

Brunel University London

Health and Safety Policy

Forward

Brunel University London acknowledges the responsibility placed on it by the Health & Safety at Work etc. Act 1974; and in respect of health & safety the general intentions, approach and principles upon which it bases its actions are reflected in the General Health & Safety Policy.

Along with recognising that health and safety have a fundamental role to play in supporting and enabling teaching, learning and research, Brunel University London also recognises that its staff and students are a key resource and that it is essential that risks to their health and safety are properly controlled through an effective Occupational Health and Safety Management System (OHSMS).

In summary, we are committed to improving health and safety performance at Brunel University London and this policy will provide the framework for this goal to be achieved and I would encourage you all to adopt at all times a positive attitude towards health and safety requirements to achieve our goal.

Professor Andrew Jones
Vice-Chancellor and President

A handwritten signature in black ink that reads "Andrew Jones".

Approval Date: 04th October 2021

Review Date September 2022

1 General Health and Safety Policy Statement

Brunel University London is committed to achieving best practice and continuous improvement in determining and minimising any risk to the health and safety of our staff, students and visitors, whilst enabling the delivery of world class teaching, learning and research.

Compliance with statutory requirements is no more than our starting-point and Brunel University London will establish clear frameworks that identify health and safety responsibility at all management levels across Brunel University London to implement this Policy.

Brunel University London is for that reason committed to working conditions for the prevention of related injury and ill health, regulatory and other requirements, eliminate hazards, continual improvement in managing health and safety, and the participation of our employees.

The aims of this Policy are to ensure:

- That all staff are competent to carry out their own work without risk to themselves or others, by assessing capabilities and providing additional training as appropriate.
- That there are effective channels of communication and consultation for health and safety for its employees and their representatives and that the arrangements for carrying out this policy are delivered through the Induction process of the Brunel University London.
- That there is an effective risk assessment process in operation, which establishes appropriate workplace precautions and risk control systems and that a safe working environment is maintained through maintenance of premises, plant and equipment.
- That all accidents, injuries, ill health and near misses are reported, recorded and investigated to an appropriate level.
- A system of inspection, monitoring and auditing is established which will allow the identification of risk and ensure that acceptable standards of risk control are being achieved across Brunel University London.
- That all students will receive appropriate safety instruction as an integrated part of their studies and that all students taking part in Brunel University London controlled activities must take care of their own and others' health and safety.
- Visitors (including contractors and visiting public) are required to comply with Brunel University London policy, codes and procedures, and report any problems to Brunel University London staff whilst on Brunel University London premises.

- No person shall intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- That adequate financial provision is made for managing the risks associated with its undertaking and implementing this Health & Safety Policy.

2 University organisation and arrangements for health and safety

The Council, the Vice-Chancellor and President and, with our delegated authority, the Chief Governance Officer (CGO) have overall responsibility for health and safety at Brunel University London. Council and the Vice-Chancellor and President will periodically review and develop this policy; and will monitor Brunel University London HSMS overall, including the adequacy of policy, procedures, and codes and other documentation related to specific subject areas.

To these ends, Council has established the University Health and Safety Committee [UHSC] charged with independent monitoring, audit and review. The UHSC, consisting of employer, staff and student union representatives, has both executive and consultative functions. The CGO is Brunel University London's Lead Director for Health and Safety and chairs the UHSC.

In its executive role, the UHSC is responsible to Council for co-ordinating the formulation and issue of University-wide policies and procedures; and for the ongoing monitoring, audit and review of progress. In its consultative role, the HSC is responsible to the Council for ensuring effective consultation, encouraging staff and student involvement and participation.

2.1 Executive Board and Leadership Team *(This group typically consists of the Vice-Chancellor and President, Provost, Secretary, CGO, Deans and Professional Services Directors).*

The Executive Board/Leadership Team is responsible for supporting the *Vice-Chancellor and President* in:

- Implementing this Health and Safety Policy within their area of responsibility, and responsibility extends through management and supervisors to each member of staff and each student.
- Ensuring a safe and healthy working environment through an effective risk assessment process, which establishes appropriate workplace precautions and risk control systems. The maintenance of premises, plant and equipment, along with implementing a monitoring regime which will ensure that acceptable standards of risk control are being achieved.
- Leading by example, establishing College, Institute and Professional Service Operational Sub Health and Safety Committees - in each case to the extent appropriate to the risks associated with their work

and specifying their own local rules and procedures in line with Brunel University London policy, as appropriate.

- Ensuring any health or safety query or concern from members of staff or from students should in the first instance be directed to their manager or supervisor.
- Seeking specialist advice and assistance from the Brunel University London's Health and Safety Team, and maintaining arrangements for access to Occupational Health advice, including preemployment screening and periodic health surveillance as required.

2.2 Senior Managers *This group may include Directors of College/ Institute Operations, Heads of Departments, Subject/ Divisional Leads and Directors of Research)*

Senior Managers are responsible for supporting the Executive Board/ Leadership Team in implementation of this policy within their areas of responsibility by bringing this policy and its requirements to the attention of those within their area of responsibility

2.3 Line Managers (Section Leaders, Individual managers, technical managers, supervisors and Senior Administrators)

Line managers are responsible for supporting their Senior Manager in putting into operation this policy within their areas of responsibility, which will be broadly achieved by the following actions:

- Ensuring risk assessments are undertaken and recorded, and that staff, contractors and students are following all safe systems and control measures.
- Providing induction training for all staff and students in accordance with your training requirements.
- Ensuring all new equipment is checked for hazards, and users are trained on safe systems of work and risk control measures.
- Leading a programme of inspections and be involved in audits when asked and lead on investigations into accidents and incidents and take appropriate action when health and safety is likely to be compromised;

2.4 Staff and student responsibilities

Brunel University London expects staff and students to take reasonable care for themselves and for others. They are expected to co-operate on health and safety matters; follow Brunel University London procedures; promptly report any Brunel University London-related accident, hazard or instance of ill health; and in general, behave responsibly.

Staff should carry out routine on-site risk assessment, ensuring that equipment and facilities are safe and fit for purpose; take any required corrective action; properly use protective equipment; and, as required, seek assistance when any necessary control measure is unavailable. Staff should take full advantage of all opportunities for relevant health and safety training and for input to consultation.