



# HARTPURY

## HEALTH AND SAFETY POLICY

### Introduction

Provision of a safe and healthy working environment is not only a legal requirement under the Health and Safety at Work Act 1974 it also allows us to examine our facilities and procedures to ensure a safe and healthy working environment for our staff, students and anyone else associated with, or visiting Hartpury.

### Purpose

In accordance with the requirements of the Health and Safety at Work Act 1974 and other statutory provisions the primary aim of Hartpury University & Hartpury College (Hartpury) is to provide (so far as is reasonably practicable) a safe, incident-free and healthy place of work and learning for staff, students and visitors. In doing so particular emphasis is placed on the need to recognise the age and relative workplace inexperience of all learners, this will be achieved through appropriate training, monitoring and supervision.

Hartpury Senior Management regard health and safety as a core management function with at least equal importance as any other management function of Hartpury and will accordingly allocate sufficient resources and work to ensure the commitment of all members of staff to the full implementation of the Health and Safety Policy.

### Scope

The attention of all employees is drawn to their legal responsibility under section 7 of the above Act, to take reasonable care for their own health, safety, and that of others who may be affected by their acts and/or omissions and to co-operate with their employer with regard to health and safety matters. All persons on Hartpury's premises have a duty under section 8 of the above Act not to interfere with or misuse anything provided in the interests of health and safety.

Regulation 14 of the Management of Health and Safety Regulations (1999) requires all employees to report without delay, to their employer or a colleague with health and safety responsibilities such as the Health, Safety & Logistics Manager, any work situation that could give rise to serious and imminent danger to health and safety and also any noted shortcomings in the employer's protection arrangements for health and safety.

The person with overall responsibility for health and safety is the Vice-Chancellor, Principal & CEO, who is assisted by persons appointed to ensure compliance in all matters relating to health, safety and welfare.

## **Objectives**

It is Hartpury's policy to comply with all relevant statutory and regulatory provisions and to take such additional measures, as it considers necessary. To achieve this, Hartpury will, as a minimum, operate to legal requirements; establish good practice and will as far as is reasonably practicable:

1. Create and maintain an organisational structure and promote a positive health and safety culture, which supports risk control at all levels throughout Hartpury.
2. Manage its activities in such a way as to ensure that the health, safety and welfare of all employees, students and any other persons on its premises are not put at risk.
3. Systematically identify and control risk as an effective approach to injury, work related ill-health (including stress) and loss prevention;
4. Maintain safe and healthy working places and systems of work and to protect all employees, students and others including the public in so far as they come into contact with foreseeable work hazards;
5. Provide and maintain suitable and adequate facilities and arrangements for the welfare of employees and students whilst at work/on the Hartpury Campus;
6. Provide and maintain plant and equipment that is suitable for their intended use, safe and without risk to health;
7. Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
8. Provide the necessary information, instruction, training and supervision to ensure the health and safety of all employees, students and any other persons on Hartpury premises;
9. As regard to any place of work under Hartpury's control, maintain it in a condition that is safe and without risk to health and provide and maintain means of safe access and egress;
10. Promote through consultation and other means, the active involvement of all staff and students in the development, promotion, implementation and monitoring of measures provided for health, safety and welfare;
11. To develop an understanding of risk control and ensure that risk assessments are carried out as required by the Management of Health and Safety at Work Regulations (1999) and other regulations;
12. To develop an understanding of risk control and safety awareness amongst all employees and students and, as a result of this, create individual responsibility

for health and safety at all levels and be responsive to internal and external change;

13. To provide a safe environment for all visitors to Hartpury, bearing in mind that these visitors may not necessarily be attuned to certain aspects of the Hartpury environment;
14. To control effectively the activities of all outside contractors when on Hartpury premises. It is the intention of Hartpury that, in addition to routine inspection, supervision and control of contractors, this aim will be achieved in part by demanding and approving copies of the Contractor's Safety Policy and other relevant documents;
15. Appoint competent persons to provide advice in accordance with the Management of Health and Safety at Work Regulations (1999);
16. Seek specialist advice on health and safety matters as and when necessary;
17. Investigate thoroughly all accidents and unusual occurrences affecting health and safety with the view of preventing re-occurrence;
18. Seek to make progressive improvements in health and safety by formulating an annual safety plan;
19. Provide a set of standards and guidance to assist those responsible for implementing this policy;
20. Hartpury is committed to providing adequate resources to ensure its health and safety objectives are met and considers that this Health and Safety Policy is an integral element of the overall Strategic Plan;
21. Hartpury is conscious of the external environment that may be affected by its activities and will pay full regard to the implications of the Environmental Protection Act 1990 and, in particular the Duty of Care as regards waste, pollution and energy conservation and will endeavour to reduce its waste generation and energy consumption.

This Policy must be brought to the attention of all employees and students and will be reviewed annually and revised as necessary by the Health, Safety & Logistics Manager and the Health & Safety Forum prior to Corporation approval.

Signed:



Russell Marchant, Vice-Chancellor, Principal & CEO.

Dated: 18<sup>th</sup> September 2020

## **ARRANGEMENTS**

This section describes the arrangements for translating the commitment contained in the general statement into positive action. Post holders, who are responsible for implementing these actions are detailed in Appendix A.

All new members of staff will complete a formal induction process that includes a recorded health and safety element. In the case of individual starters, this will normally be by their line manager or other nominated person; in the case of groups, the induction may be carried out by the Health, Safety & Logistics Manager. On joining all staff are required to undertake an online health and safety training module. This is mandatory and must be completed prior to a member of staff's probationary period being signed off.

Such inductions will include the identification of all significant hazardous conditions and hazardous procedures and an explanation of the controls implemented to manage such hazards.

Attention must be drawn to documented risk assessments and the new starter given the opportunity to read them. Their understanding of such assessments must be confirmed through constructive questioning by their appointed Line Manager

Their Line Manager, on day one of the member of staff joining Hartpury, must explain the emergency arrangements for fire, accidents and first aid to the new starter.

### **Risk Assessments:**

Using the Hartpury risk assessment form all significant hazards identified must be assessed and the findings used to define safe systems of work. The controls implemented and described in each risk assessment are binding on all those persons involved in the activity to which they refer. All risk assessments will be reviewed annually or when conditions change which affect the risk assessment. Risk controls must be effective and not rely entirely on the use of PPE, Personal Protective Equipment.

Risk assessments must be retained in a format that can be seen and understood by those persons who may be affected. A copy of each assessment and subsequent reviews must be sent to the Health, Safety & Logistics Manager for retention.

### **Controls arising from Risk Assessments**

The risk control process operates on a hierarchy principle with elimination of the hazard being the preferred option, other controls include devising safe systems of work, all such controls must be adhered to at all times. Where the controls in place are insufficient to control the risk, then new controls must be devised and implemented, if necessary the Health, Safety & Logistics Manager should be consulted for advice. Line managers or any other person supervising activities, should be proactive in ensuring that the controls identified in the appropriate risk

assessments are implemented. Any shortfalls in risk controls must be reported to the appropriate line manager or Health, Safety & Logistics Manager immediately

### **New Hazards**

Any new or modified equipment, substance or modified process, must be risk assessed before it is used or implemented for the first time.

### **Control of Substances Hazardous to Health (CoSHH):**

Hazardous substances are not limited to commercially available products, but may also be produced as a by-product of a process in the form of mists, dusts and vapours. It is essential that activities involving the use of hazardous products or the generation of dusts, mist and vapours are assessed to determine if they present a risk to health or the environment and, if so what controls are needed to eliminate or reduce those risks to an acceptable standard. The regulations and these principles also apply to biological agents.

It must be assumed that any substance has the potential for impacting on humans, animals or the environment. The effect may be beneficial, benign, or damaging. All substances must be subject to a risk assessment that should include data supplied by the manufacturer and the means of residue or container disposal.

The assessment must be made by a competent person; ideally by the person who decides the substance is necessary or has introduced a process. When undertaking assessments it must be remembered that substances may affect some people and not others and may create hazards in some environments where it does not in others. Accordingly, it should not be assumed that once a CoSHH assessment for a substance has been completed, it is safe to use in every situation.

Should any substance have properties that have the potential to cause harm, a hierarchy of controls must be employed; *detailed below*.

<b>Control</b>	<b>Comment</b>
Elimination	Stop using the substance or process
Substitution	Use a less hazardous alternative substance
Engineering	Provide local exhaust or dilution ventilation
Administrative	Limit duration of exposure
Personal Protective Equipment <b><i>Must not be used as a stand alone control</i></b>	Provide gloves, Respiratory Protective Equipment (RPE) or other protective equipment. Enforce its use.

### **Safety Inspections:**

All premises, equipment, processes and activities will be subject to inspection for the purpose of identifying unsafe conditions and unsafe acts.

Unsatisfactory conditions identified must be dealt with in a timely manner with the involvement of, or at least the knowledge of, the appropriate line manager.

The scheduling of inspections and correlation of results will be managed by the Health, Safety & Logistics Manager and carried out variously by the Health, Safety & Logistics Manager and/or heads of major risk areas.

Compliance in the execution of inspections and the resulting actions to improve or correct findings is a mandatory requirement of managing health and safety.

#### **Maintenance of Buildings and Facilities:**

All matters relating to the construction, refurbishment and maintenance of buildings, facilities, all access and egress, comprising the estate of Hartpury will be managed with due regard to health and safety requirements, by the Property Manager.

#### **Maintenance of Equipment:**

All machinery, plant and equipment, both fixed and portable, used to support any part of Hartpury or its activities should, at all times, be fit for purpose. This will normally be achieved by maintaining such items in accordance with the manufacturer's recommendations and any regulations applicable. Responsibility for the on-going care of any such item should be decided and allocated before installation and first use.

#### **Audits:**

The management and implementation of health and safety at Hartpury and any premises or activity under the control of Hartpury staff will be subject to audit by the Health, Safety & Logistics Manager; or any other person or body appointed or commissioned by the senior management team.

#### **Health & Safety Forum:**

Chaired by the Vice Principal Resources, the Forum will consist of the Major Risk Area Managers and other Departmental Managers. Their function is the day to day management of health and safety within their areas of responsibility. The group will meet quarterly to review the management of health and safety, identify any safety failings, areas of concern, needs or examples of good practice. They will act as a communications link to all other staff.

#### **Health & Safety during a pandemic including Covid-19**

Hartpury recognises and accepts its responsibility as an employer and provider of services and will provide a safe and healthy workplace and learning environment for all staff, students and such other persons affected by its activities.

Hartpury will adopt health and safety arrangements under Covid-19 as it would under any pandemic in line with Health & Safety legislation and in consideration of UK government guidelines.

Good health and safety management will be an integral part of the way that Hartpury operates and will be considered across all work activities and across the wide range of educational activities delivered.

Hartpury has developed an institutional risk assessment underpinned by building and activity risk assessments and guiding principles for all staff, students and visitors to follow.

## **Appendix A: Organisation of Health & Safety**

This appendix identifies those persons with specific responsibilities and defines what those responsibilities are.

### **The Vice-Chancellor, Principal & CEO:**

The Vice-Chancellor, Principal & CEO maintains overall accountability for all matters concerning health, safety and welfare of staff, students and visitors. To assist him in the performance of these objectives he will make suitable appointments to health and safety management key roles in order that best practice standards are maintained throughout Hartpury. The Principal will ensure that any amendments made to the Hartpury's Health and Safety Policy General Statement reflects Hartpury's integrity in matters of health, safety and welfare. He will also ensure that the sections detailing organisation and arrangements are suitable and sufficient to provide the necessary framework for operation of a robust health and safety management system.

The Vice-Chancellor, Principal & CEO will:

- Allocate sufficient funds and resources to ensure the health and safety aims and objectives are met;
- Promote a positive health and safety culture throughout Hartpury
- Constantly monitor the effectiveness of the policy as regards both academic and non-academic activities;
- Consult the Health, Safety & Logistics Manager as required;
- Ensure the co-operation of all staff at all levels as regards working to this policy;
- Ensure that all Heads of Departments/Risk Area Managers fully understand their responsibilities and are given the time and resources to pursue them;
- Take steps to ensure that any changes in curriculum and also changes in systems of work are considered for their health and safety implications;
- Appoint a member of the Executive Team to chair the meetings of the Health and Safety Forum;

- Appoint a Health, Safety & Logistics Manager to assist him in his duties and to advise as required;
- Discipline, in accordance with HR policies, those who consistently fail to consider their own wellbeing or the health and safety of others (this can be delegated to the appropriate Head of Department);
- Ensure that emergency plans are prepared to cover all foreseeable major incidents which could put at risk the staff, students and users of Hartpury.

### **Heads of Major Risk Areas**

The named Heads of Major Risk Areas (Risk Area Managers) are responsible for the leadership and management of all matters relating to health, safety and welfare and will:

- Make themselves familiar with the requirements of all health and safety legislation and codes of practice which are relevant to their work area and areas of responsibility;
- They will be responsible to the Vice-Chancellor, Principal & CEO, for the implementation and operation of Hartpury's Health and Safety Policy within their relevant departments and areas of responsibility;
- They must take a direct interest in and contribute to Hartpury's Health and Safety overarching aims and stated in this policy and encourage other members of staff, students and others to comply with its requirements;
- As part of their day to day responsibilities, they must ensure that throughout their department or area of responsibility:
  - Safe methods of work exist and are implemented;
  - A means of safe access and egress is maintained at all times;
  - Emergency equipment such as fire detection systems and fire extinguishers are checked at defined intervals and maintained by competent contractors;
  - Staff and students under their jurisdiction, particularly new employees, are instructed in safe working practices and are made aware of emergency actions;
  - Unsafe conditions are reported to the Health, Safety & Logistics Manager;
  - Health and safety regulations, rules, procedures and codes of practice are being applied effectively;
  - Regular health and safety inspections are undertaken in their areas of responsibility and any safety failures reported immediately to the Health, Safety & Logistics Manager;
  - They complete risk assessments and implement appropriate effective controls where significant risks are identified;
  - Bring such risk assessments to the attention of anyone who may be affected;
  - All plant, machinery and equipment is suitably guarded and is maintained in good and safe working order, and that all appropriate steps are taken to prevent its unauthorised or improper use;

- Appropriate protective clothing and equipment, including first aid and fire-fighting are provided, readily identified, available and maintained;
- Substances that could be hazardous to health are correctly identified, stored, used and disposed of, including the drafting of COSHH Assessments which must be displayed wherever the products are used or produced;
- Appropriate signage to comply with statutory requirements and or used as part of a control strategy in respect to risks, are displayed where necessary;
- They report any health and safety concerns to the Health, Safety & Logistics Manager.

### **Health, Safety & Logistics Manager**

The Health, Safety & Logistics Manager is responsible to the Vice-Chancellor, Principal & CEO for the general co-ordination of health and safety matters throughout Hartpury. This responsibility includes:

- Advising and assisting the Vice-Chancellor, Principal & CEO, Risk Area Managers and Heads of Departments with their health and safety responsibilities;
- Ensuring that the Vice-Chancellor, Principal & CEO, Risk Area Managers and Heads of Departments are aware of the requirements of new and proposed legislation that have an impact on the operation of Hartpury;
- Promote a positive health and safety culture throughout Hartpury;
- Ensuring that the training needs of the Health and Safety Forum members are met;
- Delivering and co-ordinating the health and safety training requirements of all staff, training will include health and safety induction, first aid and fire awareness training;
- Investigation of accidents and near miss occurrences, maintaining records in respect to accidents and incidents and compiling statistics for internal review and trend analysis. Reporting accidents and incidents as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, as amended 2012;
- Identifying any trends in health and safety performance that indicate good and poor performance;
- Undertaking health and safety audits supported by the Risk Area Managers;
- Liaison with external authorities and other organisations as required;
- Co-ordinating safety arrangements with other employers whose undertakings have an impact on Hartpury;
- Advising and reporting to the Health and Safety Forum in respect to all health and safety matters.

- Instigating appropriate and prompt remedial actions on becoming alerted to hazards and risks on Hartpury premises;
- Reviewing and maintaining up-to-date versions of Hartpury's Health and Safety Policies and supporting documents;
- Assisting Risk Area Managers and Heads of Departments and other staff in the risk assessment process.

### **Staff**

- This section refers to all Hartpury staff both academic and support. All staff must take reasonable care for their own safety and that of others who may be affected by their acts or omissions. Particular emphasis must be placed on the students as their inexperience may place them at greater risk;
- They must familiarise themselves with the content of the Health and Safety Policy and any relevant supporting documentation.
- They must bring any safety failings to the attention of the Health, Safety & Logistics Manager, and/or their appropriate manager so that appropriate action can be taken. If a condition is observed that poses an immediate danger, they must take the initial action to prevent such conditions causing harm, in doing so they must not place themselves at risk of harm.
- They must familiarise themselves with emergency procedures relevant to each of the areas they are likely to work in or visit, Academic staff must ensure that the students under their control, are aware of the actions to take in an emergency.
- They must neither intentionally misuse nor recklessly interfere with anything that has been provided for health and safety.
- They must only use equipment and machinery for which they have received training and have been authorised to use.
- They must wear and/or use all personal protective equipment and safety devices that have been provided for their protection.
- They must report all accidents, incidents, near misses and damage, to their immediate line manager, complete the appropriate documentation and assist in any investigation deemed necessary; a near miss is defined as "an incident that does not cause injury or damage but has/had the potential to do so". Near misses are our warnings and timely action can prevent injury and loss incidents.
- They must not undertake any task for which authorisation and training has not been given.
- They must take an active interest in promoting health and safety and suggest ways of reducing risks.

### **Transport Manager:**

In addition to the above the Transport Manager has the following duties:

- Ensuring that all sources of information relevant to the safe operation of the transport system are regularly reviewed. Where changes are required it is done in a timely manner and all relevant persons informed;
- Maintain a system that ensures that all Hartpury vehicles are maintained in a road worthy condition, are suitably insured and taxed, (where required);
- Ensure that all Hartpury vehicles are maintained in a clean condition, reflecting the image standards of Hartpury;
- Ensure that all drivers are suitably licenced and competent to drive, ensure that regulations as they relate to driving hours are complied with at all times.

### **Academic/teaching Staff**

In addition to their duties specified in the section titled **staff**, academic/teaching staff have the following duties:

- Ensure that all information, instruction, training and supervision in matters of health and safety is embedded in their teaching;
- Are responsible for ensuring that they are proactive in seeking out health and safety information that is relevant to their taught subject/s and that such information is up to date.

### **Property Manager**

In addition to the duties specified in the section titled **Staff**, the Property Manager will have the following additional responsibilities;

- Must have a good understanding of legislation relevant to the construction, use, development or regeneration of all campus sites and buildings;
- Ensure that all potential contractors complete a copy of the Contractors Questionnaire and appointed contractors meet the standards expected by Hartpury and that they provide such evidence of competence by completing the Hartpury Contractors Health and Safety Questionnaire which will be considered before their appointment is confirmed;
- Ensure that the Permit to Work Documents is completed for all Hot Works, Confined Spaces Work, Excavation Work and Work at Height;
- Ensure that the health and safety standards of contractors are maintained at all times, breaches may result in them being removed from the approved contractors list;
- Consult with the Health, Safety & Logistics Manager for any works activities that have a significant health and safety impact;

- Co-ordinate health and safety requirements with appointed landlords for offsite student accommodation where appropriate.

### **Hartpury Nursing Team**

In addition to the duties specified in the section titled **Staff**, the Hartpury Nursing Team will have the following additional responsibilities;

- Ensure that sufficient resources are available to meet the daily routine medical needs of the students;
- Ensure that sufficient sources of information relevant to the health of a large population of young people is maintained;
- Provide informed opinions when events may have consequences for the health and welfare of all sections of the Hartpury community;
- Maintain professional competencies as required by the role of a Hartpury Nurse.

### **Members of the Health and Safety Forum**

Are responsible for reviewing the planning of, application of, and results arising from the management of health and safety at Hartpury and its undertakings.

- Provide a communication interface between those who manage and those who are subject to the management of health and safety.
- Subject codes of practice/policies and similar documents to scrutiny prior to approval.
- Consider the Health, Safety & Logistics Manager's quarterly reports and implement any actions necessary to ensure that health and safety standards are maintained.

### **Reference to other policies**

- Accident and Near Miss Policy
- Contractors and Self Employed Policy
- Asbestos Policy
- Working at Height Policy
- DSE Policy
- Electricity at work policy
- Fire Safety Policy
- Emergency procedures policy
- Hazardous substances policy
- Lone worker policy
- PPE Policy
- Home Farm Health and Safety Policy
- Risk Assessment Policy

## Equality, Diversity and Inclusion

As with all Hartpury policies and procedures, due care has been taken to ensure that this policy is appropriate to all members of staff, students and visitors to the Hartpury campus regardless of their age, disability, ethnicity, gender, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and transgender status.

- The policy will be applied fairly and consistently whilst upholding Hartpury's commitment to providing equality to all. If any employee feels that this or any other policy does not meet this aim, please contact the HR Department.
- Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

## Cycle Approval and Review

Date Last Approved	July 2019
Policy Owner	Health & Safety Manager
Approving Committee	Strategy, Finance & Resources Committee
Status	Approved
Effective from	December 2020
Next Review Date	July 2021