

Health & Safety Policy

1.1 CONTENTS

- Section 1.1 Contents
- Section 1.2 Manual Issue and Control
- Section 1.3 Health and Safety Management System
- Section 1.4 Scope and Application
- Section 1.5 Health and Safety Policy Statement
- Section 1.6 Structure and Responsibilities
- Section 1.7 Glossary

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 1 of 12

1.2 MANUAL ISSUE AND CONTROL

All documents will be held electronically by Aberystwyth University and as such as documents within the health and safety management system will be available and accessible to all via the [Health, Safety & Environmental webpages](#).

The revision and issue of the health and safety policy is summarised in the table below:

Section No.	Revision No.	Date Issued	Changes made and reason for change	Approved By

The health and safety management system are maintained and updated by the Health, Safety and Environment Team for Aberystwyth University.

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 2 of 12

1.3 HEALTH AND SAFETY MANAGEMENT SYSTEM

1.3.1 System Structure

The structure of the health and safety management system is outlined below:

Level 1: Overview

- This health and safety management system manual include the policy statement, scope, general roles and responsibilities, and outlines the processes in place to manage health and safety.

Level 2: Procedures

- These health and safety procedures outline the core processes in the management of health and safety. These procedure outline the "what,who, when and how.

Level 3: Guidance

- These health and safety guidance documents will be developed and reviewed to support the organisations management arrangements.

Level 4: Forms

- These health and safety forms will be completed on an on-going basis and record for the organisations implementation of the management system.

The health and safety management system will be supported by a document library of health and safety guidance available via the [health and safety webpages](#).

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 3 of 12

1.3.2 Health and Safety Procedures

The level 2 procedures with the health and safety management system are listed below:

Procedure Title		Lead Officer	Associated Documents
Health and Safety Risk Assessment	General	Health, Safety & Environment Manager	
	Student	Director of Student Services and Career Services Academic Registrar	
Legal requirements	Health, Safety & Environment Manager		
	University Secretary and Director of Welsh Language		
Leadership and Business Planning	Health, Safety & Environment Manager		
	Head of Planning		
Change Management	Director of Human Resources and Organisational Development		
Recruitment and Selection	Health, Safety and Environment Manager		
	Director of Human Resources and Organisational Development		
Competency, Awareness and Training	Health, Safety and Environment Manager		
	Head of Organisational Development and Learning		
Consultation and Communication	Health, Safety and Environment Manager		
	Director of Communications and External Relations		
Documentation, Data Control and Records	Health, Safety and Environment Manager		
Safe Systems of Work	Health, Safety and Environment Manager		
Facilities Management, Maintenance and Servicing	Director of Estates, Facilities and Residences		
Contractors	Director of Estates, Facilities and Residences		
Hazardous Materials	Health, Safety and Environment Manager		
Construction, Design and Management	Director of Estates, Facilities and Residences		
Emergency Preparedness and Response	Health, Safety and Environment Manager		
Accidents, Incidents and Near Misses	Health, Safety and Environment Manager		
Corrective and Preventative Action	Health, Safety and Environment Manager		
Audits	Health, Safety and Environment Manager		
	Director of Finance and Planning		
Monitoring and Review	Health, Safety and Environment Manager		

The framework above includes the strategic “owners” for ensuring the continued suitability, effectiveness, and efficiency of each relevant procedure.

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 4 of 12

1.4 SCOPE AND APPLICATION

1.4.1 Organisational Details

As the first University in Wales, we have a long-standing reputation for delivering academic excellence, an exceptional student experience and world-leading research. Student life here revolves around our coastal campus and the safe, close-knit, yet cosmopolitan town of Aberystwyth.

Our mission

To deliver inspirational education and research in a supportive, creative, and singular environment in Wales. Building on our historical strengths and our reputation for excellence, we will contribute to society in Wales and the wider world by applying our knowledge to local and global challenges. Working within a welcoming and bilingual community, we will use our expertise to cultivate critical thinking, independent questioning and skills that equip our learners for their future lives.

A reputation for exceptional teaching quality

Over the past 150 years, Aberystwyth University has developed into a strong academic community of over 2,000 staff and 6,000 students from across the globe. We have [academic departments](#), organised into three faculties across the sciences, social sciences, and arts and humanities. We have sterling reputation for teaching excellence. At the heart of our mission is effective and impactful teaching; this is why we are consistently ranked amongst the best universities in the UK for teaching quality and student satisfaction.

Inspiring and impactful research

We are a research-led university that celebrates knowledge creation and exchange, impact, and innovation. Our research underpins and informs our teaching which enhances our students' learning experience. Our research has benefits for wider society and impacts upon the economy, the environment, on public policy and upon cultural life in Wales and beyond. Ranging from combatting climate change, improving food quality and food production, promoting human and animal health, to developing artificial intelligence and helping to advance space exploration, our researchers are at the forefront of innovation and the impact of our research has far-reaching international benefits.

Our facilities

In addition to our learning, research and teaching spaces across campus, our [Student Accommodation](#) is within a short walk from campus, set in a beautifully landscaped environment offers some of the best student accommodation in the UK with stunning views of the Cardigan Bay coastline. We have our own [Sports Centre](#) on campus with a running track, 3G pitch, swimming pool, gym, climbing wall, spin studio, and wellbeing and fitness classes. Our on-site [Arts Centre](#) is one of the largest in the UK with theatre, exhibition, and performance spaces as well as a boutique cinema, bar, and cafés. A range of [Hospitality Venues](#) can be found on campus plus [Conference and Events](#). The estate is maintained by our Grounds Maintenance, Property Services and Project Team supported by contractors.

Welsh-medium provision

We pride ourselves on our long history of Welsh-medium teaching and research. In fact, our level of provision for students who want to study through the medium of Welsh is one of the highest in Wales. We offer opportunities for students who are fluent in Welsh in addition to those who are less confident or learners across a wide range of subjects from agriculture to childhood studies, and politics to animal science.

The [Council](#) is “the supreme governing body of the University” and is responsible for “determining the University’s strategic direction and for the conduct of the University’s financial, administrative and other affairs, in accordance with its objects”. It has the custody and regulates the use of the University’s common seal led by the Chair of Council.

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 5 of 12

The [Governance and Culture Committee](#) undertakes a scrutiny role and advises the Council on matters including institutional governance; information governance; human resources and staff development; equality and diversity; health and safety; the Welsh language; and compliance with legislation, and with the general requirements of government, HEFCW, and other regulators.

The [Executive](#) is the University’s senior management team, and is responsible for the overall management and administration of the University led by the Vice-Chancellor.

The Health, Safety and Environment Team are based within the [Governance](#) Department. The team assists on health, safety and environmental matters arising from all the University’s activities.

1.4.1 Scope

This Health and Safety Management System outlines the Aberystwyth University plan to satisfy health and safety requirements.

The manual is a "controlled" document, however "uncontrolled" copies can be distributed to any interested party upon approval of the Health, Safety and Environment Team.

This manual is intended to describe the core elements of the management system and their interaction.

1.4.2 Application

This Health and Safety Management System is intended to directly meet the requirements of the following legislation and regulations:

Health and Safety at Work Act 1974 – Section 2(3) requires organisations to have a health and safety policy which should include, Statement of Intent (i.e., health and safety mission); Organisation (i.e., structure, roles, and responsibilities); Arrangements (i.e., procedure and guidance)

Management of Health and Safety at Work Regulations 1999 – Regulation 5 requires organisations to have arrangements for undertaking effective planning, organisation, control, monitoring and review of the preventive and protective health and safety measures.

HSG65 Successful Health and Safety Management – This guidance outlines the management system requirements for implementing the arrangements required within regulation 5 of the Management of Health and Safety at Work Regulations 1999. This plan, do, check, act approach will provide the mechanism for managing other legislative, regulatory and policy requirements (e.g., risk assessment, training, etc).

1.4.3 Enforcement

The name and contact details of enforcing authority whose Health and Safety Inspectors cover Aberystwyth University workplaces:

Health and Safety Executive Contact the Health and Safety Executive (hse.gov.uk)	Mid and West Wales Fire and Rescue Service Contact Us (mawwfire.gov.uk)
Natural Resources Wales Natural Resources Wales / Contact us	Animal and Plant Health Agency Contact APHA - GOV.UK (www.gov.uk)
Home Office public.enquiries@homeoffice.gov.uk	Ceredigion County Council Contact Us - Ceredigion County Council

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 6 of 12

1.5 HEALTH AND SAFETY POLICY STATEMENT

Our vision is to work together to deliver inspirational education and research in a supportive, creative, and singular environment in Wales. The University strategic plan is supported by a suite of strategies, including the HS&E Strategy. These plans all encompass our values:

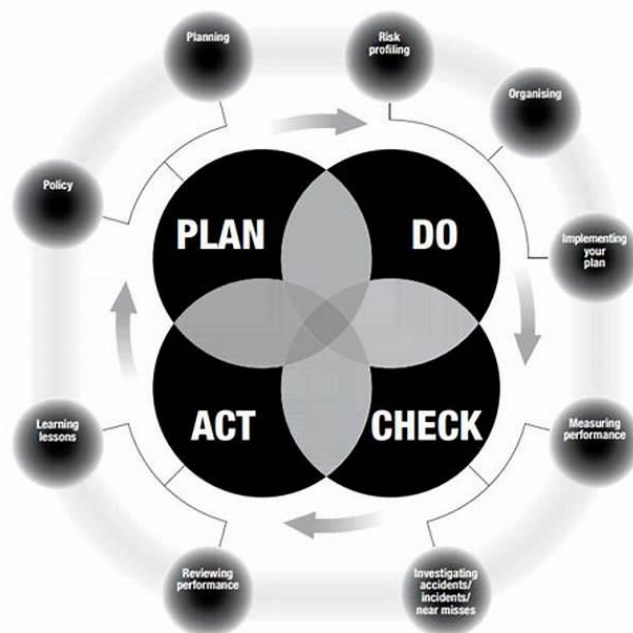
- Transformational
- Creative and innovation
- Inclusive
- Ambitious
- Collaborative

Statement of Intent

Aberystwyth University (AU) is committed to providing and maintaining a healthy and safe working environment for all our employees and ensuring our work does not adversely affect the health and safety of others, including students, visitors, and contractors. People are our most important asset, and we will therefore aim to promote good health and wellbeing as well as support efforts to prevent injury and ill health. As an institution, we will comply with relevant legislation and management standards to effectively manage all significant risks associated with our activities, workplaces, equipment, and facilities.

AU is committed to the continual improvement of its health and safety performance and recognises the health and safety management system as a core management function. The management system will effectively and efficiently meet changing business, legislative and regulatory needs. This will be achieved through proactive implementation of its health and safety risk management system.

AU's health and safety management system provide the framework for planning, doing, checking, and acting on health and safety performance. This framework helps AU ensure that health, safety, and wellbeing issues are addressed and identify areas for further improvement. AU will widely promote its health and safety policy to demonstrate its commitment to the health and safety of its employees, students, and those it encounters. AU will use its health and safety framework to review the implementation of its policy providing continual improvement and promote a positive health and safety culture.



Professor Jon Timmis
Vice-Chancellor

12 March 2024

Meri Huws
Chair of Council

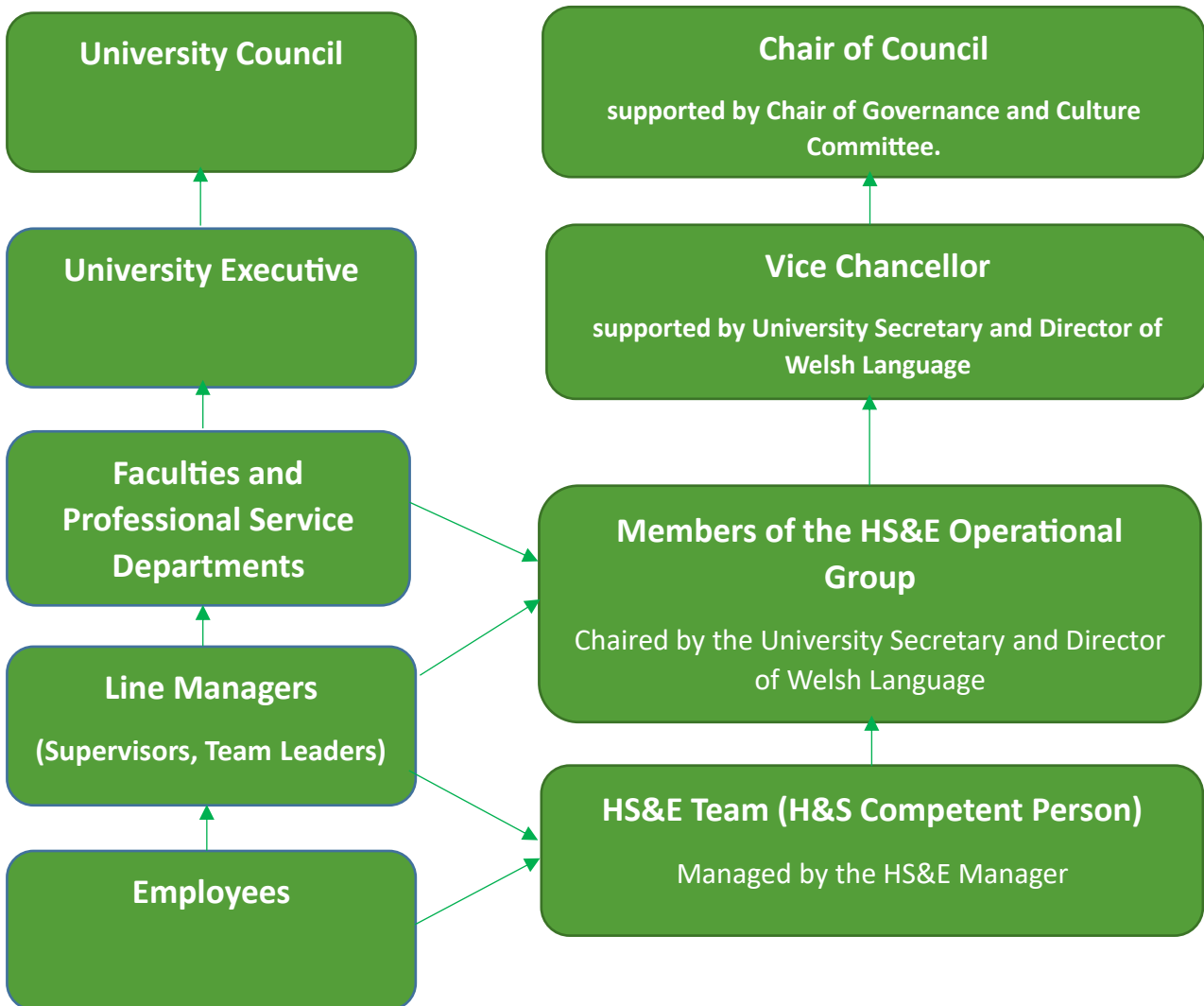
12 March 2024

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 7 of 12

1.6 STRUCTURE AND RESPONSIBILITIES

1.6.1 GENERAL STRUCTURE

The structure within the University that supports the continual improvement of health and safety management is summarised in the chart below. Advisory support can be expected for every tier from the HS&E Team.



The chart above indicates the arrangements for escalation to a higher level of management to resolve any conflict between health and safety issues and service delivery considerations. A more detailed structure outlining the management reporting lines are available for each Faculty and Professional Service Department is on the University website. The HS&E Team are accessible to all employees to offer appropriate advice on their safety and health.

Health and safety roles and responsibilities are summarised in the job descriptions and refer to the health and safety management arrangements.

Working together with partners is important to the University. Any collaborative project proposals will need to consider the health and safety arrangements for both parties and agree the role and responsibilities for that post, services, or the employees that it works within.

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 8 of 12

1.6.2 GENERAL RESPONSIBILITIES

The general health and safety roles and responsibilities of management and employees are outlined in the ticked areas within the matrix below:

	What	Who								
		Council	Vice Chancellor	Executive Group	Health, Safety & Environment Operational Group Members	Facilities and Professional Service Departments	Line Managers/Supervisor	Health, Safety & Environment Team	Trade Unions and Health, Safety & Environment Co-ordinators	Employees
1	Ensure so far as is reasonably practicable, employees' health, safety and wellbeing at work.	√	√	√	√	√	√	√		
2	Appoint an Executive and Council member with responsibility for Health and Safety.	√	√							
3	Appoint a Health and safety Competent person (and/or outside competent support) for advice and guidance for health and safety matters.	√	√	√	√	√		√		
4	Implement, maintain and co-ordinate a health and safety management system.	√	√	√	√	√	√	√		
5	Assign adequate resources including funds, materials, equipment, and human resources to implement the health and safety management system.	√	√	√	√	√	√			
6	Ensure that reports on the performance of the occupational health and safety management system are presented to top management for review and as a basis for improvement of the management system.	√	√	√	√	√		√		
7	Consider the health and safety implications of all strategic planning, budgeting and decision-making processes.	√	√	√	√	√				
8	Lead by example and provide visible demonstration of commitment to continual improvement of occupational health and safety performance (e.g. inspecting departments, issuing messages of support, promotion of rules and procedures, reflect health and safety in decision making, etc)	√	√	√	√	√	√	√	√	
9	Ensure all employees have received adequate information, instruction and training	√	√	√	√	√	√	√		
10	Supervise and enforce conformance to health and safety rules, procedures, and safe working practices.	√	√	√	√	√	√	√		
11	(a) Take reasonable care for their own health (b) Take reasonable care for their own safety (c) And of anyone who may be affected by their actions	√	√	√	√	√	√	√	√	√
12	Co-operate with employer or any other person to enable legal obligations to be met.	√	√	√	√	√	√	√	√	√
13	No person must misuse or interfere with anything provided in the interests of health and safety at work.	√	√	√	√	√	√	√	√	√
14	Make full and proper use of any equipment or system of work provided.	√	√	√	√	√	√	√	√	√
15	Report any change in their own condition i.e. ill health, injury, pregnancy etc; that may affect their ability to carry out their duties	√	√	√	√	√	√	√	√	√
16	Report any workplace defects or hazards, accidents, incidents or near misses that could have resulted in injury or harm. eg dealing with difficult or aggressive behaviours	√	√	√	√	√	√	√	√	√
17	Use all work items as trained and instructed.	√	√	√	√	√	√	√	√	√
18	Ensure appropriate items of personal protective equipment are used in the appropriate manner.	√	√	√	√	√	√	√	√	√
19	Take reasonable care of any premise or equipment provided, report any loss, damage or obvious defects, and ensure it is returned to its place after use.	√	√	√	√	√	√	√	√	√
20	Represent Department at Health and Safety Committee meetings by raising concerns expressed by colleagues and providing feedback.							√	√	√

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E				
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 9 of 12	

1.6.3 SPECIFIC RESPONSIBILITIES

The ticked area if the following matrix outline the specific responsibilities of line managers within each department and/or site and/or project for implementing the health and safety management system. The matrix indicates whether responsibilities are deployed or centrally initiated.

Procedure Title	WHAT		Faculty's and Professional Service Departments				WHO			
	Key responsibilities		Employee	Line Manager	Senior Management (HoD and Executive)	HROD inc Occ health	Health, Safety & Environment	Estates, Facilities and Residence inc Insurance	Finance	Procurement
Risk Assessment	Classify tasks/activities requiring risk assessment with a planned programme.			✓						
	Implement and review risk assessments within a frequencies of planned programme.			✓						
	Initiate formal actions to address weaknesses/significant risks/improvement themes.			✓						
	Communicate findings or risk assessment and associated control measures.			✓		✓	✓	✓	✓	✓
Legal Requirements	Review new legislative, regulatory and other requirements impacting upon the university.					✓	✓	✓		
	Communicate new legislative, regulatory and other requirements to relevant stakeholders.				✓	✓	✓	✓		
	Be aware of relevant legislative, regulatory and other requirements impacting upon the departments' activities.				✓	✓	✓	✓	✓	✓
Leadership and Business Planning	Initiate health and safety objectives, targets and programmes of action.				✓		✓			
	Initiate health and safety performance indicators (proactive and reactive).				✓		✓			
	Monitor and review status of objectives, targets, programme of action, and performance indicators.				✓		✓			
Change Control	Seek approval for significant changes.			✓		✓	✓	✓	✓	
	Approve proposed significant changes.				✓					
Recruitment and Selection	Review competencies prior to recruitment.			✓		✓				
	Implement induction plan for new and transferred employees.			✓		✓				
	Evaluate effectiveness of induction process.			✓		✓				
Competency, Awareness and Training	Define and review job competencies.			✓		✓	✓			
	Identify training needs.			✓		✓	✓			
	Provide information, instruction and training.			✓		✓	✓			
	Evaluate effectiveness of training.			✓		✓	✓			
Consultation and Communication	Involve employees in decisions.			✓		✓	✓			
	Ensure health and safety co-ordinators exist and are released to perform their roles.			✓		✓	✓			
	Maintain notice boards with required information.			✓						
	Disseminate information, performance, and other best practises through newsletters, etc.			✓						
Documentation, Data Control and Records	Maintain register of critical documentation /records.					✓	✓			
	Retain documentation records as specified.			✓		✓	✓	✓	✓	
Safe System of Work	Implement control measures.		✓	✓	✓					
	Monitoring continuing suitability/adequacy of controls.		✓	✓	✓	✓	✓	✓	✓	
Maintenance	Inform EFR of items to be subject to planned maintenance/servicing (e.g. Electrical requirement).			✓						
	Maintain facilities management, maintenance, servicing system.			✓			✓	✓		
Contractor	Review and approve new contractors.			✓				✓		
	Maintain contractors' database.							✓		
	Monitor and review contractors.			✓				✓		
Hazardous Materials	Review and approve new hazardous materials.			✓			✓		✓	
	Maintain hazardous materials database.						✓			

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E				
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 10 of 12	

Procedure Title	WHAT		Faculty's and Professional Service Departments					WHO	
	Key responsibilities		Employee	Line Manager	Senior Management (HoD and Executive)	HROD inc Occ health	Health, Safety & Environment	Estates, Facilities and Residence inc Insurance	Finance
Emergency Preparedness and Response	Identify foreseeable emergency situations.				√				
	Implement emergency response plans.				√				
	Maintain programme of testing emergency plans.						√		
	Inform group of new emergency scenarios/events.			√	√		√		
Accidents, Incidents and Near misses	Directly action identified hazards.		√	√	√				
	Report all accident, incident, near misses and other significant events.		√	√	√				
	Undertake an investigation			√					
	Initiate and closeout corrective, preventative actions.			√	√				
	Maintain accident, incident, and near miss database.						√		
Review and advise upon quality and adequacy of investigations and associated actions.						√			
Corrective and Preventative Action	Initiate corrective and preventive actions.		√	√	√				
	Monitor status of corrective and preventive actions.			√	√		√		
	Verify and closeout corrective and preventive actions.			√	√		√		
Audits	Generate audit and inspection programmes.				√	√	√	√	√
	Undertake audits and inspections.		√	√	√	√	√		
	Initiate corrective and preventive actions.			√	√				
	Monitor audit and inspection findings.				√	√	√	√	√
Monitor and Review	Maintain meetings and review matrix.						√		
	Participate in meetings and reviews.		√	√	√	√	√	√	√
	Initiate corrective and preventive actions.			√	√				
	Monitor quality, status, and effectiveness of meetings and reviews.				√		√		
Construction, Design and Management	Plan construction and refurbishment work to effectively manage the risks from start to finish.			√	√			√	
	Involve or contract the right people for the right job at the right time.			√	√			√	
	Gather and maintain the right information about the risks and how they are being managed.			√				√	
	Consult, engage and communicate with workers about the risks and how they are being managed.			√				√	

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E				
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 11 of 12	

1.7

Glossary

Accident	Undesired event giving rise to death, ill health, injury, damage or other loss.
Audit	Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organisation's policy and objectives.
Continual Improvement	Process of enhancing the occupational health and safety management system, to achieve the improvements in overall occupational health and safety performances in line with the organisation's occupational health and safety policy.
Hazard	Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment, or a combination of these.
Hazard Identification	Process of recognizing that a hazard exists and defining its characteristics.
Incident/ Near Miss	Event that gave rise to an accident or had the potential to lead to an accident.
Interested Parties	Individual or group concerned with or affected by the occupational health and safety performance of an organisation.
Non-Conformance	Any deviation from work standards, practices, procedures, regulations, management system performance, etc that could either directly or indirectly lead to injury or illness, property damage to the workplace environment, or a combination of these.
Objectives	Goals in terms of occupational health and safety performance that an organisation sets itself to achieve.
Occupational Health and Safety	Conditions and factors that affect the wellbeing of employees, temporary workers, contractor personnel, visitors and any other person in the workplace.
Occupational Health and Safety Management System	Part of the overall management system that facilitates the management of the occupational health and safety risks associated with the business of the organisation. This includes the organisational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the organisation's occupational health and safety policy.
Organisation	Company, operation, firm, enterprise, institution or association, or part thereof, whether incorporated or not, public or private, that has its own functions and administration.
Performance	Measurable results of the occupational health and safety management system, related to the organisation's control of health and safety risks, based on its occupational health and safety policy and objectives.
Risk	Combination of the likelihood and consequence(s) of a specified hazardous event occurring.
Risk Assessment	Overall process of estimating the magnitude of risk and deciding whether or not the risk is tolerable.
Safety	Freedom from unacceptable risk of harm.
Tolerable Risk	Risk that has been reduced to a level that can be endured by the organisation having regard to its legal obligations and its own occupational health and safety policy.

Title	Health & Safety Policy – PL01			Owner	Governance – HS&E			
Status	Approved	Issue Date	February 2024	Review Date	February 2026	Version	1	Page 12 of 12