health and safety. The Chair of the Audit and Assurance committee is a Council representative and the Council's representative on the University Health and Safety Committee. They ensure any relevant issues are brought to the attention of Council.

The University of Leicester's organisation for health and safety is summarised by the diagram in Appendix A.

NB: Many of the specific duty holders below will also have responsibilities as a head of an operational unit. They will fulfil all relevant listed responsibilities.

5.1 University responsibility *(Clause 5.3 ISO 45001)*

5.1.1 The University Council, and the President and Vice-Chancellor

Ultimate responsibility for health and safety at the University of Leicester is vested in Council (which under the Charter is "*the governing body and executive of the University and shall have the conduct of all the affairs of the University*") and the President and Vice Chancellor. The President & Vice-Chancellor is responsible for ensuring that sufficient resources are allocated and that managers are aware of and fulfil their responsibilities for health and safety.

The President and Vice-Chancellor has a key leadership role in fostering an environment in which health and safety related issues are seen as essential and integral parts of the University's activities. The signing of the health and safety policy statement affirms the commitment to health and safety leadership.

The President and Vice-Chancellor has appointed the Pro Vice-Chancellor and Head of the College of Science and Engineering to advise him and the University Executive Board, and to act on their behalf in matters relating to health and safety, including taking appropriate action where standards are not being met.

The President and Vice Chancellor, shall ensure they attend sufficient Health and Safety Training to enable them to understand and discharge their duties.

5.1.2 The Pro Vice-Chancellor and Head of the College of Science and Engineering

The Pro Vice-Chancellor and Head of the College of Science and Engineering will ensure a platform is established that ensures legislative compliance across our activities and our built environment. The platform will deliver measurable cultural, behavioural and procedural improvements in health and safety performance. The platform will safeguard staff, students and learners, as well as those affected by the business activities of the University. The main functions of the Pro Vice-Chancellor and Head of the College of Science and Engineering in relation to health and safety are:

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- To oversee the strategic delivery of our health and safety management platform and strategy.
- To provide senior level direction and support for the Director Health, Safety & Sustainability and Health and Safety Services.
- To report to the Executive Board and Audit & Assurance Committee on the performance of health and safety management in the University.
- To ensure that the Executive Board and the Audit & Assurance Committee are aware of all significant health and safety issues which cannot be dealt with at a local level.
- To chair the University Health and Committee.

5.1.3 The Executive Board

The Executive Board hold a key leadership role in fostering an environment in which health and safety related issues are seen as essential and integral parts of the University's activities.

The Executive Board, as senior leaders, are responsible for ensuring that sufficient resources are allocated and that managers under their control are aware of and fulfil their responsibilities for health and safety. They shall ensure they attend sufficient Health and Safety Training to enable them to understand and discharge their duties.

Executive Board responsibilities include:

- Maintaining a visible leadership presence and ensuring a structure is established for health and safety management.
- Taking ownership of embedding the University's health and safety strategic delivery plan within their areas of control.
- Taking responsibility for and owning the statutory compliance obligations within their areas of control.
- Leading and fostering an environment in which health, safety and related issues are essential and integral parts of the College/Divisions' activities and operations.
- Ensure they are aware of current health and safety management issues in their area of control by reading minutes of committee meetings and meeting key stakeholders. Their role in doing so is to enable them to exercise their influence on challenges which could not be resolved locally.

5.1.4 Director of Health, Safety & Sustainability

Director of Health, Safety & Sustainability has responsibility for the development and implementation of the health and safety strategy and management systems (policies and procedures).

They are accountable to the Audit and Assurance Committee, the Executive Board and the director of Estates and Campus Services for all health and safety matters within their remit. They (or their team) will provide the appropriate levels of support to Heads of College, Heads of School, Heads of Department or Corporate Services Divisions and other staff with managerial responsibility. This will include:

- Developing, communicating and driving the health and safety strategy which will deliver measurable cultural, behavioural and procedural improvements in health and safety performance across the University.
- The creation of an environment where health and safety is a business priority, is integral to the services we offer and fundamental to staff, students and learners as well as their behaviours.

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- Examining the level of competence and resource allocated to health and safety across University of Leicester's activities.
- Ensuring that all health and safety policies and procedures are developed and maintained in accordance with current legislation and business requirements.
- Ensure that policies and procedures are enacted in all operational areas
- To ensure that occupational health and wellbeing is embedded within the health and safety management system and operational activities across the University.
- The development and implementation of systems or processes that will measure and monitor our performance, leading to benchmarking and measurable improvements.
- Establishing and managing a network platform that allows all health and safety professionals and others with specific health and safety responsibilities to become directly connected and where possible share best practice.
- The provision of advice on the interpretation of health and safety legislation and supporting codes of practice and how these might be best applied.
- Ensuring that the Executive Board, Directors, Heads of College, Heads of School, Heads of Department or Professional Services Divisions, staff with managerial responsibility and other staff are sufficiently aware of their duties and responsibilities.
- Consult with Trades Union Representatives in line with the requirements of the Safety Representatives and Safety Committees Regulations 1977
- The identification of health and safety training needs across the University and the development of appropriate training packages for delivery.
- Ensuring the systems and processes implemented across the University reflect the intentions of and are in compliance with best industry practice.
- Proactively engaging with Executive Board, Directors, Heads of College, Heads of School, Heads of Department or Corporate Services Divisions, and other staff with managerial responsibility.

5.1.5 Director of Estates and Campus Services

The Director of Estates and Campus Services is responsible for the maintenance of buildings and their safe infrastructure. This includes asset management and compliance, reactive maintenance, minor works, major projects and University services. The Director of Estates and Campus Services is responsible for:

- Providing support and direction to the Director of Health and Safety
- Ensuring all University owned buildings (both residential and non-residential) are without significant risks to health and safety
- Ensuring new builds and substantial renovations consider health and safety as part of the design
- Ensuring compliance (through appropriate team members) with legislation relevant to the post holder's role
- Ensuring common areas of the University's estate not associated with specific Colleges, Schools, Departments or Divisions are safe. These internal areas include centrally time-tabled teaching spaces [e.g. lecture theatres], welfare facilities and tenanted property. External areas include university public spaces/grounds, roadways, paths, steps and car parks. *[NB: Heads of Colleges and Heads of Professional Services Divisions are responsible for activities within buildings, equipment and any substances or materials used under their control]*
- Ensuring that that no college, school, department or division may modify any building or structure or service (e.g. electrical, water, or gas supply) without explicit written permission

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5.1.6 University Health and Safety Committee

The University Health and Safety Committee is the primary route for consultation on health and safety management. The Committee provides decision making on health and safety matters and guidance and reassurance to all university stakeholders. The Committee's key responsibilities include:

- Governance surrounding the University of Leicester's health and safety strategy (5 Year) and ensuring it is adequately resourced and implemented at all levels of the university.
- Oversight of annual health and safety work plans and to ensure health and safety strategy is delivered in line with agreed timelines.
- Identifying key risks associated with University of Leicester's activities and reviewing the arrangements in place for managing these risks.
- Receiving and reviewing reports resulting from accidents and incidents, and assessing any corrective or remedial actions implemented to prevent a recurrence.
- Reviewing University of Leicester's management arrangements against any legislative changes or as a result of major incidents either internally or externally. This will include reviewing and approving policies, procedures and other documents which make up the management platform.
- Considering reports arising from work plans and other monitoring activities, and agree any necessary corrective actions where required.
- Ensuring active engagement with all relevant internal and external stakeholders.
- Considering the response to any third party or enforcement interventions (HSE, Local Authority), and review any actions taken as a result.
- Considering health and safety issues raised by Trades Unions, other staff, students or others and assess their implications for the University.
- Ensuring College and Professional Services Health and Safety committees are structured, resourced and report in a manner consistent with the University of Leicester's health and safety strategy.

The Health and Safety Committee goes some way to meet the statutory obligations under The Safety Representatives and Safety Committees Regulations 1977 (as amended) and The Health and Safety (Consultation with Employees) Regulations 1996 and the University recognises the Safety Representatives' Charter. The recognised trades unions by agreement extend their representation to all staff grades and do not limit their representations to those with Trades Union membership.

The Health and Safety Committee terms of reference and membership are agreed in accordance with University committee protocols and are available on University webpages.

5.1.7 College and Professional Services Health and Safety Committees

The University's Health and Safety Committee has mandated that the Colleges and Professional Services departments form Health and Safety Committees to provide a consultative forum and help manage their own health and safety obligations. The committees will be chaired by the Director of Operations for the Colleges and the Director of Estates and Campus Services for the Professional Services committee. The committees shall be comprised of respective members of each School or Department and Trades Union Representatives.

5.1.8 Health and Safety Business Partners and Designated Estates Team Members

Reporting to the Director of Health and Safety, they are responsible for ensuring that day-to-day health and safety requirements across the areas of the University for which they have responsibility are being carried out, according to the policy laid down by the University. This will include:

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- The creation of an environment where health and safety is a business priority, is integral to the services we offer and fundamental to staff, students and learners as well as their behaviours.
- The production, updating and maintenance of the health and safety management platform and any associated guidance, forms & systems.
- The deployment of the University health and safety management system.
- The implementation of systems or processes that will measure and monitor our performance, leading to benchmarking and measurable improvements.
- Ensuring there is clarity surrounding the position relating to statutory compliance and health and safety performance (both lagging and leading indicators of performance).
- The development of annual health and safety objectives and improvement plans (health and safety work plans).
- The provision of advice on the interpretation of health and safety legislation and supporting codes of practice and how these might be best applied.
- Ensuring that staff with managerial responsibilities are sufficiently aware of their duties and responsibilities.
- The identification of health and safety training needs and the development of appropriate training packages for delivery.
- Providing the necessary levels of support to all levels of staff within the University.
- Consider the health and safety needs and or requirements of individuals within their area of control who are engaged in WorkSmart be they located at home, at a WorkSmart location, or a combination of the two.

5.2 Colleges and Professional Services Divisions responsibility

Individual Colleges and Divisions are responsible for managing the risks encountered within their sphere of operations and promoting a positive attitude to health, safety, and wellbeing.

5.2.1 Heads of Colleges*, Directors of Operation and Heads of Professional Services Divisions (*in addition to their duties as Executive Board members)

As senior leaders in their area of operation, they have responsibility for the following:

- Maintaining a visible leadership presence and ensuring a structure is established for health and safety management and that key safety roles (as identified in UHSP-22 Key Safety Roles policy) are filled within the area of their responsibility.
- Taking ownership of embedding the University's health and safety strategic plan within the College/Division.
- Taking responsibility for and owning the statutory compliance obligations within their department.
- Leading and fostering an environment in which health, safety and related issues are essential and integral parts of the College/Divisions' activities and operations.
- Ensuring that risks to the health and safety of staff, students, learners, customers, clients, and visitors, are properly identified and controlled in conformity with University policies. This responsibility extends to staff and student activities away from University premises including trips and student placements.
- Ensuring that there is effective consultation and co-operation with appointed Trades Union Health and Safety Representatives within their College/Division and arrangements exist to allow staff, students and learners to raise health and safety matters.

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- Where relevant, ensuring that proper arrangements are made for the disposal of hazardous wastes, including radioactive, biological (including clinical) and chemical waste.
- Ensuring a health and safety work plan is written and implemented in the Schools or Departments in their area of operation to codify how the area will meet its obligations and plan the required work.
- Considering the health and safety needs and or requirements of individuals within their area of control who are engaged in WorkSmart be they located at home, at a WorkSmart location, or a combination of the two.

In discharging their duties, each Head of College/Division must appoint a Senior Management Team member to be responsible for health and safety and establish a health and safety committee for the monitoring of health and safety performance.

5.2.2 Heads of Schools, Academic, Administrative and Service Departments (Heads)

Senior members of staff in each department or function have a pivotal management responsibility to implement the University's health and safety policy and improve the culture. They shall establish and formalise the lines of authority within their areas and allocate sufficient resources as to manage their health and safety function effectively.

The senior member of staff also has overall responsibility for the provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of staff, students, learners and visitors.

Heads shall ensure that:

- Maintaining a visible leadership presence and ensuring a structure is established for health and safety management
- All department staff are aware of the health and safety arrangements for the reporting of accidents and hazards, first aid and emergency procedures for safe evacuation.
- Students and learners are aware of their responsibilities to co-operate with safe working procedures.
- Teaching at both undergraduate and postgraduate levels must communicate and supervise students and learners to ensure basic safety requirements relevant to the area are discharged.
- Risk assessments are suitable and sufficient for the hazards and risks presented to all staff, students, learners and other persons in their department. These must be competently completed, communicated, implemented and reviewed.
- Personal protective equipment is suitable and sufficient, readily available, maintained and used as intended.
- All staff, students and learners are provided with the necessary instruction, information, training, and supervision to enable work to be carried out safely and without risk to health or wellbeing.
- Near misses, accidents, dangerous occurrences, cases of notifiable disease and occupational ill health are reported, investigated and action is taken to prevent any recurrence.
- Regular hazard monitoring and workplace health and safety inspections are carried out.
- Observed defects in premises within their area of charge are reported promptly to the Estates and Campus Services for remediation and actions taken to prevent no further risk.
- Working with the Health and Safety Business Partner, ensure the requirements of the College/Division work plan are met and that the plan is embedded within their department
- Consideration is given to the health and safety needs and or requirements of individuals within their area of control who are engaged in WorkSmart be they located at home, at a WorkSmart location, or a combination of the two.

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The Head shall work with the director of operations (or similar post holder) to appoint a Departmental Safety Officer (DSO) to act in an advisory capacity but will retain the responsibility for the maintenance of healthy and safe conditions. A person appointed as DSO shall be a suitably competent member of their staff who is provided with a sufficient level of support, resources and training.

If matters affecting health and safety arise which are beyond their authority or resources, Heads of Department, must formally refer the matter to the next senior authority.

5.2.3 Departmental Safety Officer and other key safety roles

DSOs have the key role in coordinating a department's health and safety activities. They will be the key liaison between the department and Health and Safety team and they are likely to be the person to which questions of health and safety matters will be initially raised. Being a DSO involves liaising with and advising staff at all levels, both academic and professional and so the DSO appointment process should ensure personnel with suitable skills, training and experience are appointed to perform their duties.

Details on the specific role and the responsibilities of the DSO are codified in the document UHSP 22.

All members of staff should be aware of the functions of the role and have ready access to the role holder.

5.2.4 Building Safety Supervisors

Building Safety Supervisors (BSS's) act as a focal point for matters of health and safety relating to the built environment. In buildings occupied by a single department, the BSS will be appointed by the Head of Department. Where several departments occupy a building, the heads of those departments will consult with each other to establish which department will provide the BSS (this is normally the department with the greatest number of staff within the building). Further details on the role and responsibilities of the Building Safety Supervisor are codified in the document UHSP 22.

There are several other key posts that are required to ensure the robust implementation of the University's health and safety procedures. These are also detailed in the document UHSP-22: Key Safety Roles.

5.3 Other Responsibilities

5.3.1 Line Managers, Principal Investigators and Supervisors

All line managers are responsible for health and safety matters within their control and will be responsible for the health safety and welfare of their direct reports. They will ensure:

- Demonstrate a commitment to health and safety excellence and continual improvement.
- The practical implementation of this health and safety management system and arrangements and all associated procedures as applicable to their team's undertakings. This will include ensuring sufficient resources are available and allocated.
- That responsibilities for health and safety are properly assigned, accepted and understood at all levels of their area of control.
- That risk assessments are conducted and hazards adequately controlled prior to the commencement of any work activity, including substances hazardous to health, display screen equipment (DSE), and manual handling etc.
- Ensure that all accidents, incidents and near misses within their area of control are reported and investigated where necessary in line with University procedures.
- All employees under their control are aware of their health and safety responsibilities.

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- Take appropriate action and ensuring prompt attention on any representation submitted by any employee or others who have comments or concerns regarding health and safety.
- In addition to the mandatory courses, undertake sufficient health and safety training to enable them to understand and discharge their responsibilities
- Ensure that staff under their control receive the appropriate levels of health and safety training in accordance to their job functions and that all mandatory health and safety training modules are completed.
- Ensure the health and safety needs and or requirements of individuals within their area of control who are engaged in WorkSmart, be they located at home, at a WorkSmart location, or a combination of the two are considered as if they were based on Campus.

A line manager responsible for managing or supervising other line managers, as part of a hierarchical structure, must also ensure that those subordinate line managers enforce the compliance requirements described in the previous paragraph.

5.3.2 Staff (all employees)

Irrespective of their work location, all employees must take personal responsibility for their own health and safety and that of others who may be affected by the actions or omissions and will:

- Not interfere with or misuse anything, any objects, structures, or systems of work, provided by the University in the interests of health and safety.
- Familiarise themselves with, and conform to, the relevant parts of the University health and safety management system at all times.
- Demonstrate a positive attitude towards health and safety in the conduct of all work activities.
- Contribute to the improvement of health and safety processes and standards at the University.
- Ensure that any equipment issued to them to carry out their work activities or for which they are responsible, is correctly used, maintained and stored.
- Ensure all incidents, accidents, near misses and occurrences of property damage are reported following the process detailed in the document UHSP-02b Accident Reporting and Investigation. Reports should also be made to their line manager.
- Ensure they complete any health and safety training applicable to their roles and complete all mandatory health and safety training modules.
- Co-operate with their managers in implementing the requirements of all health and safety policies and procedures.
- When working at a premises not controlled by the University, ensure they understand comply with the premises controller's health and safety procedures.
- Ensure Display Screen Equipment training and assessments are completed.
- Where a member of staff is working at home, or at a WorkSmart workstation, ensure their working environment is equipped in such a manner as to minimise health and safety risks and ensure their behaviours do not put themselves or others at danger.

5.3.3 Students and learners

In line with the principles of the Student Charter and the apprenticeship scheme agreement, students and learners must co-operate in safe working procedures, raise concerns through their academic supervisor or tutor and should not:

- Proceed with any activity if they feel it poses a threat to their health and safety, or to that of others.

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- Interfere with or misuse anything, any objects, structures, or systems of work, provided by the University in the interests of health and safety.

Students receiving honoraria as demonstrators or for carrying out other duties within the University will be treated as employees when carrying out the role they are receiving payment for.

5.3.4 Contractors

Any College, School, Division or Department which engages an approved contractor must ensure that they meet the pre-qualification criteria, remain competent and are able to demonstrate they can work safely. There must be good communication and co-operation between contractors throughout, and a competent person must review all contractor's health, safety and emergency arrangements before any work can commence. Contract work will be managed according to the principles set out in UHSP-28a: Control of Contractors.

5.3.5 Tenants

Tenants/third parties occupying locations on campus are directly responsible for all health and safety matters which relate to them and their occupation. They must comply with all current health and safety legislation and the University's health and safety policy, where applicable. Failure to do so could be classed as a breach of the tenancy agreement.

6. Planning

Planning is crucial for the ISO 45001 standard as it relates to how we establish strategic objectives and guiding principles within our occupational health and safety management system as a whole. The arrangements to implement the health and safety policy form the framework of the health and safety management system which is made up of subordinate policies, procedures and guidance.

The progress the University is making towards delivering objectives will be updated in line with the annual reporting time table. The review will take in to account and will be informed by:

- The knowledge of the Health and Safety Business Partners working across University departments
- The results of auditing and monitoring exercises
- Feedback and content from College, Professional Services and University Health and Safety committees
- Information gathered from Management review process

The objectives are derived from the 5-year Strategic Delivery plan so will remain in place for this period. Additional objectives will be added taking in to account information gained from the above bullet points.

6.4 Sub-ordinate Policies, Procedures, and Guidance

The University Health and Safety Committee, has approved the publication of sub-ordinate documents under the authority of this policy. These documents may be found on Health and Safety Services SharePoint pages and consist of:

- *Policy and procedure documents* - set out how specific work will be managed. These are produced by Health and Safety Services and have the authority as the official mandated method for the specific topic. These documents will be identified by the prefix UHSP.

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- *Guidance documents* - which can be produced at any level of the University and are provided to strongly guide (but not give authoritative statements) on health and safety issues. Guidance produced by Health and Safety Services will be identified by the prefix UHSG.

NB. If guidance is not followed a suitable risk assessment must be undertaken showing that an alternate way of working can be undertaken at the same level of safety (or better) for all involved.

The supplementary procedures which form the management system is also maintained to meet the requirements outlined in ISO 45001. Some of the key elements are summarised below:

6.5 Hazard identification, Risk assessment & planning *(Clause 6.1.2 ISO 45001)*

To comply with legislative requirements, every process which presents significant risk will be subject to a risk assessment by a competent person. Risk assessment registers will be compiled to aid the process of identifying risk and planning for a safe and healthy University environment.

It is the responsibility of directors and managers to ensure the significant findings of risk assessments are communicated, understood and implemented in accordance with UHSP-03 Risk Assessment.

6.6 Identification of legal requirements *(Clause 6.1.3 ISO 45001)*

Our health and safety management system is based on the health and safety requirements laid down in UK statute. Health and Safety Services keep a register of legal requirements applicable to the University. Health and Safety Services are made aware of upcoming changes in legislation through their professional memberships (including The Institution of Occupational Safety and Health (IOSH), the Association of University Radiation Protection Officers AURPO, the Institute for Safety in Technology and Research (ISTR) and the Universities Safety and Health Association (USHA).

6.7 Targets and objectives *(Clause 6.2 ISO 45001)*

The University will establish, implement and maintain documented health and safety targets and objectives for the organisation. The objectives will be measurable and based around the prevention of injury, ill health and compliance with applicable legal requirements. This will be managed through the balance scorecard and the School, Divisional, or Professional Services health and safety work plans. In addition, the management review process will inform the nature and content of targets and objectives for future years.

7. Support

7.1 Competence training and awareness *(Clause 7.2 ISO 45001)*

All staff should receive a suitable health and Safety induction on commencement of their employment. Further training is provided, as necessary, according to role requirements. All managers are charged with the responsibility of identifying the specific training needs of their staff. The details relating to this are outlined in the document UHSP-04 Information, Instruction, Training and Supervision Policy. "The Core Essentials" health and safety e-learning module, (or a derivative of it for those employees who do not benefit from access to a computer) is a mandatory element to be undertaken by all staff annually.

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7.2 Communication & Consultation *(Clause 7.4 ISO 45001)*

We have established health and safety committees and will communicate with staff as required. Details relating to this and the mechanisms by which we do so are outlined in the document UHSP-20 Health and Safety Communications and Consultation. Trades Union Representatives are invited to all formal Health and Safety Committee meetings and also monthly meetings with the Director of Health, Safety and Sustainability.

7.3 Documentation *(Clause 7.5 ISO 45001)*

Our health and safety management system has been developed in modular format. All documentation is available on the Health and Safety Services SharePoint pages.

Records are stored on a secure site file server, or as hard copy within the department or as identified in numerically referenced procedures, work instructions or forms. Training, legislative, records etc. are maintained for the statutory periods and in line with the University's governance rules.

8. Operation

8.1 Operational control *(Clause 8.1 ISO 45001)*

The University deploys a mix of self-delivery and supply chain to deliver services. Contractors are required to adhere both to their own and the University's procedures whilst working in our buildings. Various documents, in the form of procedures, attachments and guidance notes are available from the Health and Safety Services webpages.

A 'permit to work' system to manage high risk activities is in place in accordance with procedure UHSP-28a Control of Contractors.

8.2 Management of Change *(Clause 8.1.3 ISO 45001)*

The University will ensure that all operational changes consider the effect they will have on the health and safety of our staff, students, visitors, contractors and anyone else who may be affected.

Where such changes are identified, the University will ensure they are sufficiently planned, assessed and communicated and, where relevant, changes are made to our health and safety management system. The document UHSP 46: Management of Change outlines the procedure for managing change, including where change is significant and more robust procedures must be followed

8.3 Emergency preparedness and response *(Clause 8.2 ISO 45001)*

The University has established processes to identify potential emergency situations and define how the University will respond to emergencies. These are periodically reviewed and periodically tested. The arrangements for this with regards to fire are outlined in the documents UHSP16a-f. Other hazard types are discussed in their respective policy/procedures, notably UHSP 45 Minor Incident Management, and the University maintains a Major Incident and Business Continuity Plan.

8.4 WorkSmart

WorkSmart enables the University business to be carried out in a more efficient way, providing the flexibility allowing staff to switch between working on campus and working remotely, depending on the needs of their role. It is expected that the balance of remote and campus-based working will vary but for some, it presents a significant change to working practices, styles and habits. This health and safety management system (policies and procedures) will apply, irrespective of whether colleagues are working at home, at a WorkSmart location, or at a fixed location on campus.

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8.5 Housekeeping

Good housekeeping contributes to personal safety and fire prevention in the workplace. University staff are encouraged to maintain a clean and tidy work area, and ensure that the area is kept clear of any waste.

8.6 Visitors

The host will ensure that all invited visitors on business at the University receive a suitable briefing and are made aware of any risks they may encounter and control measures in place and onsite arrangements.

9. Performance evaluation

9.1 Checking: Performance measurement and monitoring *(Clause 9 ISO 45001)*

Performance measurement is an integral part of our management processes and we use a combination of qualitative and quantitative measures which are appropriate to the nature of our business. This is in the form of proactive indicators (risk assessments, inspections) etc. and reactive measures (monitoring accident and ill health statistics). UHSP-02b details our processes for reactive measurement and UHSP-03 & UHSP-21 detail our processes for proactive monitoring. In addition, Health and Safety Services carry out internal audits against the requirements of the management system with every School & Department and key performance indicators are regularly reported to management and the committees.

9.2 Checking: Management Review *(Clause 9.3 ISO 45001)*

Senior leaders will review the management system at regular intervals through the management review process. This consists of regular meetings with a set agenda drawn from the requirements of clause 9.3 of ISO 45001 supplemented by an annual report drawn up by Health and Safety Services.

10. Improvement

10.1 Incident investigation, non-conformity, corrective action and preventative action and Incident investigation *(Clause 10.2 ISO 45001)*

The recording and investigation of incidents is described in UHSP-02b and contains details and a tool for investigations designed to identify immediate and underlying causes of incidents, the need for identifying corrective action in order to prevent re occurrence.

Details of incidents are collated via a database and are escalated to key stakeholders within the organisation. When an incident occurs, we will:

- React in a timely manner to deal with the incident and any non-conformities.
- Review risk assessments as necessary.
- Determine and implement controls as necessary.
- Review the effectiveness of any action taken.

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11. Revision History

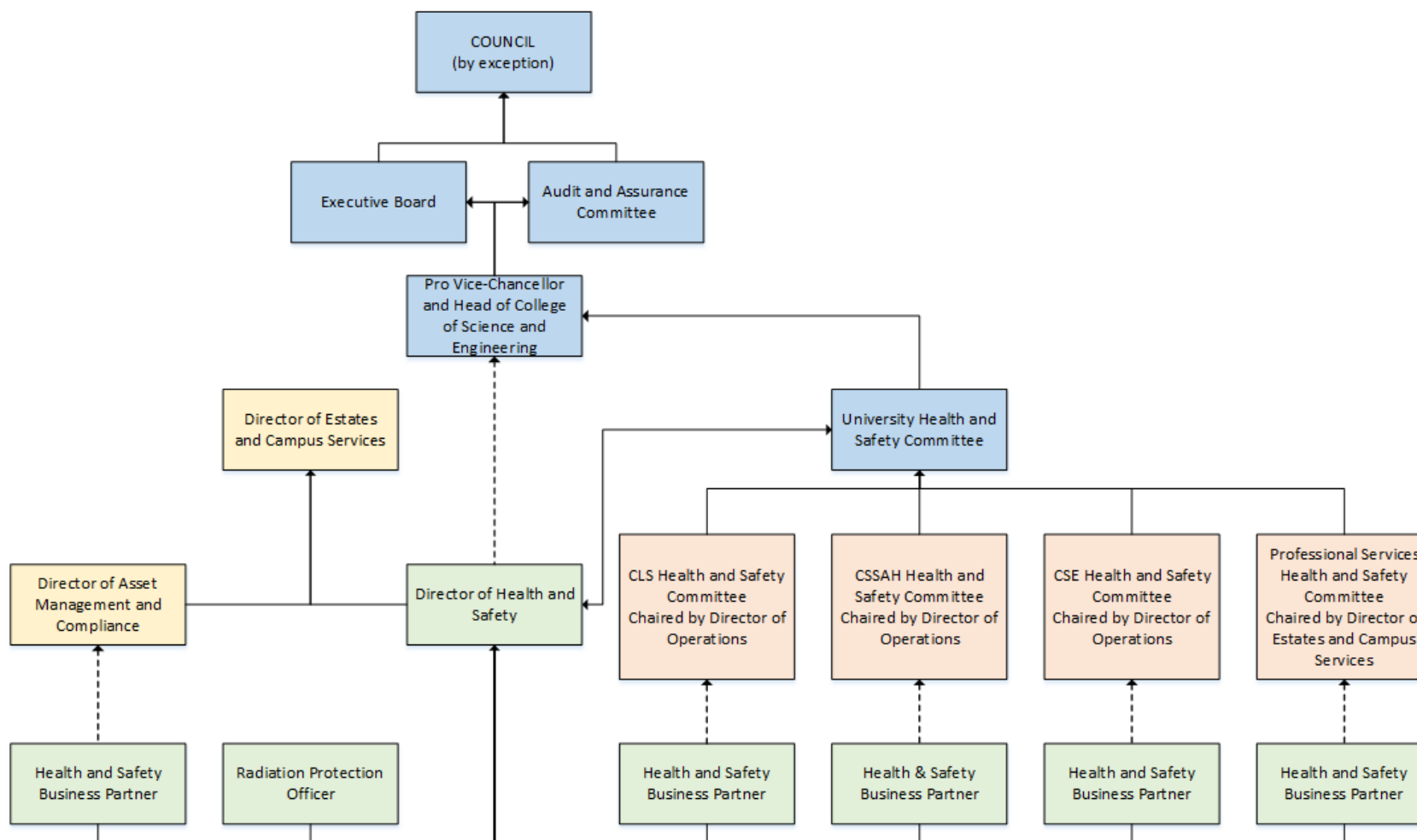
Date of Issue	Version	Reviewer	Amendments Made
31/01/2020	1.0	N/A	First issue
19/02/2020	1.1	Neale Goff	Updated Registrar to Chief Operating Officer. Updated the flowcharts in the appendix
14/12/2020	1.2	Neale Goff	Periodic review. Minor amendments made throughout. Amendments also to Appendix 1
23/06/2021	1.3	Neale Goff & Matt Taylor	Minor amendments extend coverage to staff members engaged in working in an agile manner (Work Smart)
16/08/2021	1.4	Neale Goff & Matt Taylor	Revision of DSO section to incorporate WorkSmart
08/08/2022	1.5	Neale Goff & Matt Taylor	Amended primarily to reflect changes to University structures and Governance arrangements plus minor modifications throughout
24/11/2022	1.6	Neale Goff & Matt Taylor	Minor modifications throughout to reflect the requirements of ISO45001 to which we are aspiring. Also changes in reporting (from Chief Operating Office to Pro Vice-Chancellor and Head of College of Science and Engineering.
15/08/2023	2.0	Neale Goff & Matt Taylor	Changes to rationalise and streamline the entire document plus minor alterations throughout to provide clarity and reflect operational and organisational changes
20/12/2023	3.0	Neale Goff & Matt Taylor	Complete redesign of structure of document and minor amendments throughout to reflect requirements of ISO 45001

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Appendix A – Health and Safety at the University of Leicester

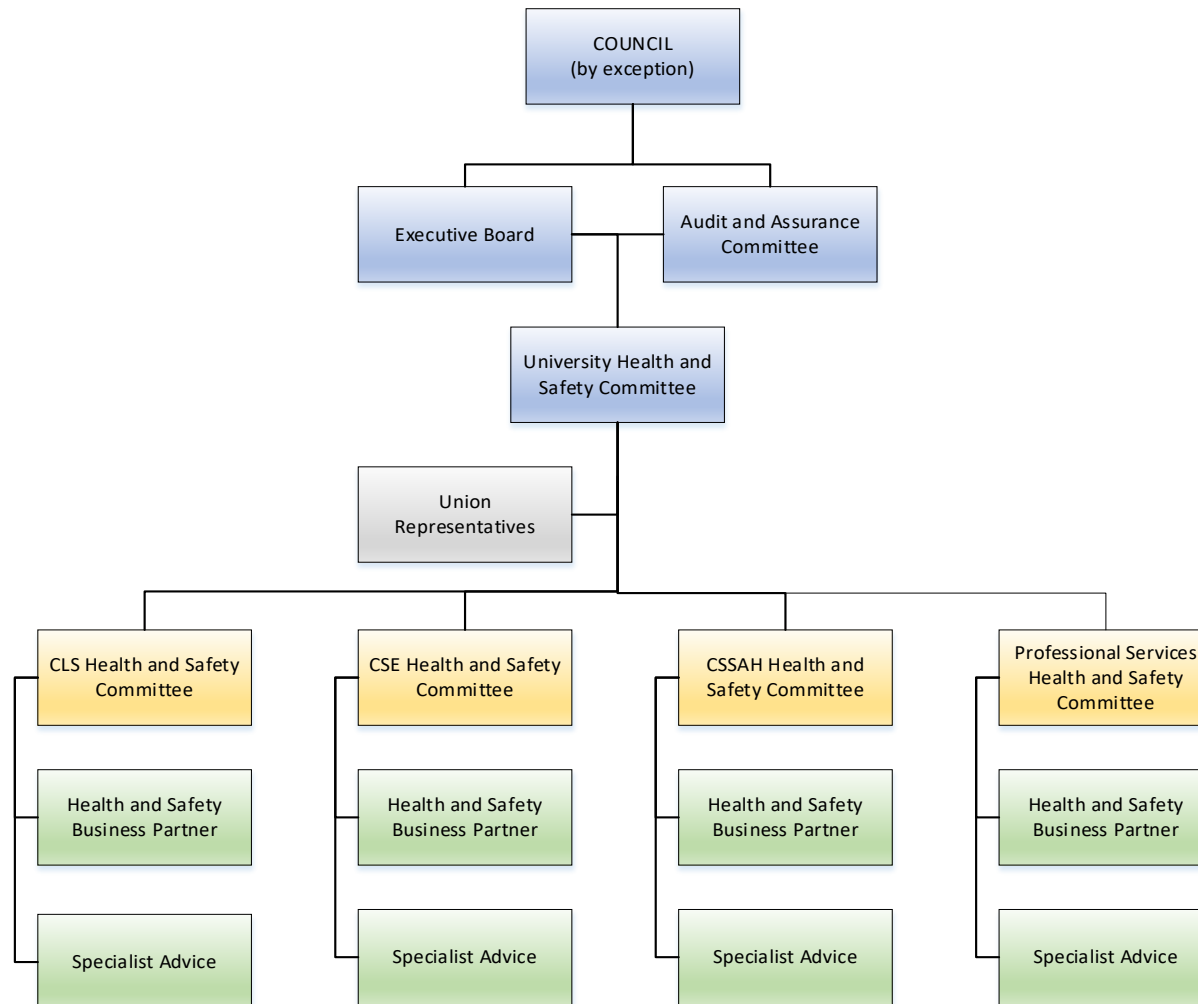


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Appendix B - Governance / Committee Structure



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Appendix C: Additional (Specialist) Health and Safety Advice

The University has an established resource for the provision of competent advice in specialist fields. These include:

- Fire
- Radiation
- Chemical and Biological
- Asbestos
- Water Hygiene
- Training
- Electricity
- Medical Gas

This resource is a mixture of internal university staff and external specialist consultants.

Advisors will provide support to the relevant Health and Safety Business Partner to ensure that policy is implemented in a consistent manner across the full range of university activities. The identities of the individuals fulfilling these roles can be found on the Health and Safety Service SharePoint pages.

Biological and Chemical Safety Officer

Responsible through the Director of Health and Safety for providing an advisory, instructional and training service to University Schools and Departments on all aspects of hazardous chemicals, hazardous biological agents and genetically modified organisms. The maintenance of necessary records and acting as the University Biological Safety Officer for genetic modification work.

Health and Safety Business Partner for Fire Safety, Projects and Health & Safety Training

Responsible through the Director of Health and Safety for providing an advisory, instructional and training service to University Schools and Departments on all aspects of fire safety and, in consultation with Building Safety Supervisors, preparing emergency plans for all University premises. Duties include liaising with Estates and Campus Services and building occupiers to ensure that University buildings are constructed and/or modified in accordance with relevant statutory and other appropriate fire safety standards and carrying out fire risk assessments of the University building stock.

Radiation Safety Officer

Responsible to the Director of Health and Safety for all aspects of the use of ionising materials and ionising apparatus in the University as set out in the University Radiation Protection Rules. The Officer's duties are to supervise on behalf of the Radiation Safety working group the arrangements for the maintenance of radiation safety in the University, to give advice to the appropriate Departmental Radiation Protection Officer or, where necessary, directly to Heads of Department or individual experimenters. To supervise the administration of the licences issued by the Department of the Environment for the use of radiation sources in the University.

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University Laser Safety Officer

The Laser Safety Officer reports to the Radiation Protection working group and is responsible for the supervision of all aspects of safety with lasers used within the University. The Officer's duties are to supervise the implementation of laser safety procedures as detailed in the document UHSP-32c Laser Safety Policy.

Health and wellbeing

Reporting to the HR Director, Occupational Health provide advice on all occupational health matters including

- Monitoring of the health of University staff, and those postgraduate students involved in medicine and biological sciences, and other science/research departments.
- Management of all health problems where they impact on an individual's working capacity (i.e., sickness absence referrals, ill health retirement).
- Assistance with the control of the risk to individuals from possible health effects relating to their work.
- Promotion of best practice to empower people to be responsible for their own health (i.e., health promotion initiatives and health awareness days).
- Work Health Assessment and fitness-to-work assessments.
- Programmed occupational health surveillance.
- Assistance in the management of sickness absence.
- Assistance to enable compliance with occupational health and safety procedures and protocols.
- Assistance to enable compliance with health and safety legislation (i.e., COSHH health surveillance, immunisation programmes).
- Support and advice for management on all aspects of staff health.

Estates and Campus Services

The University infrastructure in principle belong to Estates and Campus Services unless otherwise agreed. No School or Department may carry out work which penetrates the fabric of the building without written permission from Deputy Director of Estates.

The Estates and Campus Services division have Health and Safety Business Partners and third party consultants and engineers providing advice. These specialists work with the division's own Asset Managers to ensure compliance of infrastructure and associated services. Infrastructure and associated services include:

- Asbestos
- Water safety and quality
- Gas and pressure systems
- Lifts and lifting equipment
- Air quality conditioning and local exhaust ventilation
- Electrical supplies
- Construction Design and Maintenance
- Insurance and Loss Prevention

Further details are provided in specific Health and Safety Policies (UHSPs) and the division's own procedures and service level agreements.

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