



HEALTH & SAFETY IECHYD A DIOGELWCH

Health, Safety, Resilience and Sustainability Policy

Part 2: Organisation Document

Roles and Responsibilities

HSA-10100-02

Contents

Document Control	3
Amendment Record	4
1. Introduction	5
2. Leadership and Management.....	6
2.1 University Council	6
2.2 Vice-Chancellor.....	7
2.3 Pro Vice-Chancellors (with and without line management responsibilities).....	7
2.4 Registrar & Chief Operating Officer	7
2.5 Director of Estates & Campus Services with responsibility for Health, Safety & Resilience and Sustainability	8
2.6 Director of Human Resources.....	9
2.7 Directors and Deputy Directors of Professional Service Units (PSU) and the College, Executive Dean of Faculty PVC, Deputy Executive Dean, Directors of Faculty Operations, Associate Dean (Research Innovation and Impact), Associate Dean (Education) and Appointed Deputies.....	9
2.8 Head of Department/ Head of School/ Directors of the College	11
2.9 Principal Investigators (Academic leading a grant funded project) Supervisors (including Research and Academic/ Teaching and Learning) and where appropriate the Supervisor of the Specific Research Activity.....	11
2.10 Post-Doctoral Researchers/ Researchers.....	12
2.11 Academic Lecturers and Technical Staff with Responsibility for Undergraduate Students, etc.	13
2.12 Line Manager (including Supervisory Staff)	14
2.13 All Staff.....	14
2.14 Employed Students.....	15
2.15 Students and Other Stakeholders	15
2.16 Other Partnerships	17
2.17 Specified Roles	17
3. Competent Advice.....	19
3.1 Health, Safety and Resilience Competent Advice	19
3.2 Sustainability Competent Advice.....	20
3.3 Occupational Health Competent Advice.....	21
Appendix One - Structures.....	23
Health, Safety and Resilience Competent Persons Structure	23
Sustainability Competent Persons Structure	24

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Amendment Record

Revision	Date	Amendment(s)
0		Draft
1.0	05/03/18	Review of existing H&S Policy
1.1	24/07/18	Amended following external legal advice (Blake Morgan).
2.0	Oct 2018	Full redraft and restructure of the H&S Policy. Discussion at SMT rejected the Policy. Revisions suggested
2.1	July 2019	Full redraft Health Safety Policy structure into three parts. Part 1 Health and Safety Policy Statement of Intent Part 2 Health, Safety and Sustainability organisation document (For Consultation)
2.2	July 2020	Updated draft following consultation with key stakeholders. CR committee approval July 2020
2.3	January 2021	Updated in accordance with available university organisational changes. Final Draft to SMT for approval.
2.4	March 2021	Final issue to Council.
2.5	January 2022 Not issued formally	Addition of Resilience Roles and Responsibilities. Updated in line with Faculty structures Updated organisation structures
2.6	July 2022	Updated to include Insurance and Security Roles and Responsibilities Updated to reflect changes to the CR Committee - now known as the Health, Safety and Resilience Committee
2.7	December 2022	Minor Amendments
2.8	January 2023	Amendments following SLT consultation including emphasis on Council roles, addition of PVC roles.

1. Introduction

This joint Health, Safety & Resilience and Sustainability (HSR&S) document is written in accordance with Health and Safety legislative requirements, including the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1992 (as amended). This joint document supports the:

- University Health and Safety Policy - Statement of Intent (HSA-10100-01)
- University Resilience Policy - Statement of Intent (HSA 10200-01)
- University Security Policy Statement of Intent (HSA 10200-02)
- University Sustainability Policy - Statement of Intent (5.2)
- Associated HSR&S management systems

Identifying clear governance arrangements and lines of responsibility for fulfilling the University HSR&S commitments, this document includes:

- Swansea University general duties.
- Roles and responsibilities for staff, employed students, associates and affiliates.
- Roles and responsibilities for those not in direct employment i.e., contractors, students, volunteers, visitors, and tenants.
- The provision of competent advice.

The Health, Safety and Resilience team includes Security and Insurance Services and as such references to HS&R roles and responsibilities identified in this document, including those related to insurance and security. Further details on the HS&R team and the Sustainability team are available in Section 3.

General Duties

Swansea University has a duty to:

- Ensure as far as is reasonably practicable the health safety, welfare and security of employees, students, visitors, and others affected by its undertaking. This includes the protection of life and property and the continuation of the university undertaking in crisis.
 - Swansea University Health and Safety Policy Statement of Intent, Resilience Policy Statement of Intent and Security Policy Statement of Intent, each provide further details of the University general duties.
- Ensure that university operations do not have a detrimental effect on the local and global environment. Swansea University Sustainability Policy details the university's sustainability statement.

2. Leadership and Management

2.1 University Council

The Council is the supreme Governing Body of the University. It has ultimate accountability for overseeing HSR&S matters at the university and for ensuring that good governance is practiced. Members with knowledge in HSR&S are appointed to Council via the established governance process.

University Council will:

- Approve and sign Policy Statements:
 - Health and Safety Policy - Statement of Intent
 - Resilience Policy - Statement of Intent
 - Security Policy – Statement of Intent
 - Sustainability Policy Statement of Intent
- Receive and comment on the Annual HS&R Report and Annual Sustainability Report.
- Attend HSR&S briefings as required and will, as necessary work closely with the Chair of the Health, Safety and Resilience (HS&R) Committee, and the Chair of the Sustainability Committee to gain assurance that HSR&S strategies are achieved, and good governance is maintained.

University Council will receive assurances from the University Senior Leadership Team (SLT), the University Health, Safety and Resilience (HS&R) Committee and the University Sustainability Committee on the following:

- The university has and maintains up to date policies and subsequent documentation, including approval processes, which define:
 - The University commitment to HSR&S management.
 - Individual and group roles and responsibilities for HSR&S management at all levels of the organisation.
 - Arrangements for identifying and managing HS&R risks and for identifying and managing environmental aspects and impacts.
 - Communication and consultation strategies for HSR&S matters.
 - Monitoring arrangements to identify and measure HSR&S performance.
- Leadership and managerial responsibility for HSR&S is being exercised appropriately. This would include allocation of adequate resources, provision of information and the implementation and adherence to comprehensive HSR&S management systems.
- The university has an HSR&S risk profile, taking in to account any significant risks.
- HSR&S strategies for continual performance improvement are in place and managed.
- The university operates recognised HSR&S management systems and reports performance against the management systems i.e.
 - Health and Safety ISO 45001
 - HS(g) 65 Successful H&S management systems
 - Resilience ISO 22301 (Business Continuity)
 - Environmental management ISO 14001.
- That university business decisions take account of the HSR&S risk profile.

2.2 Vice-Chancellor

- The Council gives delegated authority to the Vice-Chancellor for ensuring:
 - The Health and Safety Policy, the Resilience Policy, the Security Policy and the Sustainability Policy and any subsequent HSR&S Management Systems are developed, implemented, monitored, and reviewed.
 - The operational responsibility for developing and implementing the policies and the HSR&S management systems is further delegated by the Vice-Chancellor to Senior Managers and competent staff. The HSR&S team structures are depicted in Appendix 1.
- To demonstrate commitment to HSR&S and set leadership direction, the Vice-Chancellor will:
 - Agree and sign the Policy Statements along with the Chair of Council.
 - Set HSR&S objectives for the leadership team.
 - Discuss HSR&S issues and performance with direct reports at performance/ development reviews.

2.3 Pro Vice-Chancellors (with and without line management responsibilities)

The Pro Vice-Chancellor roles are accountable to the Vice Chancellor:

2.3.1 Pro Vice Chancellors

- PVC Research and Innovation
- PVC Education
- PVC International

Pro Vice-Chancellor/s are accountable for HSR&S relating to their university role. This includes leadership and proactive commitment to matters relating to HSR&S for their area of responsibility, for direct reports, office staff and projects they lead; and as such have a duty of care to take responsibility for their actions and the implications of their decisions at work.

2.3.2 Executive Dean Pro Vice Chancellors

Responsibilities for Executive Dean PVCs are outlined in section 2.7

2.4 Registrar & Chief Operating Officer

Responsible for the provision and management of the University's Professional Services, including Health, Safety, Resilience and Sustainability.

The Registrar & Chief Operating Officer will:

- Promote, maintain, and resource a proactive institutional HSR&S culture and subsequent management systems through the Director of Estates and Campus Services (E&CS) and the HSR&S Teams.
- Set HSR&S objectives for the Professional Services Leadership Team (PSLT).
- Discuss HSR&S issues and performance with direct reports and at performance/ development reviews.
- Gain assurance that appropriate HSR&S management systems and arrangements are in place for areas of responsibility.
- Determine the HSR&S risks that should be included in the university risk register in accordance with established university risk management framework.
- Represent both the HSR&S teams and both the HS&R and Sustainability Committees and provide assurance to the University Senior Leadership Team (SLT) and Council on HSR&S performance.
- To undertake the strategic lead, in the event of a significant incident impacting the university or its people in accordance with the University Incident Management Team (Gold) arrangements.

2.5 Director of Estates & Campus Services with responsibility for Health, Safety & Resilience and Sustainability

The Director of Estates and Campus Services (E&CS) is responsible for Health, Safety Resilience and Sustainability. In this capacity, the Director of E&CS will:

- Establish and ensure the university competent advice for HSR&S in accordance with legal requirements.
- Line management of the Head of Health, Safety & Resilience and the Sustainability Manager, and accountability for the services provided by the HSR&S teams. This includes the provision of a Security Service and Insurance provision.
- Chair of the University HS&R Committee.
- Director level influence to University Leadership for:
 - Building common purpose with the SLT in pursuance of effective strategic and day-to-day management of HSR&S via the development, implementation and monitoring of the HSR&S policies and subsequent management systems.
 - Bring to the attention of University Leadership any HSR&S risks that may impact upon the university and require remedial action.
 - Promoting opportunities related to growth and efficiency of HSR&S.

In addition to the duties related to HSR&S, the Director of E&CS is also accountable for:

- Maintaining the fabric and infrastructure of the estate, buildings, and grounds. Including the provision of a working environment suitable for its intended use. As such, any Faculty/ PSU requiring any alterations or change of use to a building must request such via Estates and Campus Services.

- Ensuring compliance with HSR&S legislation during the design of a project or building.
- Liaising with tenants and collaborators to discuss and agree governance, accountability and responsibility for risks arising from occupancy.
- Energy management and use in accordance with the University Sustainability Policy and Carbon Management Plan.
- Provision of space for the discharge of HSR&S key activities and/ or operations.
- Ensuring the University's estate is compliant with HSR&S statutory compliance obligations.
- Fulfil the specific requirements outlined in the Director of Professional Service Unit (section 2.7).

2.6 Director of Human Resources

- Ensure that HSR&S responsibilities and competencies are included in job descriptions.
- Ensure that suitable facilities and assistance is available to Trade Unions Safety Representatives (and representatives of employee safety not represented by a trade union) to enable them to fulfil their functions.
- Facilitate the appointment of specific HSR&S roles.
- Monitor compliance of mandatory training through the University DTS provision. Where appropriate, facilitate and support the development and deployment of HSR&S related training programmes.
- Ensure that occupational health arrangements are in place to enable legal compliance for monitoring and health surveillance and to monitor the effectiveness of the service. Detail on the Occupational Health responsibilities can be found in section 3.3 of this document and the Occupational Health Service Guidelines.
- Fulfil the specific requirements outlined in the Director of Professional Service Unit (section 2.7).

2.7 Directors and Deputy Directors of Professional Service Units (PSU) and the College, Executive Dean of Faculty PVC, Deputy Executive Dean, Directors of Faculty Operations, Associate Dean (Research Innovation and Impact), Associate Dean (Education) and Appointed Deputies

The Directors of Professional Service Units, the College, and Executive Deans of Faculty (including appointed deputies) are accountable for the day-to-day management of HSR&S within their PSU/ Faculty/ the College. The Deputy Executive Dean, the Associate Deans, the Deputy PSU Director, and Director of Faculty Operations are responsible for working with the respective PSU Director and Executive Dean of Faculty to ensure that all HSR&S arrangements are in place.

HSR&S duties and responsibilities can be delegated to identified roles in accordance with their PSU/ Faculty organisational arrangements. All roles, identified must:

- Demonstrate leadership that makes a positive impact on attitudes, behaviours, and PSU/ Faculty performance towards a continually improving HSR&S culture.

- Be aware of the Health and Safety Policy, the Resilience Policy, the Security Policy, the Sustainability Policy and all arrangements and procedures that impact on the management of HSR&S for the PSU/ Faculty for which they are responsible. Enable implementation of said arrangements and procedures to ensure compliance.
- Be aware of and comply with the university insurance arrangements and facilitate the annual insurance renewal process.
- Ensure that HSR&S issues and performance is discussed with direct reports and at performance/ development reviews.
- Ensure the appointment of specified roles/ competent persons as appropriate and in accordance with legal and university requirements.
- Ensure processes and resources are in place to identify, mitigate and manage risks arising from the undertaking of the PSU/ Faculty, including occupational health surveillance as appropriate. This must include the risks to vulnerable groups as defined.
- Ensure that persons in the PSU/ Faculty with specific HSR&S responsibilities, as set out in this policy and associated hazard specific arrangements, have sufficient resource, capability, capacity, and competence (knowledge, skills & experience) to undertake their role.
- Support close working with the PSU/ Faculty HSR&S Advisors and wider operational HSR&S Teams, and seek to ensure that processes are in place within the PSU/ Faculty to:
 - Implement the University's HSR&S Management Systems.
 - Develop a PSU/ Faculty risk register in accordance with established university risk management framework.
 - Develop HSR&S risk management processes.
- Ensure that an appropriate management forum (i.e., local HS&R and Sustainability Committees/ meetings) is established in accordance with university guidance with established terms of reference, to communicate HSR&S matters and receive information, including:
 - The PSU/ Faculty HSR&S targets and objectives
 - HSR&S risk register
 - Performance against the HSR&S Management Systems
 - New systems of work/ new operational areas and/ or work streams.
- If requested, attend the University HS&R and Sustainability committees.
- Ensure that staff consultation involves all appropriate stakeholders including Trade Union-appointed Safety Representatives and Student Union representatives as appropriate.
- Ensure that emergency arrangements are in place and encompass all relevant risks.
- Have oversight of adverse event investigations and encourage the reporting of accidents and incidents in accordance with the established university guidance. Ensure resources are put in place to support and/ lead investigations and ensure PSU/ Faculty investigation outputs are adequately and timely actioned within their PSU/ Faculty.
- Enable audits and inspections and provide adequate resource to implement recommendations.

- Ensure that processes are in place to identify training needs and ensure that staff and others attend mandatory training as identified.
- Ensure that HSR&S performance is effectively reviewed, corrective action taken, and targets and objectives set to ensure continual performance improvement.
- Ensure that arrangements are in place for tenants, spin-outs collaborations, visitors, and contractors in accordance with legislative and university requirements.
- Membership of the Incident Management Team, specifically:
 - Directors of PSU's; required to provide tactical leadership and guidance in the event of a significant incident impacting the university or its people in accordance with the University Incident Management Team (Silver) arrangements.
 - Executive Dean of Faculty PVC; provide strategic support as required to the Registrar and Chief Operating Officer, in the event of a significant incident impacting the university or its people in accordance with the University Incident Management Team (Gold) arrangements.

2.8 Head of Department/ Head of School/ Directors of the College

Reporting to the Executive Dean of Faculty or Director PSU/ the College, the responsibility of the Head of Department/ School, Director of the College is the same as that identified for the Executive Dean of Faculty/ Director of PSU (Section 2.7) but applies specifically to the department(s) for which the individual has responsibility.

The Head of Department/ School/ Director of the College, must ensure that relevant local rules are in place and that the PSU/ Faculty requirements for HSR&S at a local level are implemented, reporting any concerns in accordance with the PSU/ Faculty and university arrangements.

2.9 Principal Investigators (Academic leading a grant funded project) Supervisors (including Research and Academic/ Teaching and Learning) and where appropriate the Supervisor of the Specific Research Activity

Principal investigators (PIs) and Research and Academic Supervisors are experts in their field of research and are expected to have current operational knowledge of the hazards and risks associated with their research area. They are accountable to the Executive Dean of Faculty and Head of School for the HSR&S of their researchers and others who may be affected by the research activities.

PIs and Supervisors will:

- Ensure that appropriate licences, permits, and facilities are in place.
- Be aware of the legal and university requirements for their area of research and be able to identify and manage the HSR&S risks in their field of work:
 - Ensure the completion and approval of suitable and sufficient risk assessment.

- Compliance with related university processes as applicable i.e., research ethics.
- Ensure all people under their direction (research and non-research related activity) have adequate information about the HSR&S risks and risk control measures that apply to their work, and that relevant resource, training and supervision arrangements are in place.
 - Including the identification and involvement of specific research activity supervision as required.
- Ensure their researchers are trained in risk assessment techniques to identify and control all HSR&S risks and are competent to supervise others in their research activity.
- Monitor workplace compliance and:
 - Report to their manager's any deficiencies in HSR&S management, such as, unsafe acts or conditions, failure to follow safe systems of work, a lack of planned maintenance or inadequate facilities.
 - Enforce HSR&S standards and codes of practice and set a good example to their research staff and others in the workplace.
 - Actively report into and support the Faculty HS&R and Sustainability Committees, including the dissemination of information to direct reports and/ or researchers.

2.10 Post-Doctoral Researchers/ Researchers

- Accountable to the programme leader/ Principal Investigator, Head of School and the Executive Dean of Faculty for the HSR&S of their researchers and others who may be affected by the research activities.
- To be competent in the research area and aware of the risks inherent in the techniques, equipment and methods used. Should be trained to:
 - Carry out risk assessments (to identify HSR&S risks) and communicate information on risks and control measures to their researchers and others affected by the research.
 - Comply with related university processes as applicable i.e., research ethics.
 - Understand and comply with the university HSR&S policies, procedures, and committee structures.
 - Provide effective supervision and take appropriate actions when made aware of HSR&S management failures in accordance with university guidance.
 - Contribute to the investigation of adverse events that have affected their research teams.
 - Follow laboratory standard operating procedures and reinforce the importance of good housekeeping and occupational hygiene.
 - Ensure that students and staff are trained and supervised until they are competent to work without direct supervision.
 - Ensure that risk assessments consider the risks to the health, safety and security of support staff and others who may be affected by the research work, business resilience and the risks to the environment (local or

globally). This could include risks the research activity could present to cleaners, maintenance staff, engineers, technicians, etc. From an environmental perspective, this could include impacts on air, land, or effective waste management.

- Ensure that adequate resources and risk control measures are in place before the research project starts and research support workers must be informed about relevant risks, associated risk control measures and any personal responsibility.

All researchers must:

- Ensure that they take responsibility for their own health and safety and ensure that they do not compromise the health and safety of others by their acts or omissions.
- Familiarise themselves and comply with university policy, guidance, and procedures, ensuring that safe systems of work are in place and effective. This includes the wearing of personal protective equipment as required.
- Ensure that they are competent to carry out their work activity and attend training as required. Identify to their supervisors, in advance of completing the work activity:
 - any gaps in training or competence
 - any Activity Specific Supervisors required for specific activity as part of their research.
- Complete risk assessment in accordance with university requirements and identify appropriate control measures. Share information arising from the risk assessment and any control measures with others who may be affected by their work.
- Consult with their supervisor/ line manager/ health, safety, and resilience specialist (as required) before changing any agreed working practices and research methods. Report any unsafe conditions/ actions arising out of their work activity with supervisors.
- Report incidents via the university adverse events system and participate in adverse event investigation as required.

2.11 Academic Lecturers and Technical Staff with Responsibility for Undergraduate Students, etc.

Undergraduates should be assumed to be untrained in all activities and matters of HSR&S and as such require training, information, and instruction. Academic staff and where appropriate, non-academic (i.e., technical) staff have a duty to instruct students, as far as is reasonably practicable, in all matters necessary to ensure their health and safety while working in university premises, on supervised fieldwork exercises, and during university work elsewhere.

Academic lecturers and technical staff with responsibility for undergraduate students will:

- Ensure that all HSR&S risks related to undergraduate activity are risk assessed and communicated in accordance with university policy.
- Ensure that undergraduates are appropriately supervised at all times.
- Ensure that undergraduates are trained and competent in the specific use of hazardous equipment and appropriate control measures.
- Ensure that all hazardous equipment has adequate protective devices and safeguards in operation and undergraduates have been trained in the specific use of the equipment.
- Ensure that all hazardous substances used in practical work are subject to risk assessment and appropriate control measures implemented.
- Ensure that all written instructions to undergraduates in their practical work identify the risks of using hazardous substances and equipment and the precautions which must be taken.

2.12 Line Manager (including Supervisory Staff)

Line managers and supervisors are responsible for the day-to-day HSR&S management of their area of responsibility and that of their staff, and others who may be affected by their undertaking. Occupationally competent, line managers and supervisors should be aware of the risks inherent in the techniques, equipment and methods used in their area of responsibility. Specifically, line managers and supervisors will:

- Carry out HSR&S risk assessments and communicate information on risks and control measures to their staff and others affected.
- Understand the university policies and procedures in place to manage HSR&S.
- Provide appropriate resource for HSR&S matters.
- Provide appropriate supervision and take appropriate actions when made aware of HSR&S management failures in accordance with established university guidance.
- Investigate minor adverse events that have affected their teams and contribute to RIDDOR reportable accident investigation in accordance with university guidance.
- Develop and follow standard operating procedures and reinforce the importance of good housekeeping and occupational hygiene.
- Ensure their staff (including temporary and agency staff) are trained and appropriate supervision is provided based on competency.
- Ensure that risk assessments consider the risks to the environment and health and safety of support staff and others who may be affected by the work activity.
- Carry out audit and monitoring activity in accordance with university requirements.

2.13 All Staff

All staff have responsibility for the health and safety of themselves and others (including students) who may be affected by their work activity. All staff are responsible

for ensuring their work streams do not have a detrimental effect on the local or global environment.

All staff are responsible for ensuring that they:

- Conduct their work activity in accordance with university HSR&S policies and subsequent arrangements such as procedures and guidance.
- Comply and co-operate with their line manager and Executive Dean of Faculty or Director of PSU to ensure that HSR&S responsibilities can be effectively discharged.
- Attend HSR&S training as required.
- Report hazards and adverse events and assist in investigations as required.

2.14 Employed Students

Students employed to carry out work within or on behalf of the University are classed as employees in Health and Safety law.

Those undertaking demonstrations or tutorial services are considered by health and safety legislation to be employed persons whilst carrying out that activity. Relevant duties identified in this document apply.

2.15 Students and Other Stakeholders

Students, Visitors, Tenants, Contractors, and others as applicable, are required to conform to the HSR&S systems and processes that are in place and communicated in respect of the risks they face; and to report any concerns in respect of their HSR&S.

2.15.1 Students

Students, including undergraduates, project students and trainee researchers should be assumed to be untrained in all activities and matters of HSR&S and as such require training, information, and instruction.

Students are required to comply with all university requirements and local departmental procedures and rules. This includes the completion of student health declarations as applicable, compliance with activity risk assessment, equipment operational procedures and safe working practices. Students are provided with all relevant information via local induction, briefings, the student handbook, and the student information portals.

2.15.2 Visiting Academics, PGR Students and Guest Workers (including Agency Staff)

Visiting Academics and other guest workers hosted at the university on a short-term basis are authorised only with the permission of the appropriate Executive Dean of Faculty (or their representative) or Director of PSU and must follow university procedures and arrangements.

Visiting academics, PGR Students and guest workers will:

- Understand and have access to the university policies and procedures to ensure compliance.
- Be afforded the same degree of protection against risks to their health and safety as Swansea University employees and students.
- Receive a suitable and sufficient Induction. Information, instruction and training will be provided by the Faculty or PSU, enabling them to undertake their work safely and in accordance with university requirements.
- Ensure that all activity is subject to risk assessment and approval by university responsible/ supervisory staff prior to commencement of the activity.
- Be trained and competent to carry out the activity at the university.
- Be appropriately supervised by competent university staff.
- Report all adverse events in accordance with established university processes.

2.15.3 Visitors and Members of the Public

Visitors and members of the public, in any capacity, will be provided with relevant information to ensure their safety and health whilst on university premises. This includes, visiting school groups, residential and non-residential university organised activity i.e., outreach. Specific arrangements and risk assessments must be carried out for visitors under the age of 18.

- Swansea University will ensure that visitors to the university are not exposed to any significant risks to their health or safety.
- Areas of the university that have public access, including libraries, theatres, restaurants etc. are the responsibility of the relevant Executive Dean of Faculty or PSU Director and their subsequent management structure.
- Visitors to Faculty's and PSUs are the responsibility of the Faculty or PSU which they are visiting, and necessary safeguards and arrangements must be in place to ensure their health and safety.
- Proper and effective steps must be taken to prevent unauthorised access by members of the public to areas or locations where they may be placed at risk. Risk assessments must also consider the possibility of unauthorised access by members of the public.

2.15.4 Tenants

All tenants will be required to discuss and agree HSR&S governance, accountability, and responsibility, for risks arising from occupancy by way of the HSR&S Governance Arrangements (HSA-10100-02b). This will be agreed by the Tenant and HS&R and Sustainability teams representatives prior to occupation.

Tenants are required to enable the university to fulfil its statutory duties and compliance with university HSR&S procedures i.e., audit and inspection.

2.15.5 Contractors

All contractors must comply with any university or statutory requirements that their work is conducted in such a way as to minimise the risks to themselves and others who may be affected by their work. They are also expected to comply with relevant statutory and university requirements. Failure to do so may be considered grounds for terminating a contract.

The University has set out its expectations in respect of contractor HSR&S management in a set of separate arrangements.

2.16 Other Partnerships

All partnerships, collaborations, spinouts, wholly owned subsidiaries will be scrutinised to ensure that governance, accountability, and responsibilities are discussed and agreed by way of the HSR&S Governance Arrangements (HSA-10100-02b). This will be agreed by the occupier and HS&R and Sustainability teams representatives prior to occupation.

Other partnerships are required to enable the university to fulfil its statutory duties and compliance with university HSR&S procedures i.e., audit and inspection.

2.17 Specified Roles

The University has a number of roles in place to assist with the management of general and specified HSR&S risks and emergency planning and response.

- **Health, Safety and Resilience Co-ordinators:** Each Faculty/ PSU may have several HS&R Co-ordinators, at the discretion of Executive Dean of Faculty/ Director of PSU. They work with the HS&R Team and Faculty/ PSU staff to promote the University's HS&R Management Systems and Policies. The Co-ordinators provide a communication and coordination role and do not hold any accountability for health, safety and resilience.
- **Environmental Co-ordinators:** Each Faculty/ PSU may have a number of Environmental Co-ordinators, at the discretion of Executive Dean of Faculty/ Director of PSU. They work with the Sustainability Team and Faculty/ PSU staff to promote the University Environmental Management System and Policy. The Co-ordinators provide a communication and coordination role and do not hold any sustainability accountability.
- **First Aiders and Mental Health First Aiders:** The University has a number of identified First Aiders and Mental Health First Aiders, providing a service to staff, students, visitors, and others across the university campuses. First aid needs analysis is carried out identifying the provision requirement based on risk levels in each area. First aid courses are provided including emergency first aid at work, first aid at work, chemical first aid at work, outdoor first aid, mental health first aid, defibrillator training and refresher training.

- **Fire Wardens:** The University has a number of Fire Wardens across university campuses trained to assist with fire and emergency evacuation. Evac chair operators are available to assist in evacuation as required and in accordance with Personal Emergency Evacuation Plans.
- **Radiation Protection Advisor (RPA):** The Radiation Protection Advisor is a subject expert providing advice and guidance in accordance with legislative requirements - the Ionising Radiation Regulations 2017 (IRR17). The University employs the services of external consultants to fulfil this role for work with ionising radiation, X-ray, and medical equipment.
- **Radiation Protection Officer (RPO):** A Radiation Protection Officer (RPO) is formally appointed within the HS&R team to co-ordinate radiological protection management throughout the university and provides advice to the University Senior Management, to Faculty/ PSU radiation protection staff and to individuals on all aspects of radiation protection.
- **Radiation Protection Supervisor (RPS):** Radiation Protection Supervisors (RPSs) are internally appointed by the Faculty/ PSU in which work involving the use of ionising radiations is undertaken. The RPS acts as the primary point of contact for staff on routine radiation matters (environmental and safety concerns). RPSs are required to ensure that the work to be undertaken by an individual complies fully with the local rules for that work, and that the worker is familiar with those local rules. The supervisor shall also provide appropriate information, instruction, and training in the specific work to be undertaken. Each Executive Dean of Faculty/ PSU Director will appoint, in writing, at least one RPS in accordance with the requirements of the Ionising Radiation Regulations 2017 (IRR17) and subject to the approval of the Radiation Protection Officer. Unless agreed with the RPO, a deputy(s) RPS should be appointed to allow for business continuity.
- **Biological Safety and Genetically Modified Organisms Officer:** Biological Safety and Genetically Modified Organisms Officers (BS/ GMO) are internally appointed by the faculty in which work involving Biological or GMO work is undertaken. The BS/ GMO act as a competent person to provide advice to the Executive Dean of Faculty on the management of biological/ GMO work and are the first point of contact for Faculty staff for information and advice on procedures, hazards and control measures relating to Biological/ GMO activities. Representing the Faculty on consultation committees and contributing to the development and implementation of policies. Providing expert advice to the Biological Hazards and GMO Sub-Committee on risk assessment, classification and facilities and participating in visits by external regulators (e.g., HSE) as required.
- **Laser Safety Officer (LSO):** Laser Safety Officers are internally appointed by the Faculty/ PSU in which work involving the use of lasers is undertaken. The LSO is the faculty point of contact for laser related activity, providing advice and guidance, contributing to the development of policy, and ensuring arrangements are in place for the maintenance and use of equipment.

3. Competent Advice

3.1 Health, Safety and Resilience Competent Advice

In accordance with Regulation 7 of the Management of Health & Safety at Work Regulations 1999, the University has appointed competent health and safety advice.

3.1.1 Head of Health, Safety and Resilience

- Work with colleagues to develop a HS&R strategy for endorsement by HS&R Committee.
- Develop subsequent strategic plans for HS&R work-streams as required.
- Lead a team of HS&R professionals to work with university stakeholders to:
 - Develop, implement, review, and continually improve performance of the HS&R management systems, policies, and associated arrangements.
 - Provide expert advice, guidance, and support to the university.
 - Provide an embedded Health, Safety and Resilience Advisor service to Faculties/ PSUs to ensure that risk management is an integral part of the Faculty/ PSU business.
 - Work with Faculties/ PSUs to develop a university HS&R risk register and risk management plan in accordance with established university risk management framework.
 - Ensure systems and processes are updated to take account of emerging legislation and good practice.
 - Ensure appropriate stakeholder engagement, promotion and maintenance of a proactive institutional HS&R culture and management systems.
 - Ensure premises safety arrangements are robust and fit for purpose, including fire and emergency evacuation.
 - Ensure statutory compliance testing and associated remedial actions are implemented and resolved in all university owned and leased buildings.
 - Ensure appropriate incident management arrangements are in place.
 - Ensure the appropriate provision of a proactive and responsive Security service, including 24/7 emergency response. This includes the provision of physical and personal security advice, guidance, and audit.
 - Ensure the provision of university insurance arrangements.
- Ensure arrangements are in place for the appointment of:
 - Competent persons, including:
 - Radiation Protection Officer
 - Radiation Protection Supervisors
 - Laser Safety Officer
 - GMO/ Biological Safety Advisor.
 - Appointed persons, including:
 - Asbestos appointed person
 - Legionella appointed person
 - Fire Safety appointed person.
- Provide an occupational hygiene service to inform workplace health related risk assessments and health surveillance.

- Develop and maintain information and communication systems to ensure that university HS&R information is accessible, up to date and communicated to relevant stakeholders.
- Develop learning and development systems and processes that are accessible and appropriate to meet learner's needs:
 - Provide generic and specific training to enable members of the university to meet their HS&R responsibilities.
 - Ensure that robust monitoring techniques are in place, including inspection and audit.
- Work with colleagues to develop and present an annual report on HS&R performance to the HS&R Committee.
- Liaising with the Health and Safety Executive and other regulatory authorities.

To effectively deliver the HS&R service, the team is made up of the following work streams; the HS&R structural diagram is available in Appendix 1.

- Scientific Health and Safety
- Premises Compliance and Fire Safety
- Learning, Development and Information
- Health, Safety and Resilience Service provision in the Faculties and PSUs
- Security
- Insurance

3.2 Sustainability Competent Advice

3.2.1 Sustainability Manager

- Develop plans for sustainability (hereby taken to include environmental management and social sustainability/ ethics) work-streams as required.
- Report to the Sustainability Committee on the functioning of the Environmental Management System (EMS).
- Develop EMS objectives and targets in liaison with the Environment Manager.
- Organise and programme manage the sustainability management programme in liaison with the Environment Manager.
- Lead a team of sustainability professionals to work with university stakeholders to:
 - Develop, implement, review, and continually improve performance of the Environmental Management System (ISO14001), Sustainability Policy and associated procedures and management/ action plans.
 - Provide a peripatetic sustainability advice, guidance, and support service to Faculties/ PSUs to ensure that environmental risk management and sustainability opportunities are an integral part of the Faculty/ PSU business.
 - Work with Faculties/ PSUs to develop bespoke Sustainability Action Plans (SAPs) and the university sustainability risk register and risk management plan in accordance with established university risk management framework.

- Ensure systems and processes are updated to take account of emerging legislation and good practice.
- Ensure appropriate stakeholder engagement, promotion, and maintenance of a proactive institutional culture of continuous improvement as per the demands of 14001.
- Ensure that, in partnership with the Faculties/ PSUs, all significant sustainability aspects have been determined, communicated to the relevant personnel and where appropriate, minimised, controlled or expanded.
- Develop and maintain information and communication systems to ensure that university sustainability data and information is accessible, up to date and communicated to relevant stakeholders.
- Provide generic and specific training to enable members of the university to meet their sustainability responsibilities.
- Monitor, evaluate and review the performance of the EMS in accordance with university governance, relevant legislation, and sector good practice.
- Ensure that robust monitoring techniques are in place, including inspection and audit, and that KPIs are reported on annually as part of the EMS management review process.
- Liaise with Natural Resources Wales, HEFCW and other authorities on matters of sustainability.

To effectively deliver the sustainability service, the sustainability strategic work programme is made up of the following work streams; the team staff diagram is available in Appendix 1:

- Biodiverse Campuses (Biodiversity and Management of the Crymlyn Burrows SSSI)
- Culture and Community (Environmental Management System and sustainability provision in the Faculty's and PSUs, community engagement, staff volunteering)
- Knowledge and Skills (Student engagement, volunteering, and coordination of the student Sustainability Employability Award, ESDGC)
- Positive Procurement (Sustainable and ethical procurement, Fairtrade, Workers Rights, Ethical Investment)
- Staff Wellbeing (Corporate Health Standard)
- Minimal Waste (Waste and Recycling provision) now part of Campus Services within E&CS
- Sustainable Travel (University Travel Plan) now part of Commercial Services within E&CS
- Energy and Carbon management: Lower Carbon (Carbon Management Plan) now part of Technical Services within E&CS.

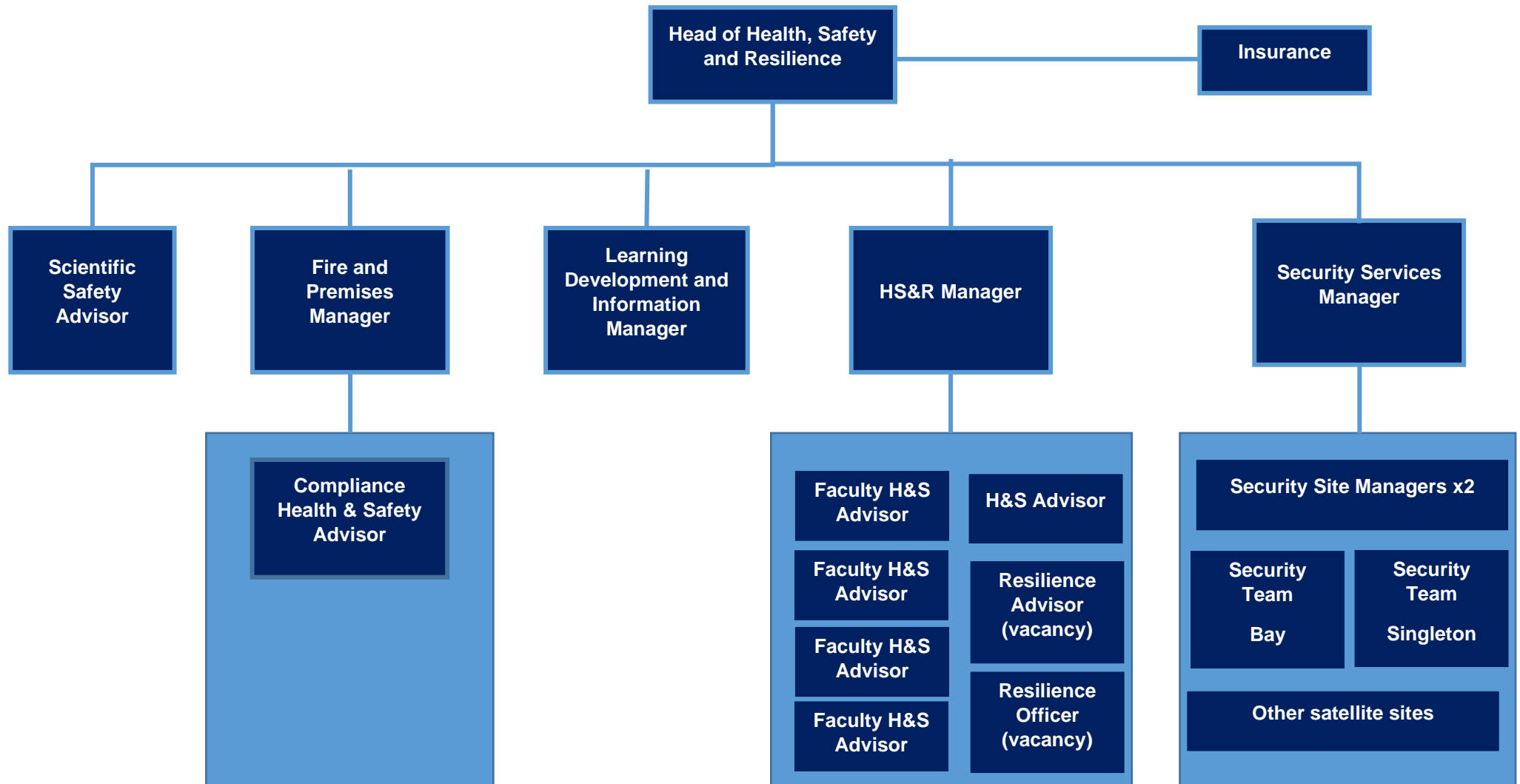
3.3 Occupational Health Competent Advice

The Occupational Health Service consists of a number of specialist nurses and GP, providing a service that promotes and preserves both the physical and mental wellbeing of all staff:

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- Undertake pre-employment screening for staff applying for roles in the university.
 - Undertake pre assessment medical screening for students applying for health-related courses.
 - Undertake occupational fitness to practise assessments for students on courses with such requirements.
 - Provide occupational immunisations and blood test screening for all students on health-related courses in the Faculty of Medicine, Human and Life Science.
 - Provide managers and their staff with advice and support on work-related health matters.
 - Work in partnership with the university's Human Resources Department and HS&R service in the development and implementation of appropriate occupational health policies and associated arrangements.
 - Assist in fulfilling statutory (e.g., health surveillance) and regulatory requirements, to ensure that the health of staff and others is not adversely affected by their work.
 - Promote health and wellbeing to protect all staff whilst at work, taking account of the working environment and associated activities.

Appendix One - Structures

Health, Safety and Resilience Competent Persons Structure



Sustainability Competent Persons Structure

