

v.May25

# Health and Safety Policy



BATH SPA  
UNIVERSITY

# 1 Health and Safety Statement of Intent

## 1.1 Purpose

The Board of Governors of Bath Spa University is committed to the provision of a safe and healthy working environment for its students, employees, visitors and contractors. It recognises that Health and Safety is everybody's right and everybody's responsibility and will take all reasonably practicable steps to ensure that the stakeholders make a positive contribution to the achievement of the Board's ambition. The policy also applies to any subsidiary company of the University and includes all sites and locations used for Bath Spa University business (United Kingdom and international).

## 1.2 Definition

The Board acknowledges that Health and Safety is a core management function and looks to the Vice-Chancellor to implement policies through the executive structure to ensure statutory compliance and best practice in all areas of activity. The University will follow the Health and Safety Executive (HSE) 'Managing Safely' guidance (HSG65), as the basis of its health and safety management system.

## 1.3 In particular, the Board of Governors affirms its commitment to the following aims:

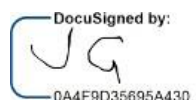
- a. Integration of Health and Safety into all management tasks, including planning
- b. Demonstration of leadership in Health and Safety management at all levels
- c. Provision and maintenance of appropriate accommodation, equipment and plant
- d. Promotion and retention of safe working practices
- e. Provision of information, instruction, training and supervision as are necessary to alert students, employees, visitors and contractors to hazards and the elimination of risk, so far as reasonably practicable
- f. Monitoring, evaluation and continual improvement of Health and Safety performance
- g. Maintenance of effective systems of consultation and communication with all employees, including Safety Representatives nominated by the recognised Trade Unions
- h. Provision of appropriate instruction, training and guidance to employees and students, in order to carry out tasks in a manner that safeguards themselves and others.

Georgina Andrews  
Vice-Chancellor



May 2025

Jonathan Glasspool  
Chair of Board of Governors

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May 2025

## **2 Responsibilities for Health and Safety**

### **2.1 Board of Governors *Specific responsibilities***

2.1.1 The Board of Governors ultimately carry responsibility for health and safety within the University. They must be competent to ensure that, with regards to health and safety, clear lines of responsibility, together with suitable arrangements and systems are in place throughout the organisation. To ensure they are in receipt of accurate and current information, the Board of Governors receives bi-annual health and safety reports produced by the Health and Safety Compliance Team. Annually, the Chair of the Board of Governors along with the Vice-Chancellor is required to co-sign the Health and Safety statement of intent.

2.1.2 Guidance available to the Board of Governors includes, but is not limited to:

- a. Universities & Colleges Employers Association (UCEA) " Leadership and Management of Health and Safety in Higher Education Institutions" (2024)
- b. "A Guide for Members of Higher Education Governing Bodies in the UK" (2009)
- c. UCEA "Leading Health and Safety at Work: Leadership Actions for Vice-Chancellors and Members of University Governing Bodies" (2008)
- d. Leadership and Management of Health and Safety in Higher Education Institutions" (2024)

### **2.2 Vice-Chancellor *Specific responsibilities***

2.2.1 The Vice-Chancellor, as the Chief Executive Officer of the University, has overall responsibility for the management of health and safety within the University, and for ensuring that the objectives detailed within the statement of intent are reviewed and, where necessary, revised on annual basis.

2.2.2 The Vice-Chancellor receives minutes twice yearly from the Health and Safety Committee and is advised on health and safety matters by the Director of Estates and Services, and the Health and Safety Compliance Team.

### **2.3 Health and Safety Escalation Officer *Specific responsibilities***

2.3.1 Section 7 of the Management of Health and Safety at Work Regulations 1999 requires at least one person to be appointed with knowledge and experience of the university's activities, to advise on health, safety and fire issues.

2.3.2 The University function of the Health and Safety Escalation Officer is to provide a point of escalation which is independent of the Health and Safety Compliance

Team, should that be required. This is the final internal point of contact if there is an unresolved issue. This role is held by the University Secretary.

- 2.3.3 Where they deem it appropriate to do so, the Health and Safety Escalation Officer may consult an external Health and Safety Consultant for advice. The Health and Safety Escalation Officer will make a decision and share this with the relevant parties within a reasonably practicable timeframe.

2.4 External Health and Safety Consultant  
*Specific responsibilities*

- 2.4.1 The External Health and Safety consultant will provide the University with specialised knowledge with an impartial perspective, provide the University with trustworthy and unbiased advice, helping them resolve complex issues and create safer work environments.

2.5 Health and Safety Compliance Team  
*Specific responsibilities*

- 2.5.1 The Health and Safety Compliance Team will assist the employer at an operational level in undertaking the necessary measures to comply with the requirements and prohibitions imposed upon them under all relevant health and safety legislation. The University must ensure that the competency of the Compliance Team is appropriate to be able to undertake the role.

- 2.5.2 The Health and Safety Escalation Officer carrying out the advisory role will work with the Health and Safety Compliance Team, as required, in assisting the employer with undertaking the necessary measures to comply with the requirements and prohibitions imposed upon them under all relevant Health and Safety legislation. Appropriate Safety Managers will assist throughout the organisation, and these are detailed below.

2.6 School Safety Managers (SSM) and Heads of Professional Services Departments  
*Specific Responsibilities*

- 2.6.1 School Safety Managers (SSM's) and Heads of Professional Services Departments are responsible for the health safety and fire management of employees, contractors, students and visitors who use or operate within their areas/buildings of responsibility. SSM's and Heads of Professional Services Departments must ensure that personal working practices do not present an unacceptable level of risk. The University must ensure the competency of SSM's and Heads of Professional Services Departments to undertake the role and manage safety.

2.7 Area Safety Managers (ASM)  
*Specific responsibilities*

- 2.7.1 Area Safety Managers are responsible for the following:
- a. Leading on the bi-annual Health and Safety Inspections for their designated building(s), ensuring that any identified actions are addressed and resolved with

the relevant parties.

- b. Ensuring that Fire Wardens are appointed for their designated academic/professional services building(s)
- c. Working closely with the Security Team to schedule the bi-annual Emergency Fire Evacuation Drills
- d. Attending monthly Health and Safety Operational meetings, ensuring that any health and safety and/or fire safety issues (relating to their designated academic building(s) and/or operations within their Department/School) are raised.
- e. Ensuring that the IOSH Managing Safely training course is undertaken.
- f. Ensuring that any concerns are raised with the Health and Safety Compliance Team.

## 2.8 Operational Safety Managers (OSM) *Specific responsibilities*

- 2.8.1 Where an ASM requires assistance in carrying out their health and safety duties they may appoint an Operational Safety Manager (OSM). They must have sufficient seniority/authority to initiate change. The ASM and OSM should be in close contact with one another so that progress and emerging issues can be discussed, and agreed actions implemented. ASM's ultimately retain responsibility for ensuring the health, safety and welfare of employees, contractors, students and visitors in their areas.
- 2.8.2 The function of the OSM is to provide practical assistance to the ASM in discharging their responsibilities.

## 2.9 Trade Union Health and Safety Representatives *Specific responsibilities*

- 2.9.1 The University acknowledges the rights that Safety Representatives have under the Safety Representatives and Safety Committees Regulations 1977 and the important contribution that those Health and Safety Representatives make in maintaining and improving health and safety in the workplace.
- 2.9.2 Safety Representatives are invited to attend bi-annual Health and Safety Committee meetings, accident investigations and at the discretion of the University, any health and safety training events and opportunities (over and above recognised Trade Union health and safety training) that may be of benefit to the safety representatives and their member's safety.
- 2.9.3 Representatives are asked to raise any health and safety concerns with the Health and Safety Compliance Team, at the earliest opportunity in order that any necessary remedial actions can be taken.

2.10 Occupational Health Provider  
*Specific responsibilities*

2.10.1 Bath Spa University appoints an external Occupational Health service, which is available to all Bath Spa University employees to ensure that their health and wellbeing is supported. The Occupational Health provider offers the following services:

- a. Remote and face-to-face occupational health reports
- b. Implementing Health and Medical surveillance, where necessary
- c. Ensuring employees are medically fit to undertake the role required
- d. Reviewing risk assessments when an employee is returning to work following sickness absence or declares a health condition.

2.11 Students' Union  
*Specific responsibilities*

2.11.1 The Bath Spa University Students' Union is a separate entity therefore the University expects the Students' Union to effectively manage their own health and safety for employees, contractors, students and visitors. Bath Spa University Students' Union is expected to have an appropriate health and safety management system in place, based on the risk profile.

2.11.2 The Bath Spa University Students' Union is also required to:

- a. Work closely with the Bath Spa University Health and Safety Compliance Team, ensuring that communication is consistently maintained, particularly if significant issues are identified
- b. Adhere to and align with the Bath Spa University Health and Safety Policy
- c. Demonstrate that a Health and Safety Management System is in place, evidencing how effectively it is operating
- d. Ensure that competent Health and Safety advice is obtained and acted upon in a timely manner
- e. Provide information about how significant health and safety issues will be addressed, to ensure that the Bath Spa University Health and Safety Compliance Team can provide the appropriate level of support, where required.

2.12 All Employees  
*Specific responsibilities*

2.12.1 All employees have a responsibility to co-operate with Bath Spa University as their employer, in pursuance of promoting and developing a positive health and safety culture. Employees should take a proactive approach in bringing any concerns or emerging issues to the attention of their line manager and/or the Health and Safety Compliance Team, at the earliest opportunity.

- 2.12.2 Employees should also be aware that they can and should approach the Trade Union representatives to discuss health and safety issues, even if they are not union members.
- 2.12.3 All employees are responsible for taking reasonable care for the safety of themselves and of other persons who may be affected by their acts or omissions at work.
- 2.13 All Students  
*Specific responsibilities*
- 2.13.1 Students are considered as visitors to the University and as such, they are expected to cooperate, and observe the requirements expected of University employees.

## **OTHER HEALTH AND SAFETY ROLES AND RESPONSIBILITIES**

- 2.15 Radiation Protection Supervisor  
*Specific responsibilities*
- 2.15.1 The Radiation Protection Supervisor (RPS) role is to assist the Health and Safety Compliance Team and the School of Sciences Health and Safety Committee in, ensuring radiation exposures are as low as reasonably practicable (ALARP), supervising the work in compliance with local rules and offering local advice and support.
- 2.16 Radiation Protection Advisor  
*Specific responsibilities*
- 2.16.1 The role of a Radiation Protection Advisor (RPA) is set out in Regulation 14(1) and Schedule 4 to The Ionising Radiations Regulations 2017 (IRR17). The RPA will advise Bath Spa University when engaged in work with ionising radiation on compliance with IRR17 and/or The Radiation (Emergency Preparedness and Public Information) Regulations 2019 (REPP19). This includes those radiation protection matters necessary to comply with the Regulations.
- 2.17 Radioactive Waste Advisor  
*Specific responsibilities*
- 2.17.1 A Radioactive Waste Adviser (RWA) is a specialist in radioactive waste accumulation disposal, and environmental radiation protection. Through certification, they have demonstrated competence against an RWA syllabus which has been developed by the UK Environmental Agencies.

## **3 Arrangements for Health and Safety**

- 3.1 Health and Safety Compliance Team are responsible for providing advice on health and safety and fire safety. The University will ensure that sufficient resources are available to effectively undertake these roles. (Appendix 1 details the organisational arrangements whilst Appendix 2 shows both the organisational arrangements and the Health and Safety Committee structure).

- 3.2 The Vice-Chancellor will establish a Health and Safety Committee, to be chaired by a senior manager. The Committee will include the Health and Safety Compliance Team, Heads of Schools/School Safety Managers, Area Safety Managers, Operational Safety Managers, other Senior Managers from Professional Services departments and representatives of the recognised Trade Unions and the Students' Union.
- 3.3 The Committee will monitor the University's performance in all matters related to Health and Safety. It will also review policies and procedures in the light of statutory requirements and best practice, recommending changes and improvements as appropriate.
- 3.4 Any other local Health and Safety Committees within the Academic and Professional Services areas must be supplementary to the objectives of the University Health and Safety Committee.
- 3.5 Within the executive, the University will establish and maintain a clear structure of responsibility and accountability on Health and Safety performance at all levels including the appointment of appropriate Safety Managers, First Aiders and Fire Wardens, with defined duties and assigned areas. Any outstanding or contentious issue will be forwarded to the Health and Safety Escalation Officer for review.
- 3.6 All employees fulfilling these duties will receive formal notification of their appointments and will be provided with appropriate equipment, training, and time to meet their responsibilities.

## **4 Health and Safety Management System**

- 4.1 Bath Spa Universities Health and Safety Management System is based on a Plan-Do-Check-Act approach, as per the Health and Safety Executive's (HSE) 'Managing for Health and Safety' guidance, otherwise known as HSG65. The HSE defines the categories as follows:

### **Plan**

- Determine the policy and/or plan for implementation

### **Do**

- Identify your risk profile
- Organise activities to deliver the plan
- Implement the plan

### **Check**

- Measure performance
- Investigate the causes of accidents, incidents or near misses

## **Act**

- Review performance
- Take action on lessons learned, including from audit and inspection reports

4.2 This system is implemented to ensure that a structured approach to health and safety is not only maintained, but also continually improved and includes, but is not limited to the following elements:

- a. Creating and reviewing processes and procedures to prevent serious harm to all interested parties at Bath Spa University
- b. Ensuring that the appropriate health and safety information and training is available to all interested parties, for example via the Health and Safety SharePoint page for employees
- c. Creating, reviewing, and updating health and safety documentation (such as policies and procedures)
- d. Implementing an internal audit schedule for both the academic and professional services departments
- e. Monitoring and reviewing performance to capture and record information to ensure that corrective actions are taken, allowing for continual improvement
- f. Ensuring that statutory compliance is maintained in areas of responsibility for the Health and Safety Compliance Team. Providing support and advice for statutory advice for areas of responsibility within the Professional Services and Academic departments.

## **5 Emergency Preparedness and Response**

5.1 The Health and Safety Compliance Team work alongside the relevant interested parties to create and review emergency preparedness response procedures to ensure compliance and continual improvement.

## **6 Training**

6.1 During onboarding, all employees will undertake health and safety training via an E-Learning module. Further training will depend on the individual role and responsibilities and will be arranged within each school and department with support from the Health and Safety Compliance Team.

## **7 Control of Contractors**

7.1 All contractors working at Bath Spa University are expected to work safely and adhere to site rules and procedures. Policies, such as the Permit to Work policy, are in place to ensure that contractors are provided with the appropriate information to

ensure safe working. For further information, please refer to the relevant policies and procedures.

## **8 Document Control**

- 8.1 This policy will be reviewed annually, as a minimum and more frequently if there are significant changes to legislation and/or circumstances at Bath Spa University. The policy will be available to all employees, students, contractors and visitors via the Bath Spa University Health and Safety SharePoint site.

## **9 Compliance**

- 9.1 The University requires all students, employees, visitors, and contractors to comply with health and safety regulations and any policies/ procedures agreed by the University. Disciplinary procedures will be invoked against any individual who is deemed to have intentionally or recklessly interfered with or misused anything provided in the interest of Health and Safety or Fire Management or to have blatantly failed to fulfil their managerial responsibilities at any level.

## **10 Hybrid Working**

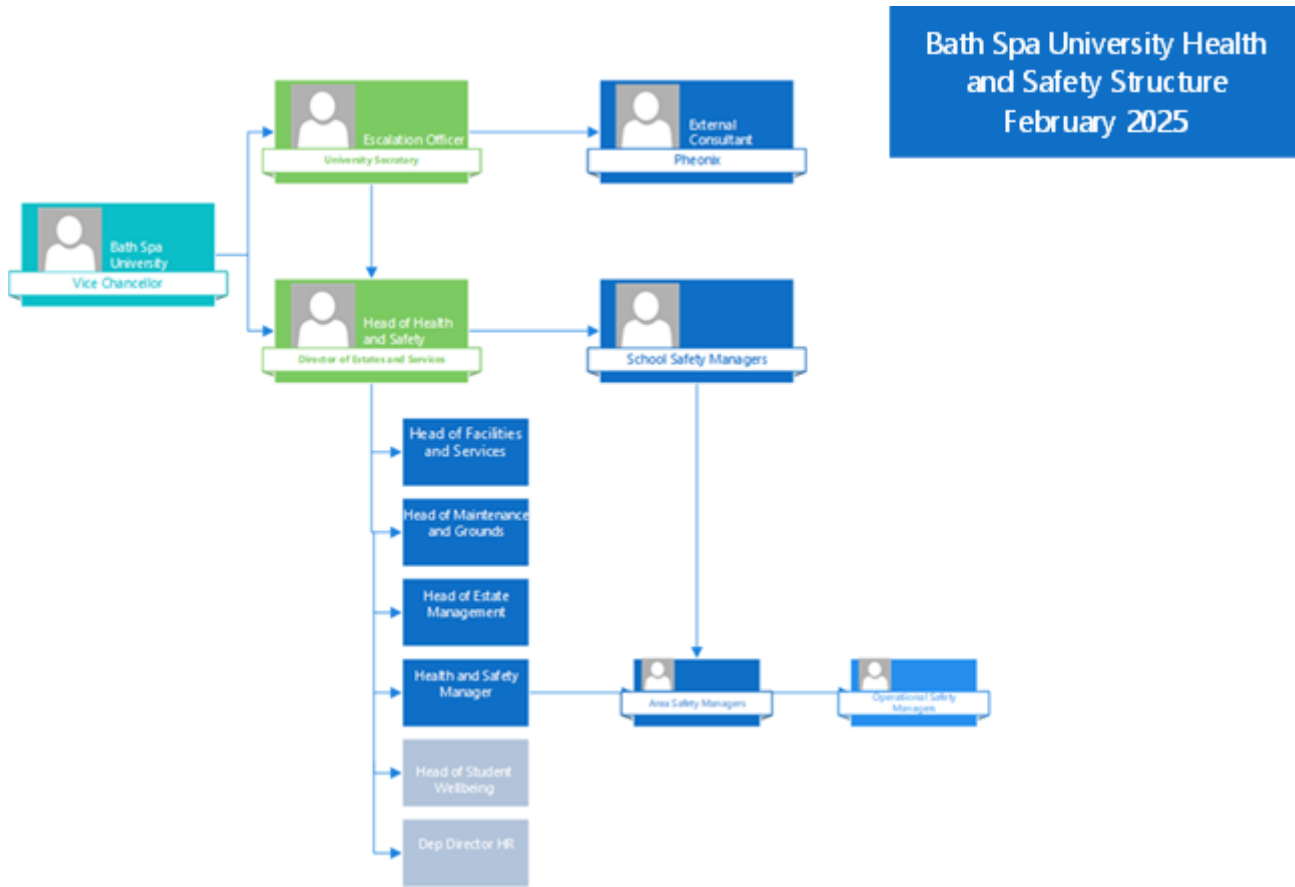
- 10.1 A hybrid working model is implemented at the organization and as an employer, Bath Spa University has the same health and safety responsibilities for employees who work in the office as those employees who:
- Work at home long-term
  - Routinely split their time between their workplace and home (sometimes called hybrid working).

## **REFERENCES**

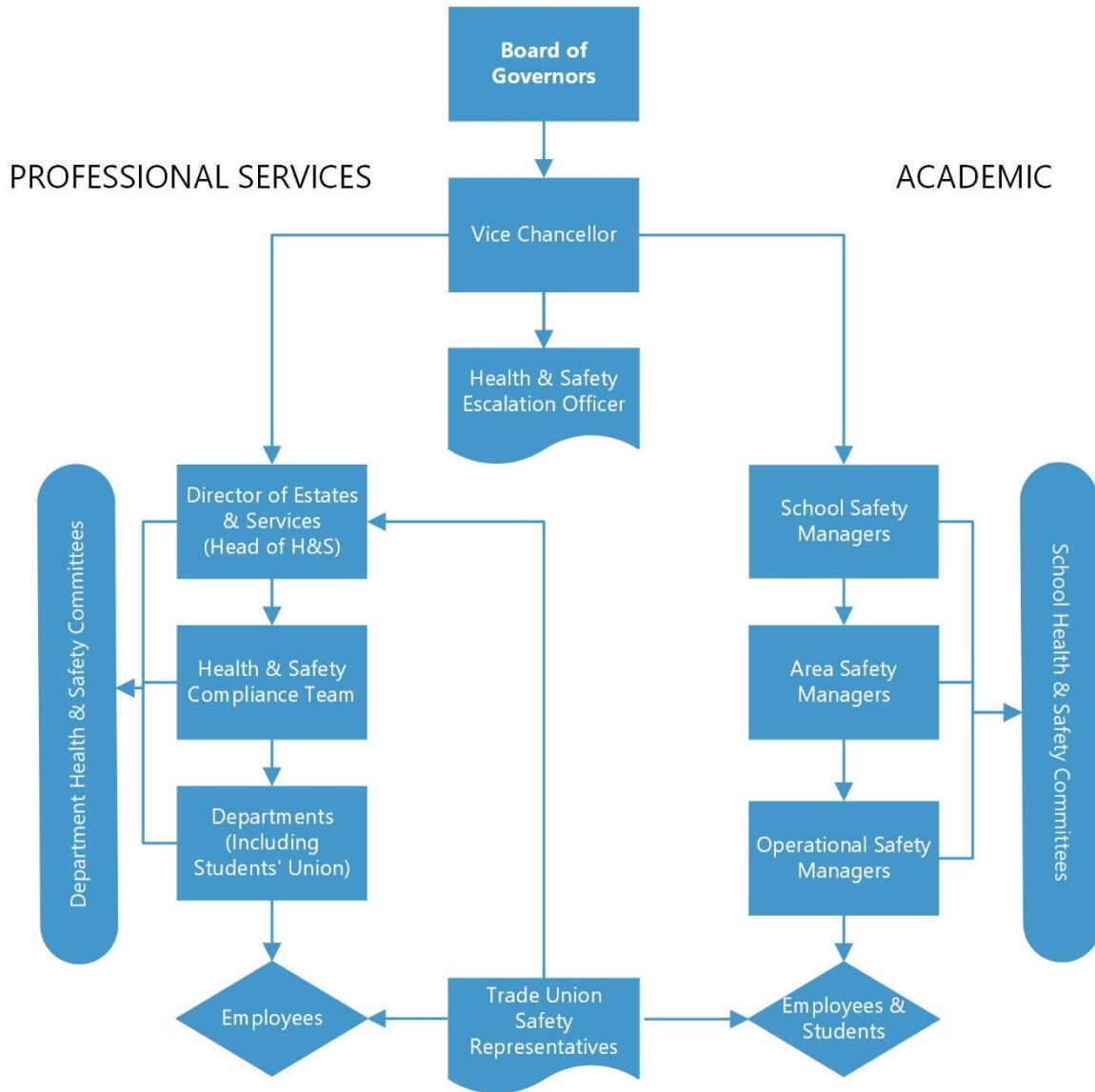
The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999

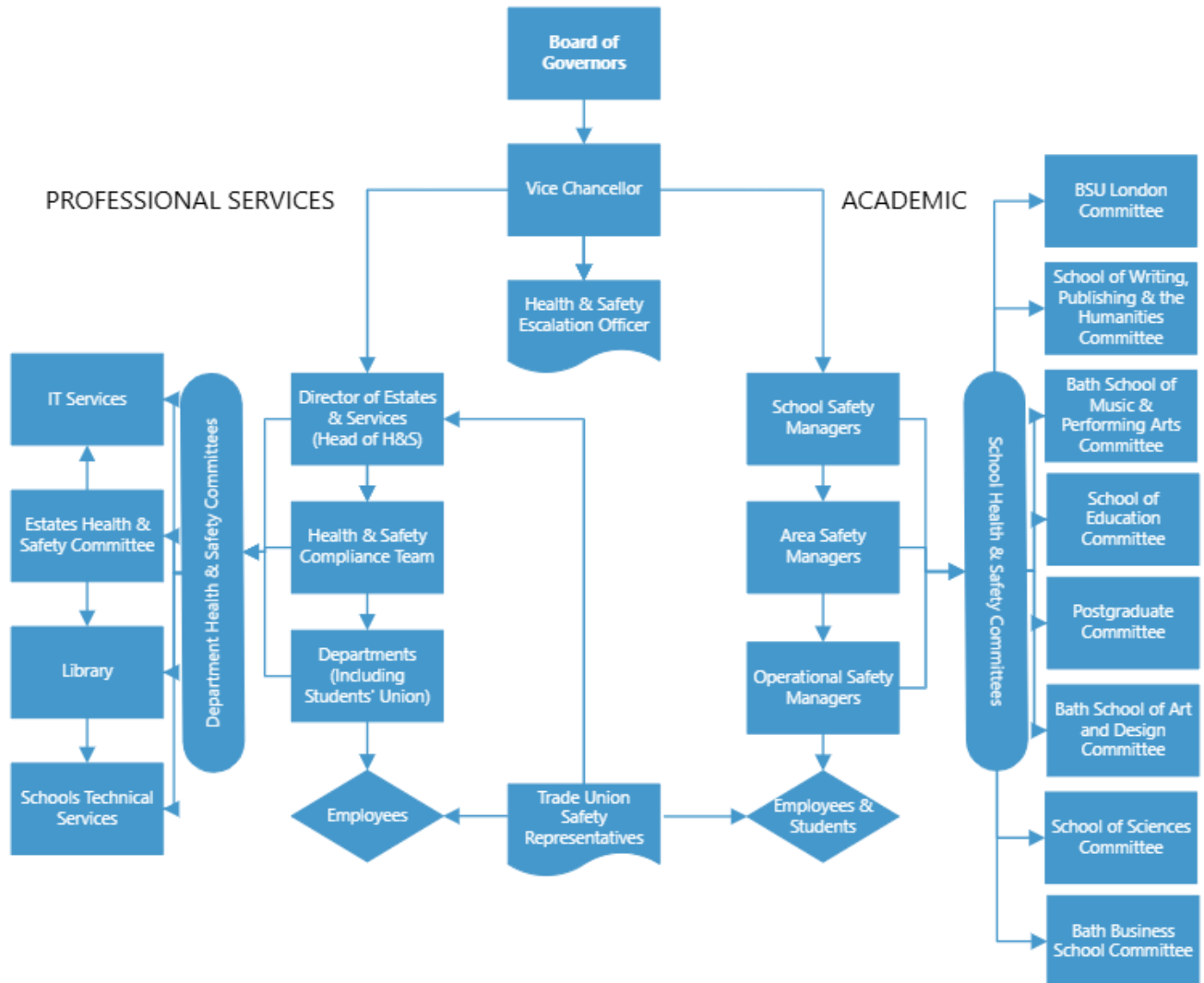
# Appendix 1. Organisational Structure



## Appendix 2. Health and Safety Structure



### Appendix 3. Health and Safety Committee Structure



## Document Details

**Responsible Office:** Health and Safety Compliance Team

**Responsible Officer:** Vice-Chancellor

**Approving Authority:** Board of Governors

**Date of Latest Approval:** May 2025

**Effective Date:** May 2025

**Related Policies and Procedures:** Fire Safety Policy

**Supersedes:** January 2025

**Next Review Due:** November 2026

The review date has been revised to reflect the wider schedule of business for the Board of Governors and the Health and Safety Committee.