

## Parts 1, 2 and 3 of the University's Health, Safety and Wellbeing Policy

<b>Issuing authority:</b> (Executive Owner)	Liz Mossop, Vice Chancellor
<b>Signed:</b>	<i>(See part 1)</i>
<b>Effective from:</b>	May 2025
<b>Planned review date:</b>	May 2028
<b>Author:</b>	Les Wright, Interim Director of Health and Safety Services
<b>Approved by:</b>	The University Health, Safety and Wellbeing Committee (HSWC)
<b>This version:</b> (Date of approval of amendments since last review date)	1.0 May 2025
<b>Directorate / Team who owns the document:</b>	Health and Safety Services (HSS)

This document has been agreed through the University Health Safety and Wellbeing Committee and formally approved by the University Executive Board.

This document will be reviewed at least every three years. Any changes will be reviewed and agreed by University Health Safety and Wellbeing Committee and submitted to the University Executive Board for appropriate approval.

Line managers at all levels must ensure that their direct reports are briefed on their role and responsibilities for health, safety and wellbeing set out within this document.



## Sheffield Hallam University

### Part 1 - Health, Safety and Wellbeing Policy Statement 2024/25

The University is committed to ensuring, so far as reasonably practicable, the health, safety, and wellbeing of all its staff, students and others who may be affected by our undertakings. A safe and healthy working environment is essential for nurturing excellence and the wellbeing of our staff and students.

The commitments of this policy will support the Transforming Lives strategy and be delivered through the implementation of an Integrated Occupational Health, Safety and Wellbeing Plan. The plan will set out the direction for occupational health, safety and wellbeing management in the University and will be aligned to this Policy. There will be appropriate resources provided to implement this policy.

The University is committed to:

- Progressive improvement in health and safety management and performance, leading to standards beyond legal minimum requirements that may match or lead in best practice in the sector and nationally.
- Development of appropriate organisational structures and systems aligned to sector and international standards that provides direction for senior managers to lead and encourage a positive health and safety culture. This is important in securing the full participation of all members of the University and supports the management of risk.
- Integrating health, safety, and wellbeing into every aspect of the University's business; that is research, education, management, and other activities.
- Systematic identification, assessment, and control of risks to achieve an effective approach to the prevention of injury, ill health and loss arising from the activities of the University.
- Equipping managers and staff with the knowledge, competence, confidence, and capacity to deal effectively with occupational health, safety, and wellbeing issues, through the provision of appropriate resources, supervision, information, instruction, and training. This includes the provision of access to competent and capable specialist advice.
- Constructive consultation and communication with recognised Unions, staff, students, and others who may share our facilities or activities where appropriate, on matters concerning health and safety.

The University requires all members of staff, students and individuals involved in the undertaking of the University to take reasonable care of themselves and others who may be affected by their acts and omissions, and to co-operate with the University in the achievement of the policy's objectives. Moreover, they are encouraged to contribute to the continuous improvement of health and safety standards. This also applies to all sites owned or leased by, or otherwise under the control of, the University.

This policy will be supported by clear statements of standards and expectations of performance setting out roles and responsibilities and providing guidance on achieving those standards. The implementation of these standards will be regularly monitored. The Policy, together with the statements, will form the basis of Sheffield Hallam University health and safety management system.



**Liz Mossop, Vice-Chancellor of Sheffield Hallam University**

4 October 2024

## Part 2 – Organisation Responsibilities for Health, Safety and Wellbeing

This document outlines the organisation and responsibilities for specific roles and governance board within the university. It aligns with the external document ***Universities Safety and Health Association (USHA) Management Standard: Leadership and Management of Health and Safety in Higher Education Institutions.***

All governance boards within the university, and individuals with named roles and responsibilities, have a duty to embed and maintain a positive health and safety culture where staff, students and visitors feel empowered to raise concerns and take action to prevent harm.

### **Section 1: Governance Board structure and H&S responsibility**

<b>Governance Board</b>	<b>Role relating to Health and Safety</b>
<b>Board of Governors (BoG)</b>	<p>The Governing body has strategic oversight of all matters related to H&amp;S for the University and will seek assurance that effective arrangements are in place and working.</p> <p>Receives an annual report from Health &amp; Safety Service on H&amp;S management issues and Health Safety and Wellbeing Committee (HSWC) minutes. Ensures decisions reflect the health and safety objectives of the university, including adequate resources for management of H&amp;S.</p>
<b>Audit and Risk Committee (ARC)</b>	<p>Route of escalation on risks identified via UEB or HSWC.</p> <p>Monitors effectiveness of internal and external auditors. Provides review &amp; challenge of corporate risks.</p>
<b>Finance and Employment Committee (FEC)</b>	<p>Monitors financial sustainability relating to H&amp;S. Receives minutes of HSWC and biannual H&amp;S performance report.</p> <p>Considers H&amp;S and wellbeing data incl annual sickness report.</p>
<b>University Executive Board (UEB)</b>	<p>Demonstrates visible leadership of H&amp;S including alignment to university vision, mission and strategy.</p> <p>Monthly overview of H&amp;S risks, actions and development. Escalation route for HSWC.</p>
<b>Health, Safety and Wellbeing Committee (HSWC)</b>	<p>Monitors performance against statutory requirements, provides consultation forum with Trade Unions, ensures effective policy and management framework. Chair acts as UEB H&amp;S champion.</p>
<b>Local Health, Safety and Wellbeing Committees</b>	<p>Academic and Professional Service smaller groups to implement university H&amp;S policy and identify risk.</p> <p>Working at a local level to ensure safety activity is in place and regularly monitored.</p>

## **Section 2: Roles and responsibilities**

<b>Role</b>	<b>Responsibilities</b>
<b>Vice-Chancellor</b>	<p>The Vice-Chancellor is responsible for ensuring that health and safety issues are properly addressed by the Board and throughout the university.</p> <p>The Vice-Chancellor is executively responsible for the success of the University Occupational Health, Safety and Wellbeing Plan, which includes the implementation of the University Health &amp; Safety Policy and ensures that senior managers and other personnel adequately discharge their duties in accordance with the Policy.</p> <p>The Vice-Chancellor is advised by the Chair of the Health, Safety and Wellbeing Committee and the Director of Health and Safety Services.</p>
<b>Deputy Vice-Chancellor</b>	<p>The Deputy Vice-Chancellor (DVC) chairs the University Health, Safety &amp; Wellbeing Committee (HSWC) and has delegated authority to approve changes to H&amp;S policy and guidance on behalf of the University Executive Board.</p> <p>As chair of the HSWC the DVC supports the Vice-Chancellor in the discharge of their responsibilities by promoting the health and safety management system, maintaining a positive health and safety culture throughout the university, providing leadership and promoting debate/awareness of health and safety issues and risks in the University Executive Board discussions.</p> <p>The DVC also holds responsibility for oversight of delivery of H&amp;S across academic teams.</p>
<b>All members of University Executive Board</b>	<p>To foster a positive H&amp;S culture and ensure that teams are empowered to proactively raise issues and act when required.</p> <p>They are responsible for ensuring that adequate resources are available for the management of H&amp;S to enable competent individuals to meet their responsibilities and enabling appropriate instruction, training and supervision for their staff, students and others to carry out their responsibilities.</p> <p>They will ensure that all H&amp;S actions and decisions determined by the Board of Governors, HWSC, UEB and other relevant committees are implemented and communicated in their areas of accountability and establishing clear lines of communication for dealing with health and safety issues locally.</p>
<b>Chief Operating Officer</b>	<p>The Chief Operating Officer holds responsibility for oversight of delivery of H&amp;S within Professional Services, including Technical Operations and Resources.</p>

Role	Responsibilities
<b>Deputy Chief Operating Officer</b>	The Deputy Chief Operating Officer is responsible for the maintenance of the built estate, including the grounds, internal environment and sustainability, which provides a safe and secure environment for staff, students and others. This ensures that it is fit for purpose and incorporates statutory compliance. They additionally advise on the design of all new facilities and are responsible for the implementation of standards within new builds, replacement and maintenance of buildings, plant and infrastructure.
<b>HR Director</b>	The HR Director oversees the provision of services, guidance and tools to support the wellbeing of employees within the university, including owning the Health and Wellbeing Strategy and associated plans. They also oversee the development of H&S related training and monitor compliance with mandatory training requirements. They support the university to embed H&S requirements into job descriptions and performance systems.
<b>University Secretary</b>	The University Secretary is responsible for appointing the Director of Health and Safety Service as the lead competent person for the management of health & safety. They provide line management oversight to the H&S service and ensure that arrangements are in place to secure compliance with statutory H&S provisions. They will oversee the production of an annual health and safety report to the FEC and the Board of Governors.
<b>Chief Finance Officer</b>	The Chief Finance Officer is responsible for ensuring that adequate resources are allocated to the management of health and safety across the university and flagging any financial concerns which would reduce the ability to deliver effective H&S.
<b>Executive Deans of College</b>	<p>Executive Deans of College will ensure that H&amp;S risks are assessed and costed before new work/protocols are introduced and will regularly review post implementation.</p> <p>They will monitor and revise local health and safety arrangements alongside colleagues in TORS and will undertake personal action or empower members of staff to act, suspend or stop any activity that is hazardous and not carried out in line with relevant health and safety arrangements.</p> <p>They will ensure that new staff / students will complete a H&amp;S induction, which will also be regularly refreshed for existing staff / students.</p> <p>They will chair their local Health, Safety and Wellbeing Committees.</p>

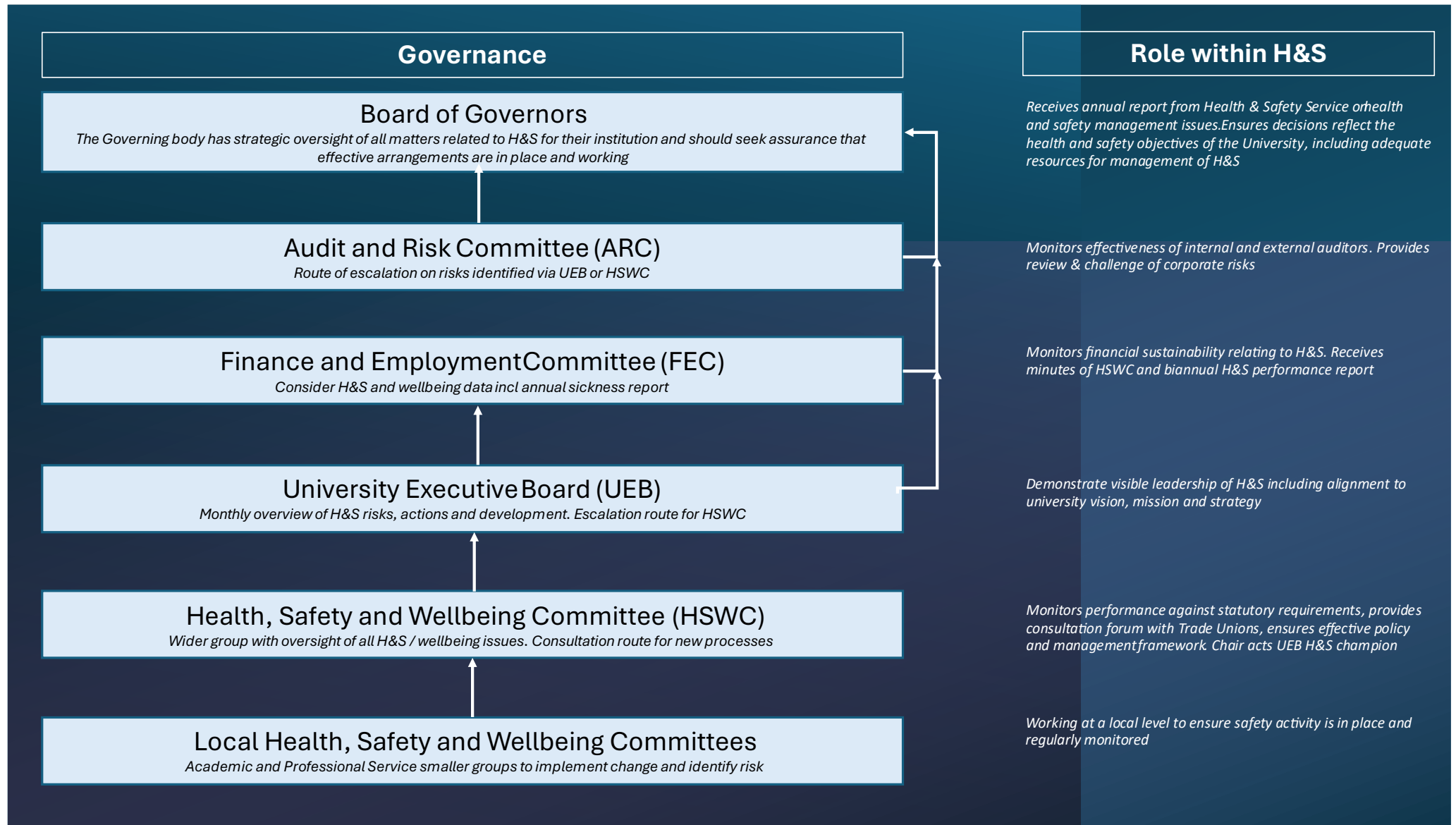
Role	Responsibilities
<b>Director of Health and Safety Services</b>	<p>The Director of Health and Safety Services is the university's lead competent person for the management of H&amp;S and is accountable to the Deputy Vice-Chancellor, as Health &amp; Safety Champion, for ensuring that the university has appropriate H&amp;S professional management / advice and a defined / maintained H&amp;S management system.</p> <p>They will provide; or procure; appropriate advice on strategic and operational H&amp;S issues and develop / recommend policies, procedures and compliance strategies in line with best practice to ensure that the university complies with its obligations under H&amp;S legislation.</p> <p>The Director of HSS will provide professional advice and support to H&amp;S Coordinators such as on the development of risk assessments and workplace inspections and establish training programmes to ensure sufficient and suitable knowledge of H&amp;S throughout the organisation.</p> <p>The Director of H&amp;S will oversee the development of the annual health and safety report, in conjunction with the Health &amp; Safety Champion, for the Board of Governors.</p>
<b>Health and Safety Services Team</b>	<p>Reporting to the Director of Health and Safety Services, the H&amp;S Services team will provide advice and guidance at all levels of the university to ensure effective H&amp;S arrangements are in place.</p> <p>They will manage the university's first aid arrangements and administer the accident reporting system, including reviewing its data for measuring performance and identifying trends and/or investigating significant accidents and reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) on behalf of the University.</p> <p>They will undertake quality assurance of risk assessments / agreed H&amp;S arrangements at defined review points and identify areas of concern or best practice which will be shared with the senior management team.</p> <p>They will provide; or procure; appropriate advice on strategic and operational H&amp;S issues and develop / recommend policies, procedures and compliance strategies in line with best practice to ensure that the university complies with its obligations under H&amp;S legislation.</p> <p>They will evaluate and monitor H&amp;S communication to validate effectiveness for the level of risk across the university.</p>

Role	Responsibilities
<b>Health and Safety Coordinators</b>	<p>Health &amp; Safety Coordinators are appointed by the Executive Dean of College or Director of Professional Service to assist them in meeting good practice in H&amp;S management. Working closely with Health &amp; Safety Managers/Advisors in the delivery of health and safety activities, they typically co-ordinate and advise on:</p> <ul style="list-style-type: none"> <li>▪ Risk assessments (of academic, research and support activities)</li> <li>▪ Drawing up of local codes of practice, that align with the university H&amp;S management systems</li> <li>▪ Health and safety training</li> <li>▪ Monitoring health and safety performance, including participation in the workplace inspections</li> <li>▪ Keeping appropriate records</li> </ul>
<b>Trade Union appointed Health and Safety representatives</b>	<p>Trade Union appointed Safety Representatives will deliver activities as set out in the Safety Representatives and Safety Committees Regulations, as amended by the Management of Health and Safety at Work Regulations.</p>
<b>All staff (including Postgraduates undertaking paid University work)</b>	<p>All university staff are required by law, and by Policy, to:</p> <ul style="list-style-type: none"> <li>▪ Take care that their actions do not put themselves or other people at risk.</li> <li>▪ Co-operate with management to enable the university to fulfil its statutory duties by complying with all legal requirements and university OHSW policy, procedures and practices.</li> <li>▪ Co-operate with the university in respect to any duty imposed on the university or employee by any health and safety provision.</li> <li>▪ Immediately report all accidents, hazardous conditions, dangerous occurrences or near misses and any inadequacies in any safety procedures to their Health &amp; Safety Coordinator and by cooperating with any subsequent investigation with the objective of learning lessons and prevention of a recurrence.</li> <li>▪ Undertake any necessary training to enable them to carry out their work without risk to health and safety.</li> <li>▪ Use equipment, chemicals, etc., provided, in accordance with training and instruction given.</li> <li>▪ Be familiar with procedures for emergency evacuation of the building where they work.</li> <li>▪ Report any faults or shortcomings in arrangements for health and safety to their supervisor or Health &amp; Safety Coordinator via the appropriate reporting route.</li> </ul>

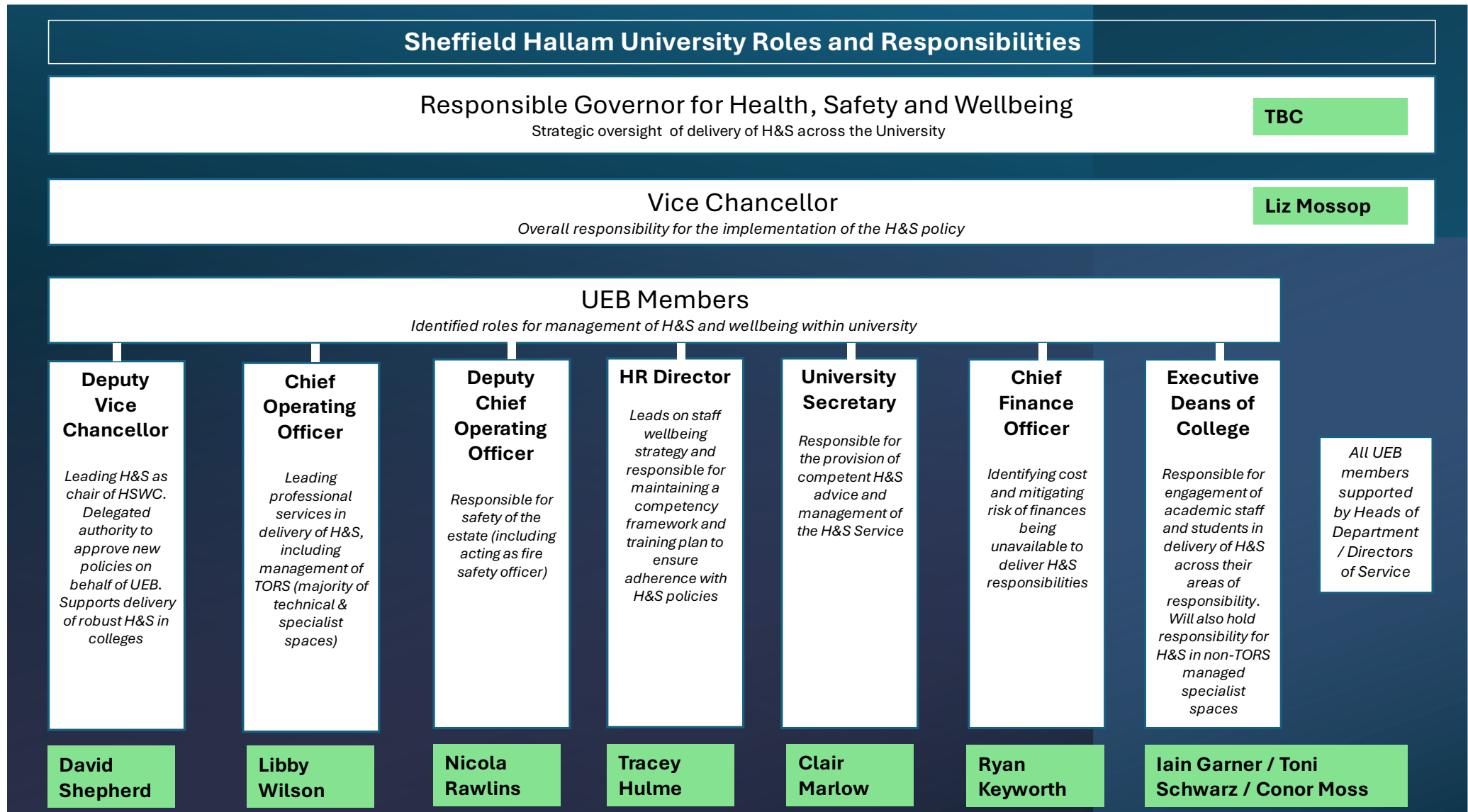


Role	Responsibilities
<b>All university students</b>	<p>Students while on university premises or field trips have similar responsibilities to employees in this policy. Students must therefore:</p> <ul style="list-style-type: none"> <li>▪ Take care that their actions do not put themselves or other people at risk</li> <li>▪ Follow health and safety instructions / rules.</li> <li>▪ Report any faults or shortcomings in health and safety arrangements to their academic supervisor.</li> </ul>
<b>All contractors (including agency staff and consultants)</b>	<p>Contractors are required to comply with the university's code of practice (Working Safely Together) whilst working on University Premises, and to comply with the Health and Safety at Work etc. Act 1974 (HASWA) and any other relevant health, safety and environment legislation. The university requires that contractors ensure their activities will not endanger university staff, students or others.</p> <p>All contractors will be required to:</p> <ul style="list-style-type: none"> <li>▪ Comply with all relevant health and safety legislation and the University's Health &amp; Safety Policy, practices and procedures as applicable to their operations.</li> <li>▪ Comply with the health and safety conditions specified in the contract and with all statutory requirements.</li> <li>▪ Employ persons competent to carry out their duties without risk to the health and safety of themselves and others.</li> <li>▪ Contractors must treat relevant health and safety legislation and university arrangements as a minimum standard and apply best industry practices where reasonably practicable ensuring the health and safety of persons is foremost.</li> </ul> <p>Failure to comply could prejudice awarding of future contracts by the university.</p> <p>University staff that appoint contractors are responsible for managing their relevant contractors who provide services and/or work in premises occupied by or on behalf of the university. And that the contractor procured reaches the above criteria as a minimum.</p>
<b>All visitors</b>	<p>All visitors to the university are required to follow health and safety instructions given to them.</p>

## Annex A – Governance boards and responsibilities



## Annex B – Management Roles and Responsibilities with named individuals



## Part 3 – The University’s Arrangements for Health, Safety and Wellbeing

### 1. Introduction

1.1 To deliver the aims of the University’s Health and Safety Policy (Part 1) requires a suite of documents detailing the arrangements we have in place to achieve those aims. [Table 1](#) sets out those documents.

1.2 The University’s arrangements will be made up of the following documents:

- **Policies** – A formal document that outlines the University’s commitment to the health, safety, and wellbeing of its employees, students, contractors, visitors, and anyone else affected by its activities.
- **Procedural arrangements** – These documents set out the standards and expectations that the University will achieve within a specific topic areas such risk assessment, fire safety or work-related stress. They include steps and arrangements that everyone is expected to adhere to where applicable, to achieve compliance with the University’s overarching policy and legal requirements. They set out key actions and identify who is responsible for taking action.

Local arrangements setting out day to day protocols within a School / Institute / Department may be developed to supplement procedural documents. However, local arrangements **must** draw upon the University’s procedural arrangements and **must** deliver the same standards and expectations set out within the University’s procedural arrangements.

- **Guidance** – Unlike policies or procedural arrangements, guidance is less formal and provides flexibility, offering direction without being as prescriptive or rigid. Guidance will help people understand and implement related procedural arrangements and support decision making rather than dictate exact actions.

Guidance documents may take the form of standalone documents for certain topics or be included within procedural arrangements as appendices or annexes.

- **Checklist / Forms / Templates** – These are tools to help record that a specific task or action has been completed. These may be referenced within procedural arrangement and / or guidance.

Standardising checklists, forms and templates and avoiding multiple variations will be greatly beneficial in enabling the University to demonstrate consistency.

### 2. Consultation

2.1 Policies and procedural arrangements will be developed in consultation with relevant stakeholders following the University’s approved three step consultation process ([appendix 1](#)). They will consider legal requirements, industry standards, and higher education sector good practice.

### 3. Approval

3.1 Following consultation documents will be approved by the University’s main Health, Safety and Wellbeing Committee (HSWC).

3.2 Guidance material will be developed in consultation but may not require approval by the HSWC.

#### **4. Ownership**

- 4.1 The chair of the HSWC in consultation with the Director of Health and Safety Services will nominate the person most suitable to develop and maintain policies and procedural arrangements.

#### **5. Review**

- 5.1 All policies, procedural arrangement, guidance material together with checklists, forms and templates will be subject to periodic review at intervals no greater than three years. Documents will also be reviewed as necessitated by changes to legislation, codes of practice, or shortcoming identified through monitoring arrangements.

#### **6. Communication**

- 6.1 Ensuring effective communication is critical. As part of the approval process for policies and procedural arrangements, the owner must set out a communications strategy that is appropriate and proportionate to the scope of the document.

#### **7. Monitoring**

- 7.1 The Health and Safety Service (HSS) will monitor the development and review of all policies and procedural arrangement and report to the HSWC.

Table 1.

Topic area:	Owner(s): <ul style="list-style-type: none"> <li>Health and Safety Services (HSS)</li> <li>Technical Operations, Resources and Services (TORS)</li> <li>Estates</li> <li>Human Resources and Organisational Development (HROD)</li> </ul>
Health, Safety and Wellbeing Policy consisting of three parts: 1. Policy statement 2. Organisational roles and responsibilities 3. Arrangements	HSS
Asbestos	Estates
Biological Hazards	TORS
Management of Contractors	Estates
Control of Hazardous Substances	HSS / TORS
Dangerous Substances and Explosive Atmospheres (DSEAR)	HSS / TORS / Estates
Display Screen Equipment (DSE) including guidance for home working	HSS
Driver Safety	HSS / Estates
E-bikes and Powered Transporters (including e-scooters)	HSS / Estates
Electricity at work	Estates
Event safety	HSS
Fieldwork (including UK and international travel)	HSS
First Aid	HSS
Food Safety and Hygiene	HSS
Gas safety - Gas Safety (Installation and Use) Regulations 1998, including those who install, service, maintain or repair gas appliances and other gas fittings.	Estates
Hot works	Estates
Accident and incident reporting and investigations (including responding to safety concerns)	HSS
Meningococcal and other communicable diseases	HSS
New and expectant mothers	HSS
Occupational Health and Health Surveillance	HSS / HROD
Placements	HSS
Radiation Dosimetry	TORS
Risk Assessment	HSS
Safe Use of Ionising Radiation and Radioactive Substances	TORS
Smoking and Vaping	HSS / HROD
Waste Management	HSS / TORS / Estates
Water Hygiene / Legionella	Estates

Below are a list of policies or arrangements that are being reviewed.

Topic area:	Owner(s):	Status:
Fire Safety	HSS / Estates	Under review
H&S Competency and Training Framework	HROD / HSS	Under review
Health and Safety Performance Monitoring	HSS	Under review
Work Related Stress	HROD / HSS	Under review
Local Exhaust Ventilation (LEV)	TORS	In draft and out for consultation before being formally approved
Interface between TORS and Estates	TORS / Estates	In draft and out for consultation before being formally approved

## Appendix 1

### Workflow for the development of policies and procedural arrangements

The following proposal sets out a process for capturing and developing ideas for improvements to the health and safety arrangements, for the purpose of achieving formal approval by the University Executive Board (UEB) (or University Health, Safety and Wellbeing Committee (HSWC) working on behalf of the UEB).

The key features are as follows:

1. An ability to take ideas for improvement proposed from any part of the health and safety system, to be developed into a draft proposal for consideration within the University HSWC.
2. High visibility from that point onward of the progress and fate on any proposals for improvement.
3. A three-step consultation process which collects stakeholder feedback from the HSW Committee members (and wider consultation communities where appropriate). The feedback will be taken into account (and reflected in an amended proposal where appropriate).
4. A clear approval process by either:
  - a. The UEB
  - b. The Chair of the HSWC
  - c. Finance and Employment Committee
  - d. Audit and Risk Committee
  - e. Delegated authority to an appropriate group from any of the above
5. A consistent approach to communicating the decision across the University (through UEB channels, publication of the intranet, WE are Hallam, Managers Brief, Local HSW Committees, Local Safety Action Groups (LSAGs), Public website where appropriate, and relevant student communication networks).
6. An as-yet-to be agreed process through which managers at appropriate level are given instructions to implement the new policy or process (a requirement for other aspects requiring the implementation of the University Health and Safety Policy).
7. A series of actions to be taken in relevant areas to implement the new policy or arrangements.

This workflow is summarised below in [figure 1](#)



Figure 1.

### Process for developing proposals for improvement to the health and safety arrangements

This process sets out how ideas and other proposals for improvements to the health and safety management arrangements including policies and procedures can be developed, consulted upon, and formally agreed and adopted.

