

THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

SECTION 1

INTRODUCTION

The Health and Safety at Work etc. Act 1974 extended health and safety legislation to all areas of work, including higher educational establishments. The Act also imposed duties on all persons involved in the activities of such institutions, accepting that the primary duty rests with the employer or controller of the premises.

It is a legal requirement that the University should provide a safe working environment and ensure that all safe working practices are followed. Equally, everyone connected to the University has similar responsibilities.

The University fully accepts its responsibilities to strive to achieve excellence in all its operations, including health and safety.

To underpin this objective, the University subscribes to the following vision:

To develop a culture and system of management which ensures that the health, safety and welfare of all who use the University premises or services is integral to the planning and operations within the University and which demonstrates a commitment to go beyond simple adherence to its legal requirements.

To underpin this vision, the University has the following strategic goals:

Within the resources available to the University to create the healthiest and safest environment for all the University's stakeholders or persons affected by any activities undertaken on behalf of the University;

To ensure that issues affecting the health, safety and welfare of all involved with the University are fully appreciated and integrated into the management culture of the University;

To ensure that appropriate consideration is given to the inclusion of academically relevant health and safety issues and associated activities within the curriculum;



THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

SECTION 3

STATEMENT OF INTENT

The Board of Governors recognises and accepts its responsibilities to ensure as far as is reasonably practicable the health, safety and welfare at work of all staff, students and other persons within those premises for which the University is

THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

SECTION 4

SPECIFIC RESPONSIBILITIES

4. Key Specific Responsibilities

4.1 The Board of Governors

The Board of Governors have overall responsibility for ensuring the effective management of health and safety in the University and for requiring such information and regular reporting as would put it in a position to effect this responsibility.

4.2 The Chief Executive (Vice Chancellor)

The Vice Chancellor has overall responsibility to the Board of Governors for health and safety within the University. However, he/she may delegate key personnel with duties and authority to act on his/her behalf in the designated area devolved to that person.

One of the main responsibilities will be to ensure the provision of sufficient resources in order that the University meets its statutory requirements.

In the absence of the Vice Chancellor, the Pro Vice Chancellor (Academic) will assume responsibility.

4.3a Heads of School; Heads of Departments and Directors

Heads of School (HoS), Heads of Departments and Directors have overall responsibility for the Health and Safety within their area of operation as delegated by the Vice Chancellor. This includes:

Ensuring the health, safety and welfare of all persons under their control.

Ensuring that all new members of staff are the

THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

Ensuring that risk assessments are carried out and effected under Regulation 3 of the Management of Health and Safety at Work Regulations 1999, and any other such risk assessments as required by other regulations, including COSHH (Control of Substances Hazardous to Health Regulations 2002), DSE (Display Screen Equipment Regulations 2002), the Manual Handling

THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

Devising and implementing local emergency procedures within their areas of control that comply with University procedures, and which



THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

The day to day management of all aspects of security, including responsibility for the application of the Security Policy and the associated Risk Assessment



THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

Ensuring that the Vice Chancellors Group is made aware of the contents of the Health and Safety Policy, in particular what specific responsibilities they have for

THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

Attending meetings, seminars, etc.. in connection with health, safety and welfare.

In cases of imminent danger to the health and safety of employees or others as a result of dangers or defective premises, vehicles, machinery, plant supplies, methods, practices etc., to prohibit their further use until the danger has been removed, and has the authority to order the

THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL  
consider exist in the University.

Participate in appropriate and relevant safety training programmes and to have paid leave to attend such



THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

SECTION 5

MANAGEMENT AND CONSULTATIVE ARRANGEMENTS FOR  
HEALTH AND SAFETY

5.2 General

The consultative arrangements for health and safety within the University of Bolton consist of both formal and informal arrangements. The main form of the consultative arrangements is the University's Health and Safety Committee. The objective of this Committee is not to make policy but to act as a consultative proactive force in promoting a health and safety culture within the University of Bolton.

The main policy making committee for health and safety within the University is the Vice Chancellors Executive Board.

5.3 Membership of the Health and Safety Committee

The membership of the Committee can be determined only by agreement with recognised Trade Unions. To be effective the membership needs to be large enough to reflect different interests but at the same time small enough to be workable. Consequently the following membership has been agreed:

Chair - Assistant Vice Chancellor, or as nominated by the Vice Chancellor  
The University Registrar / Clerk to the Governors  
Heads of School  
Executive Director of Facilities  
Executive Director of Human Resources  
Deans  
Heads of Schools  
Heads of Departments  
Member of the Board of Governors  
Two representatives of the Universities and Colleges Union  
Two representatives from Unison  
A Representative from the Students Union

The University's Health & Safety Manager will act as an Advisor to the Committee in an Ex-Officio role.

The statutory construction of the Health and Safety Committee does not allow for the membership of students. However, the President of the Students' Union and one other representative are invited to Committee meetings to participate in discussion on relevant issues. In certain circumstances, they may be asked to withdraw by the Chair at his/her discretion.



THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

SECTION 6

ILL-HEALTH AND DISABILITIES

In line with the Government's strategy for health, safety & wellbeing the University will ensure that health and safety is not used as a false excuse for not employing persons on grounds of disability or ill-health. This applies prior to employment and during employment. This will be achieved by the following controls:

Risk assessments identifying potential health risks.

Job specific pre-employment health checks.

Return to work interviews and monitoring.

Job task engineering and Facilities design controls.

Ongoing health counselling and health monitoring.

THE UNIVERSITY OF BOLTON  
H&S POLICY and MANUAL

SECTION 7



