



University of Liverpool

Health and Safety Policy 2024-25

CONTENTS

	Page
University of Liverpool Health and Safety Policy	
Statement of intent – Vice-Chancellor Professor Tim Jones	3
University Health and Safety Policy	
• Introduction	4
• Main management responsibilities	4
• Individual responsibilities	5
• Support services and roles	6
• Health and Safety Governance Committee (HSGC)	6
• Consultative Committee on Health and Safety (CCHS)	7
• Sub-Committees	7
• Staff Wellbeing Steering Group	8
• Business Continuity Group and Community	8
• Faculty/Professional Services and Guild of Students Health and Safety Review meetings	8
• School/Institute and Department health and safety meetings	8
• University health and safety communication	10
• University health and safety arrangements	10
• University health and safety strategic plan 2022-2027	12
Appendix 1 – Health, Safety and Wellbeing Objectives	13

Statement of Intent - The Health and Safety Vision



We are embarking on an ambitious journey to make this institution a globally leading research and education University, one where the quality and scale of our partnerships will have a positive impact on people, our place, and the planet. Via the four key strategic pillars and two cross cutting themes we have developed, it is our intention to break into the top-100 ranked Universities worldwide.

A critical element in our success will be how we look after our staff and students. Whilst the focus of our new strategy has changed, our health, safety and wellbeing vision remains the same - to be a sector leader, to provide a working and learning environment that is safe, healthy and supportive and that other institutions aspire to. We want to be the University that is recognised for its genuine commitment to health and safety, that places health, safety, and wellbeing at the forefront of all its operations and that empowers all staff, students ⁽¹⁾ and other non-employees to behave safely.

Our clear vision is supported by a set of core objectives ⁽²⁾ that form the framework for our Institutional Health, Safety Wellbeing Plan. This plan will help direct the ambitions of our Faculties and Central Professional Services areas to achieve our vision.

The health and safety of staff, students and visitors is our highest priority. As Vice-Chancellor, I am ultimately accountable for all aspects of health and safety within the University, but clearly, I cannot do this without the full cooperation of all members of the University. To assist me in achieving this aim, senior managers in Faculties and Professional Services areas will act on my behalf on a day-to-day basis to ensure that all aspects of this Policy are coordinated and monitored effectively.

It is my expectation that each of us complies with this policy and sets a personal example of good practice.

A handwritten signature in black ink, appearing to read 'T. Jones', with a long horizontal line extending to the right.

Professor Tim Jones
Vice-Chancellor

On behalf of the Executive Board – July 2024

(1) The term student includes apprentices on degree apprenticeship programmes.

(2) See Appendix 1 for full objectives.

University Health and Safety Policy

Introduction

The University of Liverpool sees the health, safety and wellbeing of all its staff, students and visitors as its main priority. This Health and Safety Policy sets out in broad terms how the University intends to deliver on this priority and manage health and safety across the Faculties and Central Professional Service areas. The Policy supports the Liverpool 3031 Strategy's objectives, values and ethics ([Welcome - Strategic Framework 2031 - University of Liverpool](#)) by ensuring we ensure a safe and healthy work environment is provided for staff and students. Further details on the University's current Health and Safety strategy can be found here: [Health and Safety strategy - Health and Safety Intranet - University of Liverpool](#)

The main aims of the Health and Safety Policy are to ensure that:

- a) A safe and healthy working environment is provided.
- b) Ill health and injuries are prevented in the workplace so far as is reasonably practicable.
- c) Where possible, the University goes beyond mere compliance with legislation with a focus on best practice and high standards.
- d) Key performance indicators are used to drive improvements in health and safety performance.

The Policy includes a statement of intent from the Vice Chancellor, outlines the main Governance structure/committees in place and lists those who have key health and safety responsibilities and duties. The key arrangements in place, i.e. adherence to the Health and Safety Management Profile (HASMAPP) framework, are also outlined.

The Policy sets out the overarching framework against which specific topic-based codes of practice are developed. Together, the policy and codes of practice provide a minimum standard of work for all areas.

Responsibilities

Main management responsibilities

The University has adopted in full the "Leadership and management of health and safety in higher education institutions" document produced by the Universities Safety and Health Association (USHA). Health and safety responsibilities for the following staff are listed:

Governing body – this is the University Council.

Leadership/Executive Forum – this is the University Senior Leadership Team (SLT).

"Senior Managers" – to be agreed at Faculty level.

"Line Managers" – as above.

"Supervisory Staff" - as above.

It should be noted that the last three roles above do not necessarily correspond and crossover directly to traditional senior manager, line manager and supervisor roles. Nor does it mean that everyone with one of these traditional roles must be part of the structure. The intention is that a select number of key staff with the necessary seniority or supervisory capacity are chosen who can oversee and provide assurance that health and safety matters are being controlled.

Departmental Safety Coordinators (DSC's) should not form part of the above. Their main responsibility is to provide support and assistance to those with oversight and assurance responsibilities.

The full list of responsibilities can be found on our [Safety Webpages](#). Each Faculty and Central Professional Services area is expected to submit an organogram of their senior, line manager and supervisory staff structure to the Safety Adviser's Office on an annual basis.

Individual responsibilities

Much of the work of a university is highly specialised and only those people engaged in it have a reasonable knowledge of the hazards that may be involved. It is the duty of the University to provide safe and proper equipment and methods of work, but safety cannot be guaranteed unless each individual student and member of staff is prepared to put health and safety as their top priority. By sharing these health and safety responsibilities and following all University procedures and protocols, everyone can make a positive contribution to preventing injury to themselves and others.

Under the Health and Safety at Work Act (HASAWA) 1974, all staff have a legal duty to look after themselves and others. Specifically, it is the duty of all individuals to:

- Always use safe working procedures.
- Co-operate with the employer to ensure that all statutory obligations are met.
- Use protective equipment as prescribed in risk assessments or safe systems of work.
- Report accidents and potentially dangerous incidents to the relevant line manager and Departmental Safety Coordinator and co-operate fully in investigations which are carried out to prevent recurrence.
- Report unsafe or unhealthy working conditions to their supervisor or the Departmental Safety Coordinator.
- When working outside the University, to pay attention to local safety precautions and ensure that those who may be affected by hazards arising from their work are kept informed.

The University of Liverpool operates a zero-tolerance policy for non-compliance on health and safety matters. Any individual who by their negligent, reckless, or deliberate actions put people at significant risk will face disciplinary action.

Support Services and roles

Central Health and Safety Support Services are provided by:

[The University's Safety Adviser's Office](#)

[The University Occupational Health Service](#)

[The University Radiation Protection Office](#)

[Facilities, Residential and Commercial Services](#)

[Human Resources](#)

Local health and safety support are provided by:

Union Safety Representatives

Full time Safety Officers

Departmental Safety Coordinators (DSCs) and Deputies

Fire Officers and Deputies

Fire Wardens

Radiation Protection Supervisors

Biological Safety Officers

First Aiders/Appointed Persons

Further information on the remit of each of these [roles](#) can be found on the Safety webpage.

Health and Safety Governance Committee (HSGC)

Committee Membership

The HSGC will be chaired by a senior Director and will report directly to Council. All other Committee members will be appointed by Council. Under its terms of reference, it will ensure that the Health and Safety Policy, the strategic objectives and the Institutional Health, Safety and Wellbeing Plan are developed, implemented, monitored and reviewed.

In addition to the Chair of the Committee, the committee membership is as follows:

- Executive Pro-Vice-Chancellor or Director of Operations, Faculty of Health and Life Sciences
- Executive Pro-Vice-Chancellor or Director of Operations, Faculty of Science and Engineering
- Executive pro-Vice-Chancellor or Director of Operations, Faculty of Humanities and Social Sciences
- Director of Facilities, Residential and Commercial Services
- Director of Human Resources
- Director of Legal and Governance
- A member of Council
- University Safety Adviser
- Guild of Students representative
- Three Trade Union (TU) representatives (one from each recognised TU) nominated in advance of each meeting from a pool of representatives.

If non-University staff or University staff who are not members of the committee wish to attend, then a formal written request must be made to the Chair who will then decide whether the attendance at the meeting is appropriate.

The [terms of reference](#) for the HSGC are available. The quorum for the HSGC is three management and 3 trade union representatives.

Consultative Committee on Health and Safety (CCHS)

Committee Membership

The Consultative Committee on Health and Safety is the main vehicle for discussions between the University management/safety staff and Trade Union representatives, in accordance with the Safety Representatives and Safety Committees Regulations 1977. The CCHS is chaired by a senior Director with direct reporting responsibility to the HSGC. The remaining Committee members are as follows:

- Faculty & PS Representative Health and Life Sciences (x2)
- Faculty & PS Representative Science and Engineering (x2)
- Faculty & PS Representative Humanities and Social Sciences
- Central Professional Services Representative (Facilities, Residential and Commercial Services representative)
- Human Resources (HR) Representative
- Representatives of the Trade Unions appointed by those recognised by the University - UNITE, UCU, UNISON)

In attendance:

- University Safety Adviser
- The Occupational Health Senior Nurse
- The University Radiation Protection Adviser
- A representative of the Guild of Students
- A School Manager or Faculty Director of Operations (FDO)
- Trade Union Regional Officials (Subject to notification to Chair)
- 1 Student Representative Officer

The terms of reference for the CCHS are available from [here](#). The quorum for the CCHS is three management/safety staff and 3 trade union representatives.

Sub-Committees

A Biosafety sub-committee has been introduced to provide oversight of and assurance that related risks are managed appropriately. The terms of reference for this sub-committee can be obtained via the Safety Adviser's Office.

Staff Wellbeing Steering Group

The Staff Wellbeing Group is chaired by Director of People & Services and the Pro-Vice Chancellor for Education, this group is responsible for driving the implementation of the Staff Wellbeing Strategy and Action Plan (2022-26). An annual report is provided to CCHS/HSGC regarding progress made towards the implementation of the strategy and action plan.

Business Continuity Group (BCG) and Community

Business Continuity (BC) is overseen by staff in FRCS who have created a small BCG to develop strategy and procedures. A further BC community consisting of staff from across all Faculty and Central Professional Services (CPS) areas has been created to help promote and communicate plans and objectives across the wider University. Regular reports are provided to HSGC by the Chair of the BC group.

Faculty/Professional Services and Guild of Students Health and Safety Review Meeting

Each Faculty, Central Professional Services and the Guild of Students must hold a formal annual health and safety meeting. For Faculties, this should be chaired by a senior member of staff, should include heads of School/Institute and should review the health and safety arrangements across their respective areas. For Central Professional Services, this should be chaired by a senior member of staff and include relevant Directors and senior members of Professional Services areas. For the Guild of Students, the meeting should be chaired by the Chief Executive and include senior staff members and student representatives.

NB – the above does not necessarily mean a new meeting has to be organised. It is appropriate for existing meetings to be used as the forum providing the terms of reference issues are considered/followed.

Although not the main mechanism for consulting with Trade Union Health and Safety representatives, it is recommended and encouraged that TU representatives are part of the forum.

The main aim of the review meeting is to produce an annual health and safety report for the HSGC at the start of each academic year. Focussing primarily on significant strategic issues, the chairs of these review groups (i.e. the three Faculty Director of Operations and the Director of FRCS) will present the Faculty/Professional Services reports to the HSGC.

The Guild representative (or deputy) will present the Guild of Students report to the HSGC and CCHS.

Example terms of reference can be obtained via the Safety Adviser's Office.

School/Institute and Department Health and Safety Meetings

Each School, Institute, Department should consider holding their own health and safety meeting to discuss local arrangements. Whilst not mandatory, ensuring that local issues are

captured and feedback to the main Faculty CPS meeting ensure that all issues of concern that cannot be dealt with locally can be raised at a more senior level and assistance to deal with the the issues sought. Where meetings are held at local level, each will be expected to have agreed terms of reference and membership.

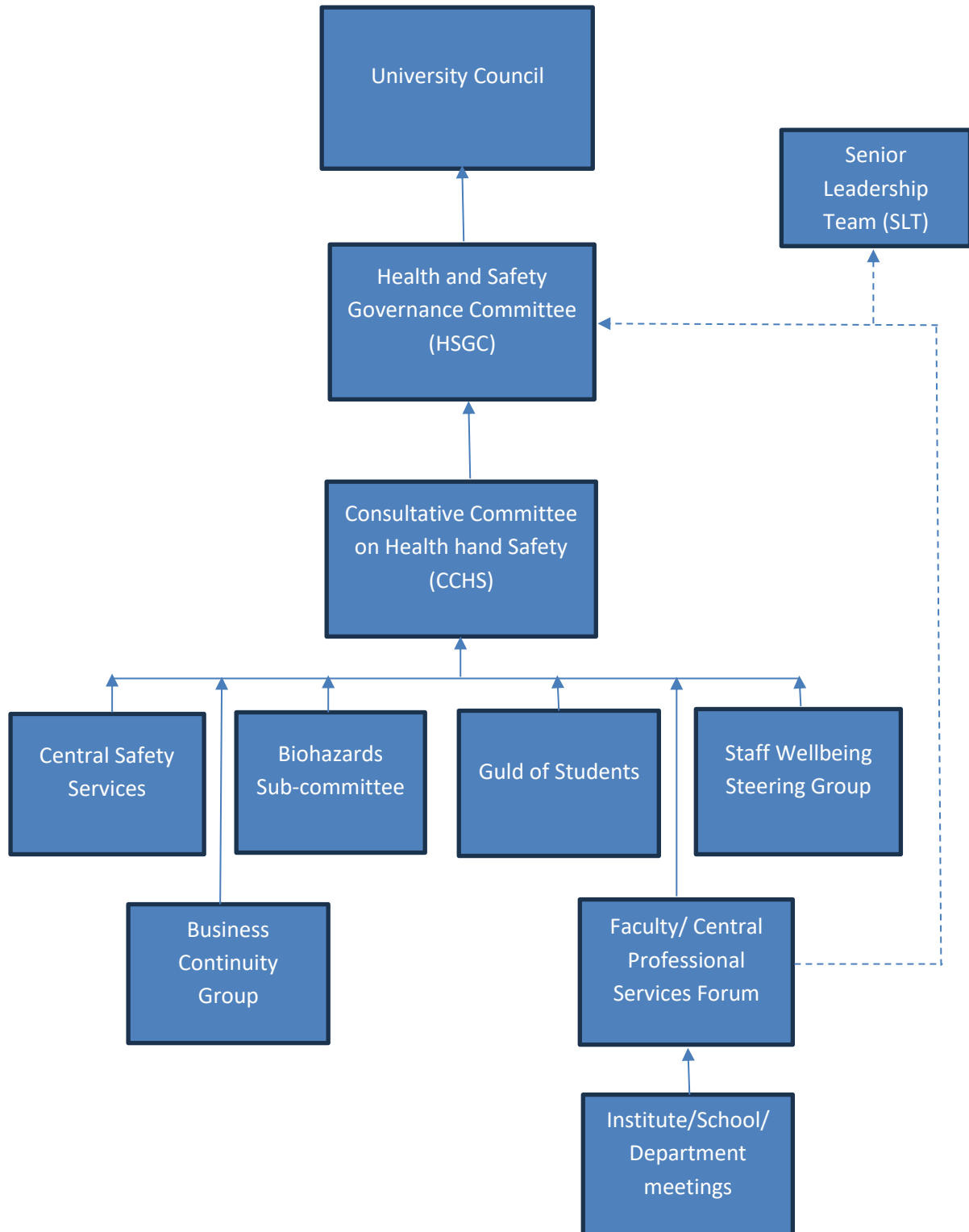


Figure 1: University of Liverpool Health and Safety Governance Structure

Health and Safety Communication

Outside of local area health and safety communication, the formal route is shown above. General health and safety issues can be raised by Faculties and Central Professional Services areas via their representative(s) on the Consultative Committee on Health and Safety. If the issue has more strategic implications, then it can be taken directly to the Health and Safety Governance Committee (which will then communicate with the CCHS via circulated meeting minutes). Areas should also note that if an urgent issue arises outside of the normal cycle of CCHS/HSGC meetings, specific health and safety concerns can be raised via area Executive Pro-Vice Chancellors (EPVC's) or Directors at the weekly Senior Leadership Team meetings. These issues can then be fed into the CCHS/HSGC at the next available Committee.

University Health and Safety Arrangements

The Institutional Health, Safety and Wellbeing Plan sets out the University's key health, safety and Wellbeing objectives for the year. It is the responsibility of each Faculty and Central Professional Services area to build these key objectives into local health and safety plan and to report on progress annually to CCHS and HSGC.

As part of the University arrangements, a commitment has been made to maintain the "high" management standards set out in the "Health and Safety Management Profile (HASMAM)" document produced by the Universities Safety and Health Association (USHA). The University will continue to audit based on these high standards.

Further details on the [HASMAM requirements](#) can be found on the Safety webpages.

APPENDIX 1, HEALTH SAFETY AND WELLBEING OBJECTIVES

- **Ethical decision making** – all health and safety behaviours and decision making will be ethically driven. All staff will be expected to demonstrate trust and integrity, do the right thing even when no-one is watching, be a role model for ethical behaviour and apply principles and values consistently.
- **Creating a health and safety culture that goes beyond mere compliance with legislation** – whilst we recognise our duties under health and safety legislation, e.g. to look after our employees and non-employees under the Health and Safety at Work Act and to undertake risk assessments as required by the Management of Health and Safety at Work Regulations, we want all staff and students to aim for best health and safety practice in all they do.
- **Creating a safe and healthy working and teaching environment for all our staff, students and visitors** – irrespective of where or how they work, we believe this is a fundamental right of staff and students and whilst it is impossible to provide a “risk free” environment, the University is committed to striving for best practice and continual improvement, learning from accidents and incidents so as to prevent everyone suffering injury or ill-health **and** minimising damage (or loss) to plant (or equipment).
- **Ensuring that senior members of staff show strong leadership** – visible commitment from senior members of staff is essential if high standards are to be maintained and a positive “safety culture” is to develop.
- **Continuing to build a culture where all staff and students understand that health and safety is everyone’s responsibility** - from senior management to first year students, high standards of health and safety are only possible if everybody contributes. The University believes that by empowering and encouraging staff and students to play their part, to adopt the right attitudes and to act when health and safety standards are not being maintained, both the University and the wider community in which we are, or will be, involved will benefit.
- **Ensuring that all areas operate in accordance with the University Health, Safety and Wellbeing Plan and adopt and set appropriate targets and goals** – the University will commit to an institutional plan that will direct all future actions. This plan will act as a framework for the setting of key performance indicators targets and goals.
- **Regardless of the risk profile, ensuring that risk assessment is a fundamental process that is firmly embedded into all our operations** – high standards of health and safety can only be achieved through a formal risk assessment approach. The risk assessment approach will aim to eliminate hazards where possible but, where this cannot be achieved, appropriate control measures will be introduced to reduce risks.
- **Developing a well-trained, competent workforce to ensure high standards of health and safety are achieved** – providing appropriate, targeted training is important if everybody is to contribute to improving standards.
- **Ensure staff and student wellbeing is a key driver of behaviour** – the University will commit to providing the necessary resources to allow staff to look after themselves and develop a strong sense of wellbeing whilst at work. Wellbeing will be seen as an integral part of health and safety and not just as a separate issue to manage.

- **Ensure adequate resources are provided to develop and maintain high standards of health and safety** – health and safety standards will only improve if the necessary resources (including time as well as financial resources) are provided to all involved.
 - **Making a strong commitment to health and safety a part of our student actions and behaviours** – by teaching and encouraging students to adopt the right attitudes and behaviours, they will not only contribute to creating a healthy and safe working and learning environment and culture, but will also ensure they feel empowered to develop and promote safe behaviours and to have a positive health and safety influence on others they meet throughout their careers.
 - **Creating a community where health and safety issues can be discussed and consulted upon in an open and honest manner** – achieving high health and safety standards can only be achieved if a culture that encourages open and honest dialogue.
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Referenced documents

[Health and Safety at Work Act](#)

[The Management of Health and Safety at Work Regulations](#)

[Safety Representatives and Safety Committees Regulations](#)

[A2: Management commitment and engagement - Health and Safety Intranet - University of Liverpool](#)

[Principles of HASMAP](#)

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The Health and Safety Policy will be reviewed on an annual basis by a select group of staff including Trade Union representatives.