



University of Kent Health and Safety Policy

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Council and the Vice-Chancellor require all University managers, employees, and apprentices to be aware of the contents of this policy and give effect to the commitments contained within it.

Chair of University of Kent Council	Acting Vice Chancellor and President
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1. Statement of Intent

1.1 Scope

This policy applies to all employees, students / apprentices, premises, and activities under the control of the University of Kent. It includes those travelling in the UK or overseas on University of Kent business or as part of studies undertaken.

1.2 Aims

Council, as the governing body of the University of Kent, recognises and is committed to its legal responsibility for the health and safety of employees, students / apprentices, and all others, including contractors, visitors, and the general public, who could be affected by work activities undertaken at the University.

The University Health and Safety Policy aims to:

- Reduce the number of accidents, injuries and cases of work-related ill-health.
- Ensure that there is strong and effective health and safety leadership at the University of Kent
- Ensure adequate resource is made available for health and safety.
- Encourage and recognise active participation in improvement of health and safety.
- Make sure that there are effective routes for consultation with staff and students / apprentices on health and safety matters.
- Ensure that health and safety performance is continually reviewed and is assessed at least annually.

- Ensure that the University of Kent complies with all relevant Health and Safety legislation and strives to meet best practice.
- Develop and maintain a positive health and safety culture throughout the University of Kent
- Ensure our students carry a positive attitude to Health and Safety forward into their working lives.

1.3 Approach to Health and Safety

To achieve these aims the university is committed to the following:

- A proportionate and common-sense approach will be taken to maintain compliance with Health and Safety legislation.
- Planning for Health and Safety will be integrated into the University's core activities.
- Professional competent specialist advice and support will be provided in house.
- Ensuring that staff are competent to discharge their individual Health and Safety responsibilities, by providing sufficient training, supervision, information and instruction.
- Ensure that staff who have direct responsibility for students educate them to develop risk awareness and to exercise a duty of care for their and others safety.
- Actively involving staff in health and safety related matters
- Ensuring there is effective communication and consultation with staff, students / apprentices and others affected by University of Kent activities.
- Co-ordinating and co-operating with other employers where:
 - University employees or students / apprentices share premises, facilities, or undertake activities with persons working in other organisations.
 - People from other organisations are working on premises, in facilities, or are taking part in activities controlled by the University.
- Monitoring, Measuring and reviewing health and safety performance regularly at both University and School / Professional Service Department (PSD) level with the aim of continually improving performance.

2. Responsibility for Health and Safety

2.1 Responsibility for policy making

2.1.1 University Council

Council, as the governing body of the University, holds the responsibility for the health and safety of employees, students / apprentices, and others affected by its operations. It is the role of Council to approve the University of Kent Health and Safety Policy and sign off the document as approved.

2.1.2 Health, Safety, Security and Environment Committee (HSSEC)

HSSEC is a University of Kent management committee, reporting to the Executive Group. It is chaired by the University Secretary.

HSSEC is responsible for reviewing the University of Kents' Health and Safety Policy. It is also responsible for identifying areas of work within the University which require topic specific Health and Safety policies and is responsible for initial approval of those policies and any major changes to them.

2.1.3 Health, Safety and Environmental Sustainability (HSES) Department

The Health, Safety and Environmental Sustainability Department provides advice, guidance and support to the University of Kent. It is responsible for producing the University of Kent Health and Safety Policy and any topic specific Health and Safety Policies deemed necessary by HSSEC. Where it is required to maintain University compliance with the law, HSES department also produces written Health and Safety guidance that describes best practice.

2.2 Collective and Individual Health and Safety Responsibilities

Responsibility for Health and Safety flows down line management structures to every member of the University. All managers are directly responsible for the Health and Safety of those they line manage and must assure themselves and others that Health and Safety is being effectively managed in all areas for which they have responsibility. Equally, under law, individuals have health and safety responsibility for themselves and all others who might be harmed by their action or inaction.

2.2.1 University Council

In addition to its policy role, Council receives assurances of compliance with health and safety legislation via receipt and review of the annual University of Kent Health and Safety report by the Audit Committee.

2.2.2 Health, Safety, Security and Environment Committee

In addition to its policy role, HSSEC is responsible for

- Overseeing the implementation of University Health and Safety Policy and any topic specific policies and guidance throughout the University of Kent
- Advising the Vice-Chancellor and Council on Health and Safety Policy and performance
- Reviewing Health and Safety performance across the University, including accident, incident, and ill-health statistics, as well as reports from local Health and Safety Committees and the Health, Safety and Environment Consultative Committee (HSECC), providing assurance that the University of Kent is legally compliant.
- Approving the University of Kent annual Health and Safety report and providing that report to Council Audit Committee
- Identifying any priority areas for intervention and action, and individuals within those areas who are responsible for any necessary improvements.
- Following up on any identified actions to ensure they are implemented.
- Providing a forum for co-ordinating any necessary executive action to improve Health and Safety performance

2.2.3 Vice-Chancellor

Council delegates operational responsibility for the implementation of this policy to the Vice-Chancellor as Chief Executive Officer of the University. The Vice-Chancellor will do so by ensuring that University of Kent business is planned and managed in accordance with this Policy.

2.2.4 Chair of the Health, Safety, Security and Environment Committee Meeting (HSSEC)

The University of Kent's Secretary will chair the HSSEC, as such they have authority in conjunction with the Head of Health, Safety and Environmental Sustainability to stop or suspend any dangerous activity or practice if necessary.

2.2.5 Executive Group

The Executive Group have collective responsibility to

- Provide and demonstrate health and safety leadership to the University of Kent
- Ensure the University's Health and Safety Policy is implemented across all areas of the University.
- Provide adequate resources for health and safety.
- Ensure that arrangements are in place for monitoring health and safety performance.
- Encourage the active participation of all employees in improving health and safety.
- Ensure its decisions are consistent with the intentions of this policy.

2.2.6 Heads of Schools and Professional Service Divisions (PSDs)

Heads of Schools and Professional Service Divisions have delegated responsibility for implementation of the University of Kent Health and Safety policy within their areas. This includes responsibility for any premises under their control and all equipment and materials belonging to the School / PSD. They are also responsible for the Health and Safety of their staff, students / apprentices, and all others entitled to be present, while they are undertaking work or directed learning / study activities, participating in School activities, or using School facilities. This duty extends to members of the University of Kent who are travelling within the UK or abroad on University of Kent business.

Moreover, they are responsible for ensuring that a culture is fostered where health and safety is a proactive requirement and as being essential to the achieve the goals of the School / PSD.

They must ensure.

- That all significant foreseeable risks are assessed and controlled, and staff and students / apprentices are aware, informed and instructed of the outcome of the risk assessments as appropriate.
- Compliance with the requirements of relevant Health and Safety legislation and regulations in matters under their control by complying with relevant HSE Approved Codes of Practice or University of Kent Health and Safety policies.
- That managers, supervisors, staff, and apprentices are competent and properly trained, informed and instructed.
- Adequate supervision of staff, students and visitors who may be at risk.

- Those actions arising from inspections or investigation of accidents and work-related ill-health involving School / PSD staff, students / apprentices, or activities, are implemented sufficiently to prevent reoccurrence.
- That any health and safety recommendations made by the HSES Department are implemented sufficiently to prevent reoccurrence
- Schools / PSD compliance with all fire and evacuation procedures
- That health and safety matters are included on the agenda of School / PSD management meetings, performance is monitored, gaps identified and sufficiently controlled.
- That local Safety Co-ordinators are appointed and appropriately trained.

2.2.7 Director of Campus Services

In addition to the general responsibilities outlined above, the Director of Campus Services is responsible for:

- All areas of the University not specifically assigned to other Schools or PSDs, including buildings, grounds, roads, car parks, paths, fencing, etc.
- Operation and maintenance of electricity, water and gas supplies, internal and external lighting, heating, ventilation, and fire and emergency systems and fixtures
- Maintenance of all building structures and fabric including walls, floors, doors, windows, roofs, safety signs, etc (This list is not exhaustive)
- Managing asbestos across all University premises
- Contractors engaged on building or related works are competent.
- Provision of campus security arrangements
- Accommodation and conferencing, bars, and catering and vending machines (except where allocated to another School, PSD, or Kent Union)
- Waste Management
- Washrooms and lavatories
- Areas occupied and operated by Kent Sport, including maintenance of all University of Kent playing fields.

2.2.8 Head of Health, Safety, and Environmental Sustainability

The Head of HSES is responsible for providing competent advice, guidance and support to the University in relation to Occupational Health and Safety, including provision of Occupational Health services.

They report to the University Secretary but have a direct and independent reporting line to the Vice-Chancellor. The Head of HSES (and in their absence, any member of the Health and Safety team) has delegated authority for direct intervention where evidence of serious and imminent danger or breaches of legislation are apparent. Appeals against any intervention will be to the Chair of HSSEC.

2.2.9 Managers and Supervisors, including staff who teach or supervise research

Anyone with managerial or supervisory responsibility for employees, students / apprentices, contractors, or others, and those who are responsible for activities, locations, or equipment, has health and safety responsibility for them. This includes staff who teach or who supervise research.

Such staff must

- Ensure that suitable and sufficient risk assessments have been carried out.
- Ensure that those under work or study under their control are properly trained, informed and instructed.
- Supervise work / study activities at a level related to the competency of the staff and students / apprentices undertaking them to ensure that the activity is being performed safely and that any safe systems of work are being followed.
- Ensure that any apparatus, equipment, and machinery they are responsible for is maintained in a safe condition and that safety devices are fitted where required.
- Ensure that any necessary personal / respiratory protective equipment is supplied to and worn by those undertaking the activity.
- Bring any health and safety issues requiring action to the prompt attention of the HSES Department, their line manager and the local Safety Co-ordinator within a reasonable time frame.

Where academic and technical staff are involved in shared teaching work it is the lead academic who has overall health and safety responsibility for the session. This responsibility cannot be passed to the technician.

Before applying for research grants or adopting an experimental protocol, academics should undertake a risk assessment of the work and ensure that costs of any risk control measures needed will be available.

2.2.10 Personal Responsibilities

To develop and sustain a good health and safety culture, it is essential that individuals recognise and accept their personal responsibilities for health and safety.

All staff and apprentices must conduct their activities, and those activities over which they have control, in a safe, competent manner in accordance with this and any topic specific health and safety policy or procedure. They must fully co-operate with their line managers, their local Safety Coordinator and the HSES Department to ensure safe working practices are maintained.

Staff, students / apprentices, and others working on University of Kent premises or taking part in activities arranged by the University of Kent must take reasonable care for their health and safety and that of others affected by their actions or inactions. They must comply with any legal requirements, this and any relevant University of Kent health and safety policy or guidance, and any local instructions or rules.

They must not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety, or welfare. They must inform the HSES Department, their line manager, local Safety Co-ordinator, or other senior manager within their School or PSD, of any work situation which they consider to be a serious and immediate threat to health and safety or where there is a serious

shortcoming in health and safety arrangements. Staff and apprentices should act, but only within their competence, to prevent imminent danger before reporting.

Individuals should report any hazard or defect or any other matter of concern involving health and safety through the University of Kent reporting system, to their line manager or local Safety Coordinator. Incidents and accidents MUST be reported on the University of Kent incident reporting system. Access is directly available to all University of Kent staff through the SharePoint web pages.

The University of Kent provides apprentices with information about the University of Kents Health and Safety Policy on induction, through resources which reflect the wider community and through Progress Reviews. While on University premises they should follow this policy. While in the apprenticeship workplace, they are expected to abide by their companies' Health and Safety policies and procedures.

2.2.11 Staff managing or engaging Contractors.

The University of Kent employs a wide range of contractors. The University of Kent has a duty to ensure that contractors are competent and have safe work procedures that are followed. Therefore

- Contractors must be suitably competent to undertake the planned works.
- Work involving construction, demolition or invasive work to any building or structure must be contracted through the Campus Services Division and will maintain an Approved Contractors List
- Contractors must be provided with all necessary information and instruction relating to works on University of Kent premises, including any relevant standards and procedures with which they are expected to comply. There must be effective communication, co-operation and co-ordination between them and the University of Kent at all times.
- Where contractors are engaged to carry out high-risk works, then those works shall be reviewed by the appropriate manager, with full review of the Risk Assessments and Method Statements for the task being undertaken and approved, and subject to a Permit-to-Work where required, issued by a suitably competent and authorised person
- Contractors must plan and manage works with effective health and safety in mind at all times, this must be monitored and checked throughout the course of the planned works by the responsible manger from the University of Kent or their delegated counterpart.

2.3 Advice, Consultation and Liaison

2.3.1 Health and Safety Consultative Committee (HSCC)

The Health and Safety Consultative Committee has been established by the University as the main consultative committee on Health and Safety matters and meets the statutory arrangements under The Safety Representatives and Safety Committees Regulations 1977 (as amended). Meetings are held three times per year. HSCC reports up to the HSSEC.

The Chair is appointed for one academic year, and this role rotates on an annual basis between management and union/non-union staff representatives. Membership of the committee comprises approximately equal numbers of management members and employee representatives. Terms of reference for HSCC can be found on the HSES intranet site.

2.3.2 Trade Union Safety Representatives (TUSR)

Trade Union Safety Representatives are appointed by each of the recognised Trade Unions at the University. Their names must be notified to HSES in writing. Employees may raise health and safety matters with TUSRs who will act as channels of communication with appropriate people and committees.

TUSRs do not have statutory duties or responsibilities but they do have statutory rights.

- The University must provide TUSRs with necessary facilities and assistance.
- They have the right to inspect the workplace provided reasonable notice is given, either.
 - every 3 months
 - when there has been a substantial change in the work
 - in the light of newly published information
 - when there has been a reportable accident, disease, or dangerous occurrence.
- They may inspect documents relating to health and safety unless the information relates to an individual or to legal proceedings in which the University is involved.
- Time off with pay must be allowed for TUSRs to undertake Union provided health and safety training.
- The University, School or PSD must consult in good time with TUSRs.
 - when changes to health and safety policy, arrangements or management are planned.
 - on the arrangements for appointing University Safety staff, Safety Co-ordinators, or other Staff Safety Representatives

2.3.3 HSES Department

The role of the HSES Department is to provide advice, guidance and assistance in all safety (including fire safety), occupational health and wellbeing, and environmental sustainability matters. It is staffed by experienced and qualified health, safety and sustainability professionals who have knowledge of safety, occupational health and environmental issues arising from the University's activities. It does not have direct management responsibility for practical health and safety arrangements for staff / operations across the University.

The HSES Department provides practical, and policy related occupational health and safety advice and guidance across the University, including provision of health and safety training. It monitors the implementation of policy and guidance through participation of inspections and audits, and through monitoring of accidents / incidents, fire, and work-related ill-health data, participating in the investigation of serious / significant incidents where appropriate. It leads on Fire Safety policy, fire safety advice, fire risk assessment and produces Personal Emergency Evacuation Plans for staff and students. It also liaises with external enforcement bodies, co-ordinating any visits or inspections.

The Occupational Health Team sit within HSES. The specialist advice and practice managed through or available from the OH team include the following: mandatory health surveillance under UK health and safety legislation; advice on the need for work adjustments after return to work following illness or because of chronic/disability health issues; workplace assessments, especially

ergonomic assessments related to DSE; and travel health advice. The team also have a fundamental role is assisting staff with mental health and wellbeing by organising referrals for external counselling.

2.3.4 School / PSD Safety Co-ordinators

Relevant Schools / PSD's shall appoint a Safety Co-ordinator. This role does not manage health and safety across the School / PSD, rather they have oversight of health and safety matters, provide basic health and safety guidance within their sphere of knowledge, support with investigation of accidents / incidents within their areas, and act as a conduit with the HSES Department. Full duties are listed below. They should have sufficient experience, background knowledge and authority to fulfil these duties.

School / PSD Safety Coordinators will

- Advise the Director(s) / Heads of Schools and all members of the School / PSD on health and safety matters related to the work of the School / PSD, including on any necessary local organisation, policy, or procedure.
- Act as a point of consultation with staff, students / apprentices, Trade Union safety representatives and non-union safety representatives (where appointed) on matters of health and safety.
- Review School / PSD health and safety procedures at appropriate intervals.
- Check, through ad-hoc and organised inspections and monitoring, that hazards within the School / PSD are identified, that risk assessments and relevant control measures are in place, School / PSD owned equipment is in good condition and properly maintained, there is good housekeeping, and that appropriate health and safety information, instruction, training, supervision is provided by managers for their staff and students / apprentices
- Ensure that managers and academic supervisors identify members of the School / PSD who require occupational health medical surveillance.
- Ensure that all staff and apprentices are aware of the requirement to report all accidents/incidents, including near misses that do not result in injury, via the University of Kent reporting system.
- Further ensure that thorough investigations are undertaken by appropriate individuals of all accidents, near misses, and work-related ill health, getting involved where necessary, and monitoring to make sure that any identified remedial actions are completed.
- Liaise with the HSES Department
 - to pass on information from HSES to relevant members of the School / PSD
 - for help on health and safety issues that cannot be resolved locally
 - to ensure co-operation with the HSES Department for H&S audits, inspections, or other reasonable requests for information and cooperation
- Attend, and chair where appropriate, School / PSD Health and Safety Committees
- Keep records of locally organised and completed health and safety training.
- Co-ordinate emergency procedures, including fire and other evacuations.

On an ad-hoc basis, safety coordinators may also be required to

- Disseminate information related to environmental sustainability, including compliance requirements.
- Facilitate internal environmental audits.
- Provide information pertaining to environmental sustainability on request.

2.3.5 Other School / PSD Safety Officers

In Schools / PSDs that undertake activities with specific hazards / specialist equipment, for example ionising radiation, lasers, biological hazards, genetic modification, overseas travel, etc., additional Safety Officers may be appointed. In some cases, the requirement for and duties of these Safety Officers will be stipulated in the relevant topic specific University health and safety policies. Other additional Safety Officers, including Deputy Safety Coordinators, can be appointed by Schools and PSDs as determined by their own activities and needs. HSES should be informed of any such appointments in writing and notified of any changes in reasonable time.

2.3.6 Fire Marshals

In consultation with HSES, Schools / PSDs must appoint sufficient Fire Marshals to ensure that emergency evacuation for the buildings they occupy is rapid, complete and confirmed. Fire Marshal training will be provided by HSES.

2.3.7 First Aiders

In consultation with HSES, Schools / PSDs must appoint sufficient First Aiders to ensure that first aid cover across the University meets both the statutory requirements of the First Aid at Work Regulations, and any risk assessed need. First Aid training to meet this need will be provided by HSES.

2.3.8 Local Health and Safety Committees

The Schools / PSDs listed below must set up local Health and Safety Committees to discuss health and safety issues related to the premises, work, and activities under the control of the School / PSD.

Schools

- School of Arts and Architecture
- School of Humanities
- School of Natural Sciences
- School of Computing
- School Engineering and Mathematics and Physics
- Kent Business School
- School of Social Sciences
- School of Economics and Political Sciences
- Kent Law School
- School of Psychology
- Kent and Medway Medical School

Professional Service Divisions

- IT Services
- Campus Services

The membership of committees should be representative of all sectors of the relevant School / PSD including students where appropriate and TUSRs and non-union staff representatives where possible. Each committee should be chaired by a senior member of staff or School / PSD Safety Coordinator. A representative from HSES Department will attend each committee. The current membership of the committee and minutes / notes from meetings should be available to staff on the School / PSD intranet site. Summaries of the minutes / notes from the meetings will be used by the Head of HSES to report up from local committees to HSSEC.

Committee meetings should be held at least three times a year. In addition to dealing with members' business, each committee meeting should consider.

- reports on, and subsequent investigations and follow up actions for, accidents, near misses, fires and false alarms, and incidents of work-related ill health.
- the findings of recent inspections / audits and actions arising.
- details of any health and safety training given, including fire drills

On occasion, committees may also be asked to consider issues relating to environmental sustainability, including but not limited to, the findings of internal and external environmental audits, environmental incidents, environmental compliance, and progress towards Kent's published sustainability objectives.

Any issues raised that cannot be dealt with by the committee should be discussed with the appropriate Head of School / Director as soon as possible.

Where Schools have distinct areas with very different or specialised risk profiles, sub-committees should be formed chaired by appropriate people (for example local Safety Officers). Where this happens sub-committee chairs should be members of and report up into the School Committee.

Where Schools / PSDs share buildings with others, formal H&S liaison groups should be set up to discuss arrangements for H&S matters that are geographical in nature such as the organisation of fire drills and provision of fire marshals and fire aiders. Fire Safety Advisers from the HSES Department should be invited to these H&S liaison meetings.

Twice yearly meetings for Safety Co-ordinators will be organised by the HSES Department to provide a forum for discussion, relevant training, and update members on new or changed legislation, regulations, topic specific H&S policy, and H&S guidance.

3. Arrangements for Implementation of the Policy

The arrangements for implementing the University Health and Safety Policy reflect the requirements of the Management of Health and Safety at Work Regulations 1999 and HSG 65, the HSE Approved Code of Practice for health and safety management systems. They lay down principles that will prevent harm, control risks, react to changing demands, and sustain a positive health and safety culture. They should be seen as the level of performance that the University expects all Schools and PSDs to achieve.

3.1 Planning

Effective planning at both University and School / PSD level is essential for the implementation of this policy. Health and safety planning must begin at the earliest phase of any new project,

including educational programmes, research, or organisational change to control risk and allow projects to move forward without delay. Senior managers have a key responsibility to consider potential health and safety risks and to ensure that sufficient resources are made available to control these risks adequately before any project starts.

Planning will be informed by School / PSD Health and Safety risk registers that should be developed in conjunction with the HSES Department. The risk register will identify risks, current controls and relevant Health and Safety legislation. Health and Safety planning will then be targeted at areas where risk controls or legislative compliance need to be strengthened.

Implementation of local plans will be monitored by local Health and Safety Committees and progress reported up to the HSSEC.

3.1.1 Serious and Imminent Danger, including Fire.

Emergency procedures to follow in the event of fire are identified in building fire risk assessments. These are the responsibility of and are carried out by the HSES Department. Building occupiers must familiarise themselves with the procedures in buildings that they use, including the location of fire exits and assembly points. Regular fire evacuation drills are carried out.

The procedures to follow in event of a Major Incident on campus are detailed in the University of Kent Major Incident Response Plan.

Schools / PSDs that work with hazardous substances or other materials that could cause serious and imminent danger if misused / involved in an incident or fire, must establish local procedures to follow in the event such an event occurs.

3.2 Topic specific Health and Safety policies and guidance

The University of Kent carries out work in several areas where either the risks if not properly controlled are high or where there is a high level of oversight by the HSE or other regulators. These areas are covered by topic specific Health and Safety Policies that must be followed. These areas are identified and agreed by the HSSEC. The policies are produced and reviewed by HSES.

Where the Health and Safety risks are lower, the HSES produces guidance documents that describes best practice. Following this guidance will ensure that the University is compliant with the relevant Health and Safety legislation.

3.3. Risk Assessment and Control

Managers and supervisors must ensure that every work activity or location they are responsible for, and which has foreseeable Health and Safety risks, has been subjected to a suitable and sufficient risk assessment prior to the activity starting. This includes academic members of staff who are responsible for ensuring that risk assessments are carried out for research and teaching activities they supervise.

Risk assessments must be carried out by competent people. Competence in this context refers to those who understand the risk assessment process and the activities being undertaken. While it is reasonable to ask students to undertake risk assessments as a learning exercise, they are unlikely to have the relevant experience to be considered competent and such risk assessments must be reviewed and signed off by the supervising academic.

Risk assessments should identify all relevant measures to control the risks. Their findings must be communicated to those carrying out the work. Implementation of the control measures must

be checked and approved by managers / supervisors and risk assessments must be reviewed on an annual basis, if there are changes in work practices, or if an incident occurs.

3.3.1 Health Surveillance and Assessments

Where it is recognised that work activities can cause specific health conditions if not properly controlled, the relevant Health and Safety Regulations require staff to receive health surveillance. Examples of relevant regulations are the Control of Substances Hazardous to Health Regulations, the Control of Vibration at Work Regulations, the Control of Noise at Work Regulations, etc. In addition, there are some activities for which ensuring fitness to undertake the work via a health assessment is an essential risk control, for example if driving for work.

The need for health surveillance or assessment will be identified in the relevant topic specific H&S policy. Employees that require health surveillance or assessment must be identified to Occupational Health by their Division / PSD. This must happen prior to exposure to the hazard or the start of the work activity. This happens for all new employees via the Hazard Identification Form that is completed at recruitment stage. However, changes in work activities that change the hazards staff may be exposed to must be reported to OH. If an employee subsequently reports work-related symptoms to management, a Management referral to Occupational Health must occur.

3.4 Measurement and Monitoring of Performance

The University of Kent will measure its performance against this Health and Safety Policy, and all topic specific Health and Safety policies and guidance with the aim of ensuring compliance with the law and improving health and safety performance. As such School and PSD management teams must put in place arrangements for both active and reactive monitoring of performance, the reporting of key performance indicators will be monitored through the HSSEC meeting to ensure that the performance levels of the PSD's and Academic areas reflect the arrangements within this policy.

3.4.1 Active Monitoring

Active monitoring is proactive, giving feedback on health and safety performance before an accident, incident or ill-health occurs. It aims to determine whether controls work in practice, whether behavioural and procedural standards are achieved and are effective, and whether legal compliance is met. This will be achieved through various forms and will be managed by the School / PSD management teams and reported on at appropriate intervals to the Head of School / PSD Director.

Inspections

Schools and PSDs must have a programme of regular health and safety inspections. They should follow the guidelines below.

- The nature and frequency of inspections will depend on the activities undertaken and the risk, however, all space occupied by the School / PSD should be visited annually.
- More hazardous areas and equipment should be inspected more frequently, and these inspections should involve the HSES Department
- New work areas and those subject to substantial change should be inspected as soon as practicable after the acquisition or change happens.

- Inspections should be structured (checklists are recommended) and the findings and the required remedial action should be recorded.
- Specific action owners should be identified and tasked with ensuring remedial actions are implemented. Action completion should be reported at local Health and Safety Committee meetings.
- Trade Union safety representatives and non-union safety representatives where appointed, should be invited to undertake joint health and safety inspections with management.

Guidance on health and safety inspections can be found on the HSES intranet site. The results of local inspections including completion of any actions arising, should be reported to local Health and Safety Committees.

Behavioural monitoring

Human factors play an important part in accidents. Because of this, supervisors and managers, including academics supervising any sort of practical teaching or research, must regularly observe work activities to assess individual competence and compliance with workplace precautions. This should be undertaken in a positive way, considering the views of those carrying out the work. Managers and supervisors must intervene where unsafe working is observed in order that the causes of unsafe practices are understood and dealt with.

Audits

The HSES Department will carry out Health and Safety internal audits of all Schools and PSDs. Audits will be based on local Health and Safety Risk Registers developed in conjunction with Schools / PSDs. They will determine adherence to relevant HSE Approved Codes of Practice / University topic specific Health and Safety policies or guidance, and the effectiveness of local processes and procedures, ensuring that the University of Kent is legally compliant, and risks are well controlled.

Audit frequency will depend on work activities and level of risk in each area. Audit reports will be submitted to relevant Directors for feedback and findings will be reported to HSSEC and Council.

3.4.2 Reactive Monitoring

Reactive monitoring involves the reporting and investigating of accidents, incidents, near misses and work-related ill health.

All staff are required to report the following via the University of Kent reporting system and to their line manager as soon as possible after they occur. The expected time frame is within 30 Minutes to allow for suitable investigation where required.

- Accidents resulting in personal injury or time loss.
- Dangerous occurrences (As defined under the RIDDOR regulations)
- Non-injury incidents resulting in significant damage.
- Fire
- False fire alarms
- Hazards and near misses where serious injury or damage could have resulted.

- Work-related ill-health

Incidents that involve students undertaking their programme of study or using facilities provided by the University of Kent, should be reported by the supervising member of staff. Incidents involving students that result in a response from Campus Security should be reported by Campus Security. Incidents involving members of the public should be reported by either supervising staff or Campus Security.

All reports must be investigated to identify immediate, underlying and root causes. Any actions arising necessary to control risk or prevent repetition of the incident must be implemented before the incident is closed. It is the responsibility of the local manager to ensure that appropriate investigations are carried out and that actions are implemented in a timely way. For significant incidents, the HSES Department will support with or lead the investigation. For reference, please see UoKRS Incident Management Document on the HSES website.

Where it appears that a major accident (priority level 4 or above) has occurred then HSES must be notified immediately. The University of Kent is legally obliged to report major injury accidents to the HSE at once and to ensure that the scene of the accident remains undisturbed.

Where the incident is reportable under RIDDOR, TURSS / non-union staff safety representatives and a member of HSES should be invited to take part in the investigation. All RIDDOR reports will be made centrally by the HSES Department.

There is a specific requirement under the University's Managing Attendance Procedure to refer staff returning from absence known or stated to be related to their work to Occupational Health. This is to determine whether the person is fit to undertake their duties and to ensure that any conditions that led to the injury or illness have been addressed.

Schools / PSDs are required to monitor all incidents relating to activities and areas reported through the University of Kent's reporting system platform at local Health and Safety Committee meetings to ensure appropriate actions have been taken. HSES compiles and monitors accident and ill-health statistics at the whole University level and these will be reported to HSSEC and Council on a termly basis.

3.5 Review

The University will regularly review its Health and Safety policy, organisation, and arrangements to ensure they remain current and relevant.

- This policy, all topic specific Health and Safety policies and guidance will be reviewed on a 3-year cycle.
- All risk assessments should be regularly reviewed and significant risk assessments should be reviewed annually.
- Risk assessments must be reviewed when controls are no longer effective, if there are major changes to premises or activities, or if an incident/investigation shows the risk assessment requires review.

Major alterations to this policy will only be made after formal consultation with HSCE and HSSEC. Major changes to topic specific Health and Safety policies must be agreed by HSSEC.

3.5.1 University level review

Council will undertake an annual review of University Health and Safety performance based on an annual report received from HSSEC.

HSSEC will receive reports from School and PSD Health and Safety Committees via the Head of the HSES Department to allow it to review health and safety performance across the University. Where significant under-performance is identified but not addressed through normal management approaches, then the Chair of HSSEC will intervene. If performance continues to be unsatisfactory the responsible Head of School / Director of PSD will be required to attend a meeting with the Vice-Chancellor to account for the poor performance.

3.5.2 School / PSD level review

Schools / PSDs must undertake regular reviews of health and safety performance at local Safety Committee meetings. These should be appropriate to the nature of activities undertaken and the level of risk. Any necessary changes in process or procedure should be actioned as a prioritised list and implementation monitored.

The Head of School / Director of PSD is responsible for acting where significant under-performance is observed. If, despite reasonable approaches, performance continues to be unsatisfactory then the Head / Director should take appropriate direct action to address the health and safety risk, which, in exceptional circumstance, will include disciplinary action in accordance with university policy.

Local Safety Committees should submit significant outcomes from their meetings to the HSES Department so that these can be reported to HSSEC and, as part of the annual Health and Safety report, to Council.