



Health and Safety Policy Statement

INTRODUCTION

1.1 This policy sets out Arden University's approach to Health and Safety and is driven by legal requirements to deliver safe working and studying environments, which contribute, facilitate, and enable change to flourish and to achieve their full potential.

1.2 It is Arden University's intention to meet their obligations under the Health and Safety at Work Act 1974, which requires every employer, so far as is reasonably practicable, to ensure the health, safety, and welfare at work of all employees and to conduct our business so that students, partners, and visitors are not exposed to risks that may affect their health and safety. To achieve this, the University will promote a culture whereby health and safety is integrated into our work as a management function, including the allocation of resources appropriate to the risk, as necessary and to meet the legal compliance as a minimum.

1.3 All policies require the participation of staff, student, and contractors to be successful. Breaches of this policy may be addressed via the University's Disciplinary Policy, Procedure and Code of Conduct.

1. POLICY OWNERSHIP

2.1 The Director of Estates, Facilities Manager, Facilities Team and the Health and Safety Officer manage this policy on behalf of Arden University.
The person responsible for overall and final responsibility of Health and Safety is Carl Lygo. Contact person for enquiries about this policy is the Facilities Manager facilities@arden.ac.uk

2. ORGANISATIONAL SCOPE

3.1 This Health and Safety policy is a corporate policy and is a legal requirement that applies to all students, permanent, temporary, and contracted staff working at Arden University Ltd.

3. POLICY STATEMENT

4.1 All students, employees, contractors and visitors entering the Arden University Head office or any Arden University Study Centres are expected to comply with safety arrangements that are required within the University. All students, contractors and visitors entering the University Head Office or Study Centres

are not to interfere with or misuse the facilities and are to comply with the University's policies and standards including the relevant arrangements for the area or activity. The University will maintain the buildings, study centres, plant, equipment, and machinery and ensure safe storage/use of substances.

4. REVIEW PERIOD

5.1 Arden University will review and where necessary revise, our policy at suitable intervals (yearly or following any significant health and safety event or material change in organisation or arrangements) to ensure that it continues to reflect our commitment to the safety of Arden University's staff, students and all other stakeholders associated with the University.

5. KEY PRINCIPLES

- 6.1 Providing effective leadership, resources, and access to competent advice across the organisation to enable agreed health, safety and welfare standards to be met.
- 6.2 Achieving legal compliance, as a minimum, but striving for good or best practice where it is appropriate and proportionate to do so.
- 6.3 Assessing the significant risks associated with our business activities and implementing sensible and proportionate control measures to reduce the risk of injury and ill-health including damage to property or the environment.
- 6.4 Developing and implementing a safety management system to monitor health and safety and to secure continuous improvement.
- 6.5 Establishing consideration of health, safety and welfare matters when planning and coordinating all business activities to enable the early identification of unacceptable risks and the implementation of satisfactory control measures.
- 6.6 Implementation of effective communication and Health and Safety consultation systems, to provide adequate information, instruction, training and supervision to our employees, students, partners, and contractors, to encourage ownership of health, safety, and welfare matters and to enable each person to carry out their duties Safely.
- 6.7 Working with employees and students to make sure that they contribute to the development of the Health and Safety arrangements throughout the University.

6. Key Requirements

- 7.1 Taking appropriate, timely and proportionate corrective and preventative actions to manage intolerable risks identified by monitoring, auditing, and investigative activities.
- 7.2 Students to have access to a safe environment for studying.
- 7.3 All statutory building inspections to take place and any remedial work actioned.
- 7.4 Audits to be conducted by both internal and external representatives.
- 7.5 Staff & Sub-contractors given necessary Health and Safety induction and provided with appropriate training.
- 7.6 Access to first aid facilities. Clearly define where First Aid box can be found and identify first aiders.
- 7.7 Relevant risk assessments completed and actions arising out of those assessments implemented.
- 7.8 Visibility of all documentation as legally required.
- 7.9 Access to means of reporting accidents or near misses.
- 7.10 Facilitate appropriate communication across the University community, staff, and students in the form of briefing sessions or updates for all relevant health and safety matters, policies, changes in working practices and Legislation

- 7.11 Promote a positive health, safety, and wellbeing culture across the University.
- 7.12 The University Health and Safety management group to meet regularly.
- 7.13 Escape routes to always be adequately signed and kept clear.
- 7.14 Fire Risk assessment to be implemented and all recommendations reviewed and actioned in accordance with regulations.
- 7.15 Relevant safety checks to take place where applicable and in the required time scales.
- 7.16 Systems in place for routine inspections and testing of equipment.
- 7.17 Evacuations plans are tested and updated as necessary.

Policy Name:	Health and Safety Policy
Policy Reference:	Health and Safety
Approval Authority:	CEO
Last Approved:	August 2021
Version	3.0
Responsible SMT Lead:	Director of Estates
Responsible Department:	Facilities
Policy Contact:	Facility Manager or Health and Safety Officer
Review Frequency:	Yearly

Name: Carl Lygo

Signature:



Date: 10.3.2023