

# UCLan SHE Policy



<b>Policy Reference</b>	<b>PP 2.0</b>	<b>Version Number</b>	<b>V4.0</b>
<b>Policy Title</b>	<b>UCLan SHE Policy and Arrangements</b>		
<b>Approved By</b>	<b>Liz Campbell</b>	<b>Approval Date</b>	<b>June 2023</b>
		<b>Revision Date</b>	<b>May 2026</b>

## Statement

UCLan has prepared and issued an overall UCLan SHE Policy and the latest version is attached. The aim of the policy is to reinforce the University’s commitment to reduce accidents and ill health to a minimum, achieve excellence in environmental sustainability and strive for continual improvement. The university will also ensure that suitable arrangements are in place to manage health, safety and the environment. This will include the preparation and issue of various SHE policies and procedures covering issues of relevance to UCLan activities and operations.

## Policy

UCLan will ensure that suitable arrangements are in place to effectively manage all relevant SHE topics and issues. Aspects addressed will include;

1. Identifying the priorities and significant risks that need to be dealt with.
2. Communicating effectively and Involving staff and students to ensure that everyone is clear on what is required and to help reinforce the SHE culture.
3. Providing appropriate information, instruction, training and supervision to ensure that all personnel are suitably competent and that the arrangements are being followed.
4. Measuring performance to confirm that plans and actions have been implemented, risks are being controlled and aims are being achieved.
5. Investigating the causes of accidents, illnesses and SHE-related incidents or near misses
6. Reviewing performance by assessing the learning from investigations and revisiting policies, procedures and risk assessments.
7. Taking action on lessons learnt and the results of audits and inspections.

## Reporting

There are no specific UCLan reporting requirements associated with this policy.

# Safety, Health & Environment Policy



University of Central Lancashire

Version 4



# Introduction



At the University of Central Lancashire, we are committed to providing a healthy and safe working environment for all our colleagues, students and visitors.

Our achievement of ISO 45001, the international standard for occupational Health and Safety management systems, demonstrates our commitment and want to continually improve and to create a culture of leadership, accountability and competency for safety, health and the environment.

Our Safety, Health & Environmental Compliance Policy formalises this commitment, it clearly sets out the responsibilities we all have for safety, health and the environment from the University Board downwards and encompasses all members of the University community.

The policy also outlines the key processes for safety, health and the environment communication, consultation and participation key to ensuring the policy and its associated strategy is effectively implemented.

The success of this policy relies on all colleagues' support and cooperation as we all play a role in health and safety.

I would like to thank you in advance for your part in aiming to create a safe, healthy and environmentally sustainable place to work and study.

A handwritten signature in black ink that reads "Graham Baldwin".

Professor Graham Baldwin

Vice-Chancellor

June 2023

# University of Central Lancashire:

## Statement of Policy

The University is fully committed to managing its activities to protect the environment and safeguard the health and safety of its employees, students, visitors, the community and all other interested parties.

The University's safety, health and environment strategies, policies and procedures provide the guiding principles to ensure that high standards are achieved while offering a means of promoting continuous improvement in safety, health and environmental matters.

The policy and its associated procedures are designed to achieve the following objectives:

- That employees, students, visitors, contractors and other interested parties are kept safe;
- To eliminate hazards and reduce occupational health, safety and environmental risks;
- To protect the environment and community from the effects of the University's activities, including pollution prevention;
- That the University complies with applicable legal and best practice requirements;
- That safety, health and environmental management systems are effective in maintaining high standards and fulfill the challenge of securing continuous improvement in SHE performance and the SHE Integrated Management System.

In order to achieve these objectives, the University will:

- demonstrate a commitment to safety, health and environment at institutional, school, service and individual level and embed it as a core value;
- integrate SHE management into the University's strategic corporate objectives and planning process to ensure changing circumstances are considered to ensure SHE arrangements are not compromised;
- ensure the effective consultation of safety, health and environmental matters with managerial and non-managerial staff and the unions through the University Safety, Health & Environment Committee;
- ensure sufficient resources are provided for the management of SHE in order to prevent ill health and injury and to allow its compliance obligations to be fulfilled.
- focus on behaviors associated with promoting a positive safety, health and environmental culture and reinforce understanding that safety, health and environment is everybody's responsibility and a collaborative effort;
- promote sensible risk management, implement the hierarchy of control and ensure there is a shared understanding of the safety, health and environment risk profile of the University;
- seek out opportunities to ensure continual improvement in creating a safe, healthy and sustainable campus;
- clearly define responsibilities and accountabilities for all staff and develop their safety, health and environment competencies;
- ensure staff are protected from reprisals when reporting incidents, hazards, risks or opportunities for improvement and are competent to remove themselves from situations of imminent and serious danger;
- identify a meaningful set of SHE key performance indicators;
- identify the processes for review and audit of the safety, health and environmental management system to ensure it is effective and we learn from experiences.

## Organisation:

### *Safety, Health & Environment is Everybody's Responsibility*

This section deals with responsibilities, the Board, as the Governing Body of the University, bears ultimate responsibility for the safety and health of the University's students, staff and visitors. The Board are also responsible for the University's environmental obligations.

The Vice-Chancellor has further delegated authority to the Deputy Chief Executive to be the University lead for safety, health and environment and represent SHE at the Audit Committee and reporting to the University Board.

The Vice-Chancellor has also delegated safety, health and environment responsibilities to Deans of Schools and to the Directors of Professional Services which is consistent with the delegation of other responsibilities within the University portfolio.

### **Strategic Leadership**

#### **The University Board**

The Board will:

- Maintain a strategic oversight of all matters related to safety, health and environment;
- Seek assurance that effective arrangements are in place to manage risk and that they are working effectively;
- Ensure there are regular independent reviews of SHE management across the University;
- Ensure all members take the lead in ensuring the effective communication of safety, health and environmental duties, responsibilities, benefits and best practice throughout the University.

#### **The Vice-Chancellor's Group**

**The Vice-Chancellor's Group as leaders of the University will:**

- Demonstrate the same leadership qualities in safety, health and environment as in academic/professional fields;
- Lead by example in championing safety, health & environment and allocate sufficient resources to the management of such;
- Sign up to and implement the University's Safety, Health and Environment Policies as a demonstration of ownership;
- Communicate the values of safety, health and environment across the University;
- Consider the changing context of the University, both internally and externally, and the implications for safety, health and environment;
- Implement an appropriate safety, health and environment communications strategy;
- Consider the safety, health and environmental implications across the whole life cycle of strategic decisions such as large projects, equipment purchases, restructures, etc.;
- Embed safety, health and environment responsibilities into all job descriptions;
- Respond to internal and external reports, audits, inspections and Safety, Health & Environment Committee recommendations.

#### **Safety, Health & Environment Department**

The Safety, Health & Environment Department will:

- Act as SHE Business Partners to schools and services, providing professional advice, guidance and training to the University on matters relating to safety, health and environment;

- Assist in fostering a positive and proactive safety, health and environmental culture;
- Assist the University in meeting its necessary legislative objectives and help drive continuous improvement in safety, health and environment;
- Assist with the building of effective working relationships with senior University managers and the management team in order to ensure managers at all levels manage their respective health, safety and environmental responsibilities;
- Advise on interpretation of safety, health and environmental legislation and best practice;
- Conduct internal audits and inspections to check compliance and make recommendations for improvements;
- Provide feedback on the University's safety, health and environment performance to the Board, Audit Committee, SHE Committee, externals, other interested parties and regulatory bodies as required.

The University's Safety, Health & Environmental Compliance Enabling Strategy which contributes to the University's Strategic Plan 2021-2028 can be downloaded [here](#).

## **The Management of Safety Health & Environment**

Everyone has a responsibility for safety, health and environment within the University, this is managed via the line management structure to ensure its effective management.

### **Deans of School & Directors of Professional Services**

Deans of School & Directors of Professional Services will:

- Plan and implement safety, health, and environmental management arrangements as applicable to their areas of responsibility;
- Ensure they have a clear understanding and oversight of the operations and activities undertaken in their area of responsibility;
- Ensure all work activities within their area of responsibility are controlled from a risk management perspective;
- Put in place processes to ensure all activities are appropriately risk assessed and controls are implemented;
- Keep staff informed by monitoring progress and actively seek their views on improvements e.g., via school/service safety, health and environment groups;
- Assess from the planning stage onwards the safety, health and environment impact of equipment purchases, course and module development, restructures, etc.;
- Assign sufficient resources and competent personnel to address SHE related issues within their area of responsibility;
- Ensure staff on appraisal preparation forms include completed relevant SHE training, with dates of training expiry and include a review of their SHE development needs;
- Review the SHE performance of your school or service and use the information to review planning processes.

### **Associate Deans, Line Managers, Supervisors, Academics, Technicians**

This section refers to anyone working for the University who guides or controls teaching, research, budget, a workspace or people (such as other staff, visiting researchers, contractors, the public, etc.); anyone at any given time who is in charge of students, researchers or a group of students either directly or on behalf of the University it includes all elements of teaching or supervising.

### **Associate Deans, Line Managers, Supervisors, Academics, Technicians will:**

- Implement local safety, health and environmental management arrangements as applicable to their areas of responsibility;
- Be proactive, ensuring staff are competent in safety, health and environmental matters as relevant;
- Seek opportunities for continual improvements, learning from audits, incidents, accidents and near-misses as well as best practice in other sections/areas/sector;
- Ensure appropriate risk assessments are undertaken, including for new equipment, course and module activities, use of hazardous substances, events, travel, etc., and are recorded, and that staff, contractors and students are following all safe systems and control measures;
- Ensure all new and existing equipment is checked for hazards, and users are trained on safe systems of work and risk control measures;
- Ensure students are provided with the necessary information, instruction, training and supervision to ensure safe working practices are adhered to, including emergency arrangements;

- Take appropriate action when safety, health and environment is likely to be compromised; if necessary, suspending an activity pending reassessment of the risk.

## **All Staff**

As a staff member within a school or service you are expected to actively engage with safety, health and environment and will:

- Ensure that you understand and comply with institutional and local safety policy and procedures;
- Cooperate with the University in pursuance of its safety, health and environment objectives;
- Take reasonable care for your own health and safety and that of other persons who may be affected by your acts or omissions or the way in which you perform the activities;
- Raise any issues of non-conformance through your line-management structure including any situation, work practice or procedure which you consider to be potentially hazardous, or which has been reported to you as such;
- Undertake all SHE mandatory training and other training pursuant to your role;
- Undertake SHE duties as appropriate to their role e.g. role specific Occupational Health Appointments, SHE Committees etc.;
- We would encourage staff to volunteer to be a fire marshals, first aiders and Evac-chair handler, etc.

## **All Students, Contractors, Visitors and members of the Public**

**While at University you will:**

- Take reasonable care for your health and safety and that of other persons who may be affected by the things you do or don't do;
- Co-operate with University staff to help enable them to carry out their statutory safety, health and environmental responsibilities;
- Use as instructed, and not misuse in any way, personal protective equipment, clothing, equipment or materials provided to you by the University or a third party carrying out an activity on behalf of the University;
- Comply with any Safety, Health and Environment instructions whether verbal or written, which are issued to you;
- Ensure that you understand any safety, health and environmental instructions, training or briefing that you are given and if you do not you ask for clarification;
- Report to your tutor, supervisor or other member of University staff any situation, work practice or procedure which you recognise to be potentially hazardous;
- Report accidents, incidents and near-misses to the appropriate supervisor or senior member of staff.

## **Communication and Consultation of Safety, Health & Environment**

The University recognises the significant role, consultation, communication and active participation will play in effectively implementing the Safety, Health & Environment Policy.

Key to implementation will be the University's relevant committee structures which will act as lines of communication and consultation on safety, health and environmental issues with interested parties down, up and across University structures.

UCLan will actively promote a programme of open communication with the community at large and other interested parties to help ensure their needs and expectations are considered to foster a relationship of trust and credibility.

Consideration will also be given to the possible concerns of the local community and interested parties regarding the potential adverse impact of any UCLan activities.

## **Safety, Health & Environment School & Service Committees**

Higher risk schools and services must set up their own Safety, Health and Environment Committees.

Lower risk school or service level must set up local SHE committees or ensure SHE related issues are raised and discussed during existing management meetings.

Whatever process is instigated it must clearly be able to demonstrate it is an effective consultation and communication process that is able to feed significant safety, health and environment issues up through the University management structure and where necessary to the University Safety Health & Environment Committee.

Terms of Reference which should be used for School & Service SHE Committees can be found within the [SHE Communication & Consultation Processes procedure](#).

### **The University Safety, Health & Environment Committee**

The purpose of the Committee is to implement the principles of consultation and involvement enshrined in both the Safety Representatives and Safety Committees Regulations 1977 and in safety, health and environmental management best practice.

The Committee also serves as the Management Review process to review the continuing suitability, adequacy and effectiveness of the University's SHE Integrated Management System.

The Committee's remit extends to all aspects of safety, health and environment arising from University activities, products and services and the involvement process is inclusive of students as well as employees.

The Committee's Terms of Reference, membership, dates of meeting, minutes, school/service, etc., are available on the [SHE Meeting Minutes and Notes intranet page](#).

### **Auditing & Review**

Safety, health and environmental management audits and reviews will be carried out to ensure that the University's policies, procedures, organisation and systems are effective and pertinent.

Audits and reviews will consider:

- results of internal audits and evaluation of compliance;
- analysing near-misses, work-related ill-health and injuries;
- results of consultation and communications with Trades Union, student and employee representatives and external parties;
- University's safety, health and environmental performance in relation to its own KPI's;
- benchmarking against USHA and HESA HEI sector SHE KPI's;
- status of corrective and preventive actions, including extent to which University SHE objectives have been met;
- changing circumstances and developments, including legal;
- opportunities for continual improvement.

The University SHE Policy will be reviewed at least every 3 years or earlier to take into account the results of the audits and reviews detailed above.

## Further Information

### Contact Us

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