

Canterbury Christ Church University

Reference number and Title: HSP01 Health and Safety Organisation Policy	Author: Health and Safety	Approver: Health and Safety Group
Approval Date: 2 nd March 2022	Next Revision Date: March 2025	Version Number: 4
Uncontrolled if printed		

1. Introduction

- 1.1 Under the Health and Safety at Work Act 1974, the University is obliged to document the organisation it has in place for the implementation of its Health and Safety Policy Statement, including the responsibilities of those charged with its implementation.
- 1.2 This policy sets out the organisation for health, safety and wellbeing management across the University through the governance and management structures, with reference to safety management principles described in the USHA guidance on '[Leadership and management of health and safety in higher education institutions](#)'.
- 1.3 Detailed health, safety and wellbeing arrangements and responsibilities are described comprehensively within specific H&S Policies, Management Standards, Codes of Practice and Guidance in place at the University, notably HSP3 H&S Monitoring policy, HSP4 H&S Training policy (covering employees' training), HSP2 Risk Assessment policy and HSP5 Fire Safety policy as well as the Health and Safety Group Terms of Reference. All H&S responsibilities are aligned with the University Staff Code, which require all staff to observe University rules, regulations, codes of practice and policies as well as comply with legislation.
- 1.4 The policy is applicable to all campuses and activities under the control of the University.
- 1.5 The acronym H&S intends to encompass health, safety and wellbeing matters.

2. Policy

- 2.1 The Governing Body carries and accepts ultimate responsibility for the discharge of the University legal duties for the health and safety of employees, students and others affected by its activities and is responsible for:-
 - 2.1.1 Providing health and safety policy leadership to the organisation; reviewing and approving annually the University Health and Safety Policy Statement, which provides the overarching framework for ensuring and promoting a healthy and safe learning, working and research environment,
 - 2.1.2 Ensuring that the University has the organisational arrangements and systems in place for health and safety to be suitably managed,
 - 2.1.3 Ensuring that adequate resources for health and safety are provided,
 - 2.1.4 Receiving assurances of compliance with health and safety legislation,
 - 2.1.5 Ensuring its decisions are consistent with the intentions of the University Health and Safety Policy Statement,
 - 2.1.6 Encouraging the active participation of employees in improving health and safety,

- 2.1.7 Formally reviewing health and safety performance at least annually,
 - 2.1.8 Nominating a Governor H&S Champion to support the Governing Body monitoring duties and act as an independent observer to the University Health and Safety Group.
- 2.2 The Vice-Chancellor has overall responsibility to the Governing Body for health and safety in the University and is responsible for:-
- 2.2.1 Ensuring that the University has a policy on health and safety, appropriate structures and management systems to secure effective implementation and monitoring of that policy and to assure the Governing Body about these matters,
 - 2.2.2 Delegating responsibility for the discharge of health and safety duties to members of the Senior Management Team, notably the Director of HR&OD as SMT lead for H&S and the Director of Estates & Facilities as SMT lead for Emergency Planning & Business Continuity,
 - 2.2.3 Promoting consistency and best practice in how health, safety and wellbeing is managed throughout the University,
 - 2.2.4 Reporting to the Governing Body on the University's performance, strategic plan and potential risks and threats relating to the management of the health and safety of the University,
 - 2.2.5 Receiving reports on the health and safety performance monitoring of the University,
 - 2.2.6 Assuming the duties of the Responsible Person under the Regulatory Reform (Fire Safety) Order 2005,
 - 2.2.7 Holding accountable SMT members and other leaders, who have delegated health and safety responsibilities, through appraisal and review processes.
- 2.3 The Senior Management Team (SMT) members are responsible for:-
- 2.3.1 Implementing the University Health and Safety Policies within their Faculty/Directorate, consulting and communicating with staff and where relevant students regarding any changes affecting their health, safety and wellbeing at the University,
 - 2.3.2 Defining and resourcing organisational responsibilities for the management of health and safety within their Faculty/Directorate,
 - 2.3.3 Promoting consistency and best practice in how health, safety and wellbeing is managed within their Faculty/Directorate and across the University,
 - 2.3.4 Actively supporting the delivery of the Health and Safety Strategic Plan; promoting and driving the continuous improvement of health and safety performance within their Faculty/Directorate,
 - 2.3.5 Monitoring their Faculty/Directorate health and safety performance and compliance, seeking pertinent/related assurances from Heads of School/Department and taking appropriate actions where required,
 - 2.3.6 Ensuring effective health and safety performance is duly recognised and rewarded,

- 2.3.7 Bringing to the attention of the Vice-Chancellor and other SMT members any part of the Health and Safety Policy where it is thought that revision is necessary and any potential risks and threats relating to the management of the health, safety and wellbeing of the Faculty/Directorate and University,
- 2.3.8 Holding accountable Heads of School/Department and other leaders, who have delegated health and safety responsibilities, through appraisal and review processes.

2.4 The Director of HR&OD is responsible for:-

- 2.4.1 Overseeing as SMT lead, staff wellbeing, health and safety management and compliance across the University, as well as the provision of competent specialist advice and assistance, notably health and safety and occupational health,
- 2.4.2 Acting as chair of the University Health and Safety Group, championing the implementation of the University H&S policy and strategic planning objectives and having absolute authority to stop or suspend any dangerous activity or practice if necessary,
- 2.4.3 Ensuring the University Human Resources policies reflect the requirements of the University H&S Policy Statement.

2.5 The Director of Estates & Facilities is responsible for:-

- 2.5.1 Ensuring that the University premises and facilities services are safe, fit for purpose and maintained in compliance with statutory and University requirements,
- 2.5.2 Ensuring the University Emergency Planning and Business Continuity arrangements are effectively implemented and maintained,
- 2.5.3 Ensuring the appointment of competent responsible persons for asbestos, legionella, fire safety operations, construction safety, permitted works and security arrangements,
- 2.5.4 Managing health and safety arrangements for all areas not assigned to other departments, notably in respect of fire precautions and emergency evacuation arrangements and ensuring dissemination of related H&S information on and around campus to staff, students and other campus users,
- 2.5.5 Maintaining relevant statutory records relating to the campus and workplaces,
- 2.5.6 Overseeing the arrangements for Building Responsible Persons and Building Wardens, ensuring appointment of a Building Responsible Person of sufficient authority within the university to ensure compliance with regulatory requirements and appointment of a Building Warden for each University premises.

2.6 The Deputy Vice Chancellor is responsible for:-

- 2.6.1 Overseeing as SMT lead the provision of student support, health and wellbeing services, notably occupational health and mental health,

- 2.6.2 Ensuring that student policies reflect the requirements of the University H&S Policy Statement.
- 2.7 The Health and Safety Group reports to SMT and, through the Vice-Chancellor, to the Governing Body and is responsible for:-
 - 2.7.1 Advising SMT and the Governing Body on matters relating to safety, health, wellbeing, security and emergency planning arising from its activities, notably policies, management systems, compliance, risks, threats and improvement actions,
 - 2.7.2 Submitting to SMT and the Governing Body for approval, the Health and Safety Policy Statement and strategic action plan that ensure the University fulfils its health and safety obligations to staff, students and others, and approving other H&S policies,
 - 2.7.3 Monitoring compliance and implementation of H&S policies and action plans, receiving regular performance reports related to these and determining or recommending any action necessary to improve performance and promote best practice across the University,
 - 2.7.4 Ensuring and promoting cooperation, consultation and communication between the University, its staff and, where relevant, students in all matters relating to safety, health, wellbeing, security and emergency planning,
 - 2.7.5 Constituting advisory groups to deal with specialist topics such H&S training, fire safety, radiation protection, and biological and genetic modification safety.
- 2.8 Heads of School/Department are responsible for:-
 - 2.8.1 Implementing the University Health and Safety Policies within their areas of responsibility,
 - 2.8.2 Ensuring sufficient resources are available to implement H&S Policies,
 - 2.8.3 Appointing in writing, a departmental HS&E Coordinator, who should be a person with sufficient experience and background knowledge to deputise if necessary for the Head in health and safety matters; where required, appointing further competent and suitably trained staff to carry out any specialised H&S activities,
 - 2.8.4 Developing effective channels of communication and consultation with staff and, where relevant, students regarding health, safety and wellbeing at the University and any changes that may impact these,
 - 2.8.5 Providing and implementing health, safety and wellbeing arrangements that are appropriate to the needs and risk profile of the School/Department, notably: proportionate risk control strategies with documented risk assessments and safe working procedures, effective H&S training programmes for staff and, where relevant, students, provision of adequate supervision for staff and students, provision of safe and fit for purpose facilities and equipment, suitable arrangements for managing contractors, effective incident reporting and investigation and suitable monitoring of health and safety performance and legal compliance,
 - 2.8.6 Ensuring and promoting continuous improvement of health, safety and wellbeing arrangements and performance within their School/Department by taking positive actions and setting H&S objectives in their departmental business plan,

- 2.8.7 Reporting to their SMT lead at least annually, on the School/Department H&S performance, H&S objectives and any potential risks and threats relating to the management of the health and safety of the School/Department,
 - 2.8.8 Holding accountable line managers and other leaders, who have delegated health and safety responsibilities, through appraisal and review processes.
- 2.9 Leaders, Managers, Supervisors and others in control of teaching, research and other activities, locations or equipment, are responsible for:-
- 2.9.1 Assisting their Head of School/Department in complying with all H&S policies and ensuring the health and safety of staff, students, contractors or others involved in or affected by their activities,
 - 2.9.2 Adopting and ensuring implementation of the University H&S policies in their area of responsibility and ensuring sufficient resources are available to implement these policies,
 - 2.9.3 Ensuring risk assessments are carried out and that safe systems of work are in operation and used by staff and students,
 - 2.9.4 Communicating and consulting with staff and, where relevant, students regarding any changes in safe systems of work under their control,
 - 2.9.5 Ensuring that competency requirements for staff and, where relevant, students are identified and sufficient information, supervision, instruction and training is provided to these staff and students to ensure that they operate in a safe and healthy manner under normal and emergency circumstances,
 - 2.9.6 Cooperating with other leaders and managers, where responsibilities interface or overlap, to ensure all H&S issues are addressed in line with best practice,
 - 2.9.7 Ensuring all physical/technical resources, i.e. equipment and substances etc., used by their staff, students and others are in safe working order and are safely handled,
 - 2.9.8 Ensuring sufficient H&S inspections are carried out within areas under their control to maintain a safe working environment,
 - 2.9.9 Ensuring that all incidents are reported and where required, investigated and that appropriate action is taken,
 - 2.9.10 Ensuring contractors are competent to undertake their work and activities safely and that monitoring arrangements are in place,
 - 2.9.11 Bringing to the prompt attention of the Head of School/Department any health and safety concerns and potential risks and threats that require their management support.
- 2.10 Staff are responsible for:-
- 2.10.1 Taking reasonable care at all times for the health and safety of themselves and others who may be adversely affected by their actions or omissions and cooperating with

line management, so far as is necessary to ensure compliance with health and safety requirements,

- 2.10.2 Complying with the University H&S policies, training requirements, safe systems of work or any other safety instruction that will safeguard them and other fellow employees, students and other users of the University; not undertaking any work for which they have not received adequate instruction, training and /or information,
- 2.10.3 Informing their line manager, HS&E Coordinator or other responsible person, of any work situation considered to be a serious and immediate threat to H&S or a serious shortcoming in H&S arrangements; taking reasonable action, within their competence, to prevent imminent danger before informing the responsible person,
- 2.10.4 Making use and taking proper and reasonable care of anything provided in the interest of health, safety or welfare,
- 2.10.5 Assisting with the evacuation of buildings and other incident response in the event of an emergency.

2.11 Students are responsible for:-

- 2.11.1 Taking reasonable care for the health and safety of themselves and others who may be adversely affected by their actions or omissions,
- 2.11.2 Complying with safe systems of work or any other safety instruction that will safeguard them and others, including in the event of an incident,
- 2.11.3 Making use and taking proper and reasonable care of anything provided in the interest of health, safety or welfare,
- 2.11.4 Informing a member of staff of any situation considered to be a serious and immediate threat to H&S or a serious shortcoming in H&S arrangements; taking reasonable action, within their competence, to prevent imminent danger before informing a member of staff.

2.12 HS&E Coordinators are responsible for:-

- 2.12.1 Assisting the Head of School/Department, who retains management responsibilities, in coordinating some of the departmental H&S and Environment activities to ensure compliance with the University H&S policies,
- 2.12.2 Acting as a primary point of contact for HS&E matters for staff, notably by providing local HS&E advice, communicating and consulting with staff about HS&E matters,
- 2.12.3 Supporting the Head in completing the annual HS&E reporting tool,
- 2.12.4 Coordinating or overseeing the coordination of: regular HS&E inspections for areas under the control of the School/Department and monitoring of action completion, regular review of departmental safety and environmental guidelines, monitoring risk assessments and maintaining the departmental H&S risk register,
- 2.12.5 Reporting regularly to the Head on HS&E matters, notably whether HS&E arrangements are in place and effective, so that the Head can take the lead on

addressing any challenges encountered or provide directions on how to address these,

- 2.12.6 Keeping up-to-date with any HS&E changes affecting the University through the HS&E Coordinators' Forum and informing the Head of any changes to be implemented by the School/Department,
- 2.12.7 Carrying out or assisting with local incident investigations,
- 2.12.8 Engaging with H&S training which will enable them to perform their coordinator role,
- 2.12.9 Seeking advice and assistance from the central H&S function team and other relevant professional services, where required

2.13 Trade Union Health and Safety Representatives:-

- 2.13.1 Do not have statutory duties or responsibilities but have statutory rights, which are detailed in this policy and other relevant H&S policies, in accordance with the Safety Representatives and Safety Committees Regulations,
- 2.13.2 Shall notify upon nomination by their Trade Union, the Chair of the Health and Safety Group and the central H&S function in writing and will become members of the University H&S Group,
- 2.13.3 Are consulted through the H&S Group, about: health and safety policies, their implementation and monitoring arrangements; any changes related to health, safety and wellbeing at the University; arrangements for appointing competent H&S advisors, School/Departmental HS&E Coordinators and other Staff H&S Representatives,
- 2.13.4 Are encouraged to raise health, safety and wellbeing matters raised by employees with the relevant Head of School/Department and, where relevant, the H&S Group and the central H&S function,
- 2.13.5 Represent employees in dealings with Health and Safety Inspectors and receive certain information from these Inspectors.

2.14 Building Responsible Persons are responsible for:-

- 2.14.1 Ensuring that the overall provision, operation and maintenance of University premises and facilities services comply with statutory and University requirements for: general building operations, licensing, smoking-free environment, building evacuation, emergency planning and business continuity, general health and safety in shared and common areas and fire safety, for which their responsibilities are detailed in the HSP5 Fire Safety policy,
- 2.14.2 Ensuring the Building Warden arrangements are effective by proactively engaging with and supporting Building Wardens in their role, monitoring the completion of regular Building Warden inspections and actions arising from these, reporting on overall effectiveness of these arrangements to the Director of Estates & Facilities,
- 2.14.3 Addressing high priority matters raised by Building Wardens, in consultation with the central H&S function where it is H&S-related,

2.15 Building Wardens are responsible for:-

- 2.15.1 Supporting the Building Responsible Person in their duties,
- 2.15.2 Proactively promoting safe practices and incident reporting amongst building occupants and communicating relevant information for their building to occupants,
- 2.15.3 Monitoring fire safety and general health and safety within the building, in particular common and shared areas, through informal walk-arounds and formal inspections,
- 2.15.4 Reporting issues and, where possible, resolving issues and escalating any process risks or unsafe practices to a responsible person within the relevant School/Department and/or to the departmental HS&E Coordinator; escalating high priority matters to the Building Responsible Person,
- 2.15.5 Notifying the Building Responsible Person and the central H&S function of any changes in circumstances of the building that could affect the fire risk assessment,
- 2.15.6 Acting as the Lead Fire Warden for the building, maintaining the Evacuation Plan and Fire Wardens list for the building and liaising between the building Fire Wardens and Security or Fire Service in the event of an evacuation,
- 2.15.7 Attending Building Warden Forums and relevant training to support them in their duties.

2.16 The University Health and Safety function:-

- 2.16.1 Promotes a positive health, safety and wellbeing culture across the University,
- 2.16.2 Provides advice and assistance to the University in health, safety and wellbeing matters including fire, notably:- the implications of new and proposed H&S legislation; the shaping and implementation of the University H&S strategic plan; the development and maintenance of University H&S policies and management systems; the development and delivery of a H&S competency and training framework; the University H&S risk register and implementation of control strategies, including incident response and emergencies; incident management and investigation; design and modification of University premises,
- 2.16.3 Monitors the implementation of the University Health and Safety Policy Statement and effectiveness of its H&S management systems through audits, inspections and performance reviews, aiming for legal compliance and continual improvement,
- 2.16.4 Oversees the monitoring of the University H&S performance indicators in comparison with sector norms and reports regularly to the University Governing Body, SMT and the H&S Group regarding H&S performance and compliance, the H&S Strategic Plan and potential H&S risks and threats related to health, safety and wellbeing at work,
- 2.16.5 Assists and facilitates appropriate communication and consultation across the University community, including Trade Unions and other staff representatives at committees and forums where H&S is discussed,

- 2.16.6 Acts as the University main representative with all statutory and other external agencies dealing with health, safety and fire matters,
- 2.16.7 Reports to the Health and Safety Executive as and when required by legal requirements and assisting such enforcement bodies in the course of their duties,
- 2.16.8 Through the University H&S Manager, has a direct and independent reporting line to the Governing Body through the Governor H&S Champion and to SMT through the Director of HR&OD,
- 2.16.9 Has delegated authority from the Vice-Chancellor to suspend work or activities considered an imminent serious danger and report these immediately to the Vice-Chancellor, the Chair of the H&S Group and relevant SMT members, where suspension of any work or activities is likely to cause a significant interruption to the normal business of the University.

3. Related policies

The University health and safety organisation policy should be read in conjunction with the University Staff Code and other health and safety policies, in particular (but not limited to)

- HSP2 Risk Assessment Policy
- HSP3 Health and Safety Monitoring Policy
- HSP6 Health and Safety Training Policy.

4. Document history

Version	Summary of change	Date
Version 1	New Document	Unknown
Version 2.1	Unknown	18 October 2013
Version 3	Major review <ul style="list-style-type: none"> - Merging the following two policies:- HSP1 Organisation and HSP14 Responsible persons for University Buildings - Clarifying roles and responsibilities of management, staff and students. Adding the following roles:- Director of HR&OD, Director of Estates & Facilities, Senior Pro Vice-Chancellor (Education, Enhancement and Student Experience), Heads of School/Department, HS&E Coordinators	10 April 2019
Version 4	Minor update to update role title for Deputy Vice Chancellor, improve reference to training requirements, include cross references to the University Staff Code and the wider set of University health and safety policies	28 th January 2022