



University Health, Safety and Wellbeing Policy

1. OVERVIEW AND PURPOSE

1.1 Purpose

This Policy provides the framework to allow University of Sussex staff, students, contractors, interns, and visitors to undertake their activities safely and without detriment to their health, safety, or wellbeing and in compliance with the University's statutory responsibilities for health and safety.

1.2 Statement from the Vice-Chancellor

At the University of Sussex, we strive to deliver excellence in everything we do. Our success and distinctiveness are defined through our institutional values of collaboration, courage, inclusion, integrity, and kindness, which underpin our education, research, and engagement activities.

In support of these institutional values, the University of Sussex seeks to protect and promote the health, safety and wellbeing of everyone who may be affected by University activities. We will take all reasonably practicable steps necessary to ensure that the appropriate protections and safeguards are in place.

As an institution we recognise our legal and ethical responsibilities for the health, safety, and wellbeing of our staff, students, and visitors. At Sussex, compliance with statutory obligations is the minimum expected standard for all activities undertaken on behalf of the University.

Every member of staff has a duty to bring to the attention of the University, as their employer, any real or suspected failings in current safety arrangements, and we welcome suggestions for improvements to these arrangements.

A handwritten signature in black ink, appearing to read 'Sarah Brown', is written over a yellow rectangular background.

2. SCOPE

- 2.1** This Policy applies to all staff, students, contractors (external parties that provide a service to or on the behalf of the University), interns, and visitors. These are collectively referred to as 'members' in the Policy. This Policy does not cover third parties (described in section 3.16.)
- 2.2** This Policy applies to all University of Sussex activities undertaken by individuals as part of their work, research or education, including travel on University business.
- 2.3** This Policy applies to all facilities operated by the University of Sussex, including on its Falmer Campus and at other sites in the United Kingdom or abroad (where additionally, local legislative requirements and policies might apply).

3. RESPONSIBILITIES

3.1 University Council

Ultimate responsibility for health and safety rests with Council, as the governing body of the University. To provide Council with assurance it receives an Annual Report from the University's Health & Safety Committee on current safety standards and plans to address any areas of concern. The annual Health and Safety Assurance Report is considered by Council and approved by the University of Sussex Board of Governors.

The Chair will seek assurance on health and safety operational plans and will take such action deemed necessary to improve standards. Assurance and necessary improvements are achieved by appointing Safety Sub-Committee Chairs, who are empowered to act in the Chair of the Health and Safety Committee's stead on safety matters within the remit of the Sub-Committee. For details of the Health and Safety Committee structure please see appendix 4. The Chair shall undertake a review of the effectiveness of current committee structures every 3 years.

3.5 Health and u.

the provision of appropriate equipment, knowledge, time, communication, training and supervision. In addition to the above, the Head of School/ Professional Service Director will:

- i) Ensure that a suitable register of the health and safety risks within their School or Division is in place and that risk assessments are in place for activities where there is a reasonably foreseeable risk of injury or ill health.
- ii) Appoint a suitable Safety Coordinator or Coordinators to manage local safety risks and appoint individuals with technical knowledge to cover specific hazards present within their local unit/ School/ Division, including but not limited to: Biological Safety Officers, Radiation Protection Supervisors and/or laboratory/workshop supervisors.
- iii) E

They are also responsible for ensuring any Estates related works and services commissioned directly by the University, meet all relevant health and safety statutory requirements, and the necessary resources are provided to ensure staff can carry out their duties safely.

The Director of Estates, Facilities and Commercial Services will work closely with the Health and Safety Team to ensure a holistic approach to health and safety as it relate to construction and facilities management safety.

3.10 Head of Health & Safety

The Head of Health and Safety is responsible for the daily operations of the Health and Safety Team and must ensure suitable levels of competency with the Safety team. The Head of Health and Safety will:

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3.12 Safety Co-ordinators

Safety Co-ordinators are appointed by the Head of School or Professional Service Director. They duly act under such authority regarding compliance with safety standards. The duties of individual coordinators will vary depending upon the School or Division but should include:

- i) Managing local safety arrangements.
- ii) Carrying out checks and or inspections.
- iii) Providing regular updates to the Head of School or Professional Service Director.

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3.17 Collaborations and Contractual Relationships

Collaborators from other institutions operating in the University of Sussex's facilities, or Sussex staff operating in facilities controlled by other institutions, must comply with local safety rules and procedures.

Formal partnerships managed by a contract should include appropriate reference to the safety responsibilities of the relevant parties. This includes partnerships relating to construction projects, research, and delivery of services or lease agreements.

4. POLICY

4.1 Health & Safety

The University of Sussex is committed to providing excellent health and safety. This policy is part of the University's commitment to providing a safe and healthy environment for all staff and students. It is based on the principles of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992. The policy is designed to ensure that all staff and students are aware of their responsibilities and are able to take appropriate action to prevent accidents and injuries. It is a living document and will be reviewed regularly to ensure it remains up to date and effective.

- iii) A staff wellbeing hub hosted on university website.
- iv)

required it is the responsibility of the individual's line manager to ensure that this is in place. The University's Health and Safety Team can provide advice as to the circumstances when this may be required.

4.5 Insurance

The University's insurers have an active interest in how the University manages health and safety; as such they carry out periodic surveys of facilities and may make recommendations for improvements. The Insurers expect serious accidents and incidents to be inSe

Review / Contacts / References	
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- v) Overseeing compliance with relevant legislation governing work with biological agents and GMOs within their appointed areas.

Appendix 2 Offer of Health and Safety Services to the Community 72.41 TD()TJEMC / P 4MCID 5 20BDC -17.01 Tc -

- Develop and maintain an auditable safety management system in accordance with Regulation 5 of the Management of Health & Safety at Work Regulations 1999 and undertake assurance

Appendix 4 Organograms

Figure 1 Meetings

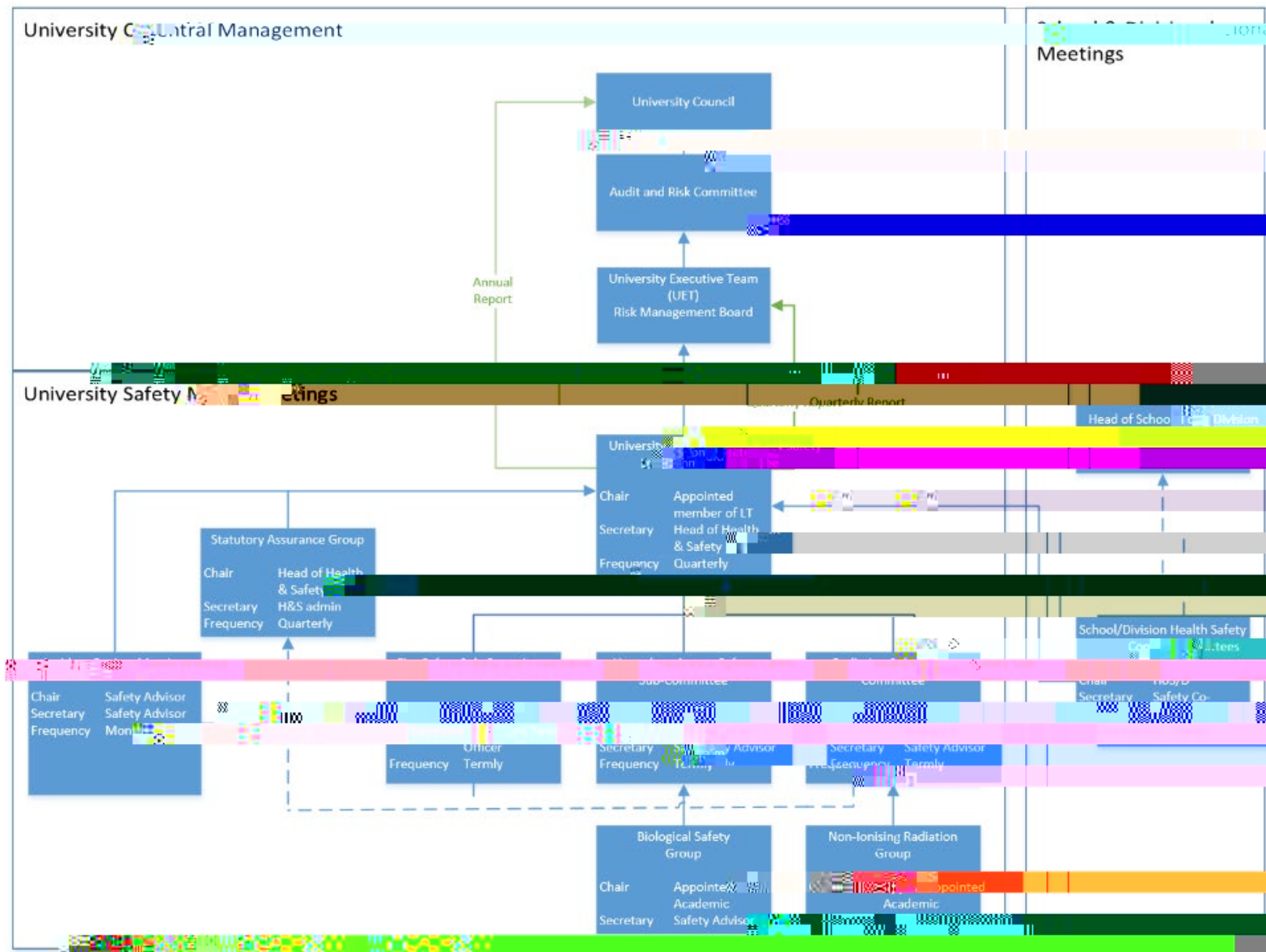


Figure 2 Line Management Organogram

