

	All staff Policy
	Version 3

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At Harper Adams University, we are committed to promoting equality, diversity, and inclusion in all aspects of our operations, including our Health and Safety practices. We recognise that a diverse and inclusive environment enhances the wellbeing and safety of our community. As such, we aim to ensure that all individuals, regardless of their background or circumstances, have equal access to a safe and supportive environment.

This policy statement does not form part of any contract of employment or other contract to provide services, and the University may amend it at any time.

This Health & Safety Policy serves as an overarching framework designed to ensure the wellbeing of our entire University community, including employees, students, contractors, and visitors. This comprehensive policy is supported by a series of specific sub-policies that address various aspects of health and safety in more detail. These sub-policies cover such areas as fire safety, laboratory safety, occupational health, and emergency response, among others. All members of the University community, as well as third-party suppliers and contractors, are expected to adhere to both the overarching policy and its sub-policies to maintain a safe and healthy environment for all.

Collaboration with external partners is essential to the operations of the University, and these partnerships must align with the University's general principles on health and safety. Third-party suppliers and contractors are, therefore, expected to uphold the University's health and safety policies and procedures, including adhering to all relevant legislation, regulations, and industry standards. The University may take any reasonable steps to monitor and audit the health and safety practices of third-party suppliers when they are on University premises. This may include conducting inspections and reviewing compliance with agreed-upon safety measures.

We recognise the vital role that the Students' Union plays in representing the interests and wellbeing of our student community. In line with our commitment to ensuring a safe and inclusive environment, we actively collaborate with the Students' Union in relation to health and safety matters, including but not limited to the following:

- the Health and Safety Strategy group which includes representatives from the University and the Students' Union;
- Maintaining open communication channels between the University and the Students' Union to ensure timely exchange of information regarding health and safety policies, procedures, and any incidents which may arise;
- Collaborating in the development of risk assessments;
- Partnership between the Students' Union and the University in the delivery of health and safety training;
- Coordinating crisis response in close partnership.

The Board of Governors is the responsible authority for the purposes of the Health and Safety at Work Act 1974 (HSWA). The Board of Governors is aware of, and will carry out, its duties and responsibilities under HSWA to ensure, as far as reasonably practicable, the health, safety, and wellbeing at work of all employees of the University, all students registered with and attending the University, and others who may be affected by University work, activities, and undertakings.

The Board of Governors will, through the Vice-Chancellor and Managers, take all measures within its powers to meet these responsibilities in accordance with the general requirements of the HSWA, and the specific requirements of the Management of Health & Safety at Work Regulations (MHSWR) 1999 and (t)-1.1Acesir904v.2 (i)0sU, terar (erTD[and uk1)-12

- Support the development of a health & safety culture;
 - Implement and monitor Health and Safety policies within their areas of responsibility;
 - Ensure that their teams (and students as applicable) are aware of and comply with health and safety requirements;
 - Report any Health and Safety issues to the Health and Safety team.
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- Follow all Health and Safety policies and procedures relevant to their roles;
 - Participate in required Health and Safety training;
 - Report hazards, unsafe conditions, and incidents to supervisors and/or the Health and Safety team as appropriate;
 - Use equipment and facilities safely and responsibly.
 - Act responsibly and consider the safety of themselves and others.
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- Comply with University Health and Safety policies and procedures;
 - Participate in Health and Safety training as required;
 - Report hazards, unsafe conditions, and incidents to University staff;
 - Act responsibly and consider the safety of themselves and others.
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- Adhere to the University's Health and Safety policies and procedures;
 - Ensure that their staff are trained and aware of relevant Health and Safety practices;
 - Conduct their work in a manner that ensure the safety of the University community;
 - Act responsibly and consider the safety of themselves and others.
 - Report and Health and Safety concerns to the University's Health and Safety team.
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- Collaborates with the University to promote Health and Safety awareness and initiatives;
 - Ensures that student-led activities and events comply with Health and Safety policies;
 - Ensure that their staff are trained and aware of relevant Health and Safety practices;
 - Conduct their work in a manner that ensure the safety of the University community;
 - Act responsibly and consider the safety of themselves and others.
 - Provide feedback on Health and Safety issues affecting students.

This Policy Statement should be read in conjunction with the following documents:

- *The Roles and Responsibilities and the General Health & Safety Policies*
- *The Health & Safety Booklet*
- *All underpinning health & safety sub-policies, available on the Health & Safety Section of the Portal, the HR Section of the Portal, and/or the University's external facing website.*

The Board of Governors undertakes to review and update this written Health and Safety Policy Statement annually unless there are changes in the responsibilities named in it, in which case a revised statement will be published on the University's website.

The policy will be implemented upon approval of the Board of Governors (following recommendation from ARMC) and onward through dissemination.

Health & Safety Policy

July 2024

Communication to all staff on the policy changes will be through internal communication channels. The policy will be distributed to all Directors and departmental managers via the University's Health and Safety Management System which will record receipt of the policy.

The policy will be made available to students through Student induction and through the Student Key Information pages.

This Statement will be displayed around the University and on its Portal for the availability for all concerned.

The application of this policy will be monitored as followed:

*Annual review of Health &
Safety Policy Statement*